

**Minutes of Meeting**  
**City of Weston Lakes, Emergency Management Committee**  
**Simonton City Hall 35011 FM 1093, Simonton Texas 77476**  
**Thursday August 19, 2009**  
**6:00 PM**

**1. Call to Order.** The City of Weston Lakes Emergency Management Committee was called to order a 6 PM on August 19, 2009.

Members Present:

Chairman Clifton Aldrich, Emergency Management Coordinator

Member Bill Dubois, MUD 81

Member Marshal Ron Horowitz, Assistant Emergency Management Coordinator

Member Jim Minton

Member Jack Marshall

Members Absent:

Weather Advisor Neil Frank

Member Steve Reichardt

Alderman DeLuca and Alderman Thomas were also present

Mr. Jason Hall was representing Mr. Reichardt

**2. Introductions.** Linda Harnist, David Heslep, Pat Harris were introduced as attending volunteers.

**3. Overview of the Plan.** The Chairman provided an overview and discussion of the City of Weston Lakes Emergency Management Implementation Plan and the additions to the plan since the previous meeting. The plan was presented as an approved plan as the City Council had approved the plan at the July meeting.

**4. Status of Training.** The Chairman gave a status of the City of Weston Lakes training to date and highlighted the need for those who completed training to submit their Certificates to the City Secretary. Chairman also announced that Jack Stewart and Pat Harris are in Community Emergency Response Team training and will be the first from Weston Lakes to complete the training. They will not be participating in the Table Top as they will be at that training on the 8<sup>th</sup>.

**5. Overview of the Emergency Management Table Top Exercise.** The Chairman provided an overview of the Table Top Exercise scheduled for the 8<sup>th</sup> of September. The exercise will be a full set up of the EOC and a presentation by Lt CMDR Joe Leonard of the USCG and Deputy Chief Bob Royal of the Harris County Fire Marshal's office to kick off the exercise. A walk through of a "Ike" like hurricane scenario will be presented and discussed using the functional responsibilities within the EOC as a structure for discussion.

**6. Functional Responsibility.** The Chairman identified key personnel who will have the functional responsibilities in the EOC during the exercise. Alderman DeLuca will be acting as the Logistics Section Chief, Alderman Thomas will be acting as the Operations Section Chief, MUD Director Bill Dubois will be acting as the Public Works Chief, Steve Riechardt will be acting as the Facilities Section Chief, POA Trustee David Heslep will be acting as the Safety Officer, City Secretary Kathy Nida will be acting as the PIO, Alderman Aldrich will be acting as the Incident Commander, Marshal Horowitz and POA President Jack Marshall will be acting as the Law Enforcement Team Chiefs.

**7. Status of Volunteers.** The Chairman announced that the numbers of volunteers are growing with Ms. Liz Thomas, Ms. Fran Aldrich, Jack and Jean Steward, Bob and Cathy Blue all participating in the upcoming exercise.

**8. Swine Flu Update.** Swine Flu is still a threat to the residents of Weston Lakes and Fort Bend County. The Mayor and the EMC are continuing to monitor state wide conference calls as the school districts prepare to welcome children back to school next week. Vaccine is being developed and plans are being made for full scale distribution in the County. The primary means of distribution will be through designated physicians and commercial pharmacy outlets. The County has yet to determine if a Public Health distribution effort will be undertaken.

**9. Future Meetings and the Way Ahead.** There will be an EM Committee meeting in November to present the exercise After Action Review.

**10. Adjournment.** There being no further business on the agenda Chairman Aldrich adjourned the meeting at 7 PM.

Signed

Clifton H. Aldrich

Chairman