

Minutes of Meeting

City of Weston Lakes Emergency Management Committee

Simonton City Hall

35011 FM 1093, Simonton, Texas 77476

Wednesday, January 19, 2011

6:00 p.m.

1. Meeting called to order at 6:01 p.m. by Chairman Cliff Aldrich. Brief introduction of members present. Those in attendance: Marshall Ron Horowitz, Henry Bayard, Bode Wade, Pat Harris, Fran Aldrich, Vern Flowers, Carolyn Flowers, Bob Machen, Bill DuBois, Rhea and Bill Ragle, Don Conrad with ABC Leasing, Jack and Jean Stewart, Brandi Crone with Ft. Bend County, Christine Ferguson, Mayor Mary Rose Zdunkewicz and Trent Thomas.
2. Approval of August Minutes; moved and approved
3. Chairman's Update
 - a. Emergency Services Contract with ABC Leasing: Contract approved for services at an annual cost of \$750 plus \$250 for Insurance. Renewal in October 2011.
 - b. FEMA Generator and Homeland Security Grant Status: Generator is paid for and ordered; delivery and installation expected in Feb/March. Generator will service Country Club EOC including A/C units. Other grant equipment include a projector, computers (4), radios and base station. Grants are 80% expended at this time. New grant requests will be for Video Screen and required antennae(s).
 - c. PIER Briefing to ESD #4 to address Regional Cooperation and Sharing: A combined effort between The City of Weston Lakes, Simonton, Fulshear and Orchard. PIER cost for the first year is zero, years thereafter is \$2500.
 - d. EOC organization (PIO, Asst Opns, Asst Log) Chairman Aldrich announced Marshall Horowitz will assume responsibility for Cert Teams, meetings, exercises, equipment distribution, etc. There was a brief overview of the newly acquired hand-held radios. Mr. Minton, Mr. Stebbins, and Mr. Flowers are Assistant Op.s; Field First Sgt. is Pat Harris; Fran Aldrich and

Richard Kouba are Assistant Log.s. 27 members are trained CERT. 5 CERT teams. Jean Stewart and Jack Stewart have joined the CERT team and Linda Johnson will assume the PIO responsibility.

- e. Plans Update (POD Plan, Country Hazard Mitigation Plan, City EOP rewrite): Plan update is pending, TBA at a later date. Point of Distribution, if needed, is the parking lot of the Weston Lakes Country Club. Updates will required input from Logistics members. County Mitigation Plan is expired presently. All grants are pending until Ft. Bend news its plan. City of Weston Lakes, to participate, will need to identify Stake Holders, i.e., Country Club, POA, Mud 81, and Emergency Management Team.

Comments and input is needed from the StakeHolders; Townhall meetings, and EMT meetings with residence participation is also a requirement. A couple of goals are to recognize threats and develop a series of actions. Requires updating every 5 years.

- 4. 2011 Grant Proposals: Our grant goals for 2011 are to purchase Video Conferencing Equipment at a cost of \$8500. Also under consideration is a Digital Sign to be erected at the entrance to Weston Lakes and visible from FM 1093. This sign should it be approved it will warn of weather related threats (hurricane updates, etc.), water notices and other community information as needed. This sign would eliminate the need for small bandit type of signs currently being used. Sign would be battery back-up for use in time of Emergency.
- 5. Storm Ready City: A discussion of the requirements for Certification as a Storm-Ready City included the needs for 3 or 4 different methods of communicating emergency information to residents, 24/7 point of contact and weather radios. Also required is a Annual Weather Townhall 2011 goal: CRS Community Rating System rated by FEMA Successful rating could result in discounts on flood insurance ,etc., for Weston Lakes.
- 6. MUD #81 Emergency Plan presented by Mr. Bill Dubois: Mr. Dubois gave an overview of the history of the MUD#81 Security Manual, currently renamed and known as the Fort Bend County MUD#81 Emergency Preparedness Plan. A table of contents for this manual is attached to these minutes.
- 7. Training Policy Review, Status and other opportunities:
 - a. ICS 100, 700 minimum, ICS 200, 800 EOC Personnel, 300, 400 Sections Chiefs, 701, 702, 703, 704, designated personnel: Further training requirements were discussed as well as a review of the completed training and trainees. 27 members and 5 CERT teams have received Certificated training. A Training Matrix was made available to the attendees and a copy of that Matrix is attached to these minutes.

- b. Skywarn: Required for EMROG; this is training for Visual Observation.
 - c. Show me the Money: Required 3 hour course for Adm/Finance and Logistics. Feb 17, 2011, in League City. Awaiting a course in our area. Material covered in the course: accounting, contracts, equipment, audits, FEMA forms, etc.
 - d. CPR training (Red Cross): Feb. 12, 2011, two sessions, one morning and an afternoon session at a cost of \$10. April may present yet another training opportunity in CPR.
8. Property accountability policy (Chairman/Mr. Deluca);
- a. Discussion on the assignment of new equipment, computers, radios, etc. Members to accept responsibility for assignment equipment and sign receipt.
 - b. Hand Receipt requirement: A copy of this form is attached. Required when be assigned any equipment.
 - c. Expendable vs non expendable: Three categories of equipment was briefly introduced as: expendable, non-expendable and consumable.
9. CERT Team meetings and equipment. Marshall Horowitz will assume leadership of CERT Teams, call meetings, distribute equipment, backpacks, etc.
10. Report on EMROG test and training events and Communications Capability. Mr. Donofri was unable to be present and make this presentation. Chairman Aldrich reported on upcoming meetings for EMROG, weekly and monthly. Mr. Donofri, Communications officer will assist with the installation of the new 3 antennae.
11. Event and Training Calendar Review:
- a. Open House, March 18/19, 2011. This event will present to our residents and dignitaries the work that has been accomplished in our Weston Lakes EOC. Set up for the event will be on the 18th of March and the Open House on Saturday, March 19, 2011. Actual hours of open house are to be determined.
 - b. Table Top Exercise will be announced at a later date; target is April. WEBEOC to be included.
 - c. Functional Exercise TBD May (will include CERT team deployment and communications test.

Also WEBEOC will be included in this exercise as well.

d. Statewide Exercise: Awaiting information on up-coming State/County exercises. Also watching for dates for Ft. Bend County and Harris County Hurricane Workshops.

12. Comments and input from Volunteers:

Marshall Horowitz announced he would be contacting his CERT Teams re: assignment of equipment, training, meetings, etc.

Chairman Aldrich handed out job books to Section Chiefs, etc. Job descriptions to be reviewed and re-written to reflect current needs.

Mr. Deluca asked if the new WEBEOC would include a demonstration portion.

The Audience expressed its gratitude to Chairman Aldrich for his extensive time and energy expended in the cause of Emergency Management for the City of Weston Lakes and surrounding cities as well.

Mayor Zdunkewicz introduced the new City of Weston Lakes banner.

Chairman Aldrich called for the distribution of available equipment, signatures on receipts.

13. Meeting was adjourned at 7:23 p.m.

Minutes of January 19, 2011 meeting submitted by Linda K.Harnist, January 20, 2010
