

Minutes of Meeting
City of Weston Lakes Emergency Management Committee Meeting
Simonton City Hall
35011 FM 1093, Simonton, Texas 77476
Tuesday, August 9, 2011
6:00 p.m.

1. **Call to Order:** A quorum being established, Chairman Aldrich called the meeting to order at 6:00 p.m.
2. **Introduction of Attendees:** two guests, family members of the Aldrich and Trent families were in attendance. Members present are listed on the attached sign-in sheet.
3. **Approval of minutes:** Mr. Dubois moved that minutes of the March 8 and April 18, 2011 meetings be approved. Action: Minutes approved.
4. **Logistics budget and supply requirements and budget workshop 17 August 2011:** Emergency Management budget requests due to the City by 20 August, 2011. Items among the proposed outline for budget are: Two year extended warranty on our generator at a cost of \$1000. In answer to question posed by Mr. Flowers; the generator is on an automatic cycle to keep it in good working order. Oil levels are checked regularly as part of the maintenance agreement. Cots, blankets and pillows also line item for the budget. Question: pertaining to storage, issue required resolution. Question: who will use cots, etc.? Answer: EOC and public as needed. Medical Supplies, Food and Water Supplies also included in budget outline. Logistics to supply estimate of cost for supplies by end of next week.
5. **Exercise After Action Review:** The following items were discussed; Equipment and Radio use and assignments. All CERT teams have radios turned to on position during an up-coming event. Better communication between all sections and between CERT and EOC needed. Mr. Thomas stated the overall exercise was good with shortfalls in communication, especially external communications. One area of Weston Lakes did not receive the attention required, others covered well; good participation among current members pointed out, however, the need for more volunteers to staff required 24 hour shifts during an emergency. Number of volunteers called into question should an event occur during times of travel/vacation of members. Concern was mentioned by Marshall Horowitz concerning the WebEOC and sections not being able to view messages between sections. It was reported this issued is now resolved. Chairman Aldrich pointed out the need for two new positions; Sentinel and Controller. Bill Ragle was identified as being appointed to perform County administrative/WebEOC duties within the EOC. Mr. Flowers pointed out the need for a "duty/schedule board" in the EOC. Action: It will be at the next event. Mr. Deluca commented on the lack of section interaction (communications); POD Plan development and successful completion/submittal of objective forms. Bob Blue pointed out further communication deficiencies; dead areas with the RiverWood section. Relay messages was the solution. Mr. Hall reported a TV technician will be at the EOC location 10 August to perform repairs, resolving issues surrounding outside information to the EOC via local media. Mr. Beustring pointed out a deficiency in personnel for front gates and infrastructure. Marshall Horowitz reported

he has possession of the same type of radio as the County and will be able to request aid if necessary during an event. Chairman Aldrich requested the Marshall contact Don LaRue, Fort Bend County to give a class to everyone in the committee with responsibility for using radios, such as the Mayor, Commander, Ops, etc. Fran Aldrich posed a question about notification to EOC/CERT members. Action: Process to be written by the Plans Officer, Scott Stebbins.

6. **Training Review and Update:** 30 Sept 2011 is the deadline for NIMCAST report and training must be completed by this date. Spread sheet/hand out of completed/needed training as of this date is attached and was circulated amongst the members present.
7. **EMC Update:** Discussion of need for more volunteers. Suggestions were: contact other WL groups with request; bring at least one new volunteer to each meeting per member; and hold a bar-b-que to attract volunteers.
8. **Review Property Accountability:** Property Receipts will be re-issued and equipment tagged. Date tbd.
9. **Communications Review:** Covered in after action review.
10. **Critical Volunteer Needs:** Covered above.
11. **Comments/Input from Volunteers:** Mr. Dubois made a report during this time regarding the mandatory reduction of water usage starting 11 August 2011 as a result of mild drought conditions. Wells are being pumped 18 hours per day. Moderate drought conditions will result when pumping is 20 hours/day for 3 consecutive days. As of the 11th residents will be asked to curtail watering of yards to 2 days per week. Mayor Zdundewicz reported a water outage in Riverwood, that Aqua Texas has been unresponsive, and a meeting with Mr. Price of TCEQ has been requested to evaluate communication improvements with Aqua Texas. The Mayor requested Mr. Flowers and Mr. Ragle attend the TCEQ meeting. The Mayor shared a suggestion to TCEQ, Aqua Texas should have a second water tank. Chairman Aldrich reported on a small Texas town being without water recently and the water company was responsible for trucking water to the residents. It was also noted Aqua Texas is deficient in issuing BOIL orders after periods of no water service.

Adjournment: Chairman Aldrich moved for adjournment at 6:55 p.m. Meeting adjourned.

Minutes of August 9, 2011 meeting submitted by Linda Harnist, Committee Secretary, August 10, 2011.

Linda Harnist, August 10, 2011