

**CITY OF LAGO VISTA
EMERGENCY RESPONSE PLANNING COMMITTEE
MEETING MINUTES**

7/13/2021

**CITY COUNCIL CHAMBERS AT CITY HALL, 5803 THUNDERBIRD, LAGO VISTA,
TEXAS**

CALL TO ORDER, CALL OF ROLL, PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:00 pm by Mayor Ed Tidwell. Those present included: Susan Galvan, Cory Johnston, Adam Lewis, James May, Robyn Pond, David Tally, Ed Tidwell,

CITIZEN COMMENTS: Citizens who wish to address the Committee on any agenda and/or non-agenda item will have three (3) minutes to express their position. - There were no citizen comments.

CONSENT AGENDA:

1. Approve minutes from previous meeting.

After discussion a motion was made by David Tally and seconded by Cory Johnston to ask Adam Lewis to revise the meeting minutes from June 8th, 2021 to clarify what the "Open Meetings Act" training was.

PRESENTATION:

2. Update on the Community Emergency Response Team (CERT) Program.

- a. Status Update

James May presented that he met with Greg Johnston (CERT Coordinator for Travis County Emergency Services District #1 (TCESD) and Tim Robeson (TCESD 1, Battalion Chief, A Shift) at the Emergency Response Center. One takeaway was that we want continuous involvement from at least 10-12 folks.

- b. TCESD #1 Presentation (Division Chief Tim Robeson and Greg Johnston)

This presentation did not occur because of scheduling conflicts.

- c. Next Steps discussion

- James May said that the CERT is now registered with the Federal Emergency Management Agency (FEMA). Also that we need trained instructors such as Emergency Medical Technicians (EMTs). We will also need facilities to conduct training at. Some training is in a classroom setting and other training is outdoors such as in a parking lot, or for putting out fires. It was noted later that the training location will likely depend on who the instructor is. Twin Lakes YMCA, the Police Department, and City Hall were listed as possible locations.
- Mayor Tidwell noted that the CERT group should be a separate entity than the Emergency Response Plan Review Committee since it is a group made up of community members and it is separate from city government. Also, he described that the CERT team is a resource that the Mayor can call upon in an emergency, but it is different than city /

county resources in that it is a group of volunteers from the community. The CERT team could be "activated" by the Emergency Management Coordinator, which in Texas is the Mayoral position. The CERT would work with the city, county, and emergency service district personell, but the CERT has autonomy to run it's own organization. For example, in an emergency, the city could tell the CERT what is needed, and the CERT would decide how to handle meeting that request.

- Susan Galvan asked how people with different amounts of physical strength could play a role in the CERT, others responded that many different skillsets will be needed such as management and young volunteers will be able to be obtained.
- James May said we're ready to start organizing and scheduling the first class. The city can advertise links to the CERT's website. Meredith from the city can also assist with communications.

ACTION ITEMS:

3. Discussion and possible action regarding Open Meetings Act training and ERP committee meetings.

a. ERP Committee

- Everyone was asked if they had completed the OMA training and reminded to finish it within the required timeframe.
- Also, the Emergency Response Plan Review Committee (ERPRC) will remain focused on reviewing the Travis County Basic Plan and the associated annexes.

b. CERT

- It was decided that the CERT group will now separate itself from the ERPRC and form it's own meetings, since the CERT wasn't the original purpose of the ERPRC.

4. Discussion and possible action regarding ERP Update.

- Mayor Tidwell said he has been speaking to city staff about the ERPRC however he cannot dictate their schedule. The new City Manager, Tracie Hlavinka, starts 7/14/2021 and Mayor Tidwell will speak with her about the ERPRC.
- Some annexs cannot be sent out yet due to checking on security requirements.

5. Discuss and possible action establishing a Communications policy

a. Document committee communications policy (PIO, email, etc.)

b. Committee approval of communications

c. Auxiliary group communications (e.g. CERT)

d. Contact hierarchy/trees (internal and external)

e. Identify key stakeholders and communication protocol for those individuals/organizations
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- All of Action Item #5 was tabled until the next meeting after a motion by Robyn Pond and a second by David Tally, which passed unanimously.

6. Discussion and possible action regarding extension of committee charter beyond 6-8 months.

- Mayor Tidwell said that he expects this timeline seems correct however the CERT will continue, as a separate independent entity, into the future. The ERPRC will only be

around until the Emergency Response Plan has been reviewed. Mayor Tidwell said that at the city often things work on a 5 year plan.

- James May asked if there was a policy that would enable another emergency response plan review after a disaster, and Mayor Tidwell said no, but Mayor Tidwell is writing an after action report after the freeze, which occurred a few months ago. However this committee could create a resolution to propose such reviews.

7. Discussion and possible action regarding the City's long-term plan regarding emergency management?

a. Emergency Management Coordinator.

- Mayor Tidwell explained that by Texas Law the Mayoral position is the Emergency Management Coordinator, and this cannot be changed. However, the Mayor may delegate and appoint assistants. At this time there has not been a delegation of these duties.

ADJOURNMENT - The meeting was adjourned via motion by Robyn Pond and seconded by David Tally at 7:24 pm.