

ARK-LA-TEX EMERGENCY MANAGEMENT ALLIANCE MEETING

January 22, 2004

The Ark-La-Tex Emergency Management Alliance meeting was held at the East Texas Council of Governments in Kilgore, TX. Mike Penaluna, Alliance Chairperson, welcomed members and introduced Glen Knight, Executive Director, East Texas Council of Governments. Mike called the meeting to order at 10:05 a.m. Thursday, January 22, 2004.

The following members were present: Mike Penaluna, Caddo-Bossier OHSEP; Jerry Pierce, Gregg County Emergency Management; Lisa Polak, Caddo-Bossier OHSEP; Ed Brando, Panola County; George Tucker, ARC Texarkana Chapter; Gary Chaffin, Texarkana Bowie County Health; Angela Norton, East Texas COG; Richard Jurkowski, East Texas COG; Bob Shelton, East Texas COG; Liz Templin-Hall, Marion County Sheriff's Office; Jim Brandon, Marshall Regional Medical Center; Dwayne Pirtle, Henderson Fire Department; Fred Salyer, Gregg County Sheriff's Office; James Pike, Rusk County Emergency Management; Don Hark, Northeast Texas Public Health District; Brenda Holloway, Northeast Texas Public Health District; Dave Wilcox, Highway 59 Environ.; Harold England, Hwy 59 Environ.; Bonnie Cornelius, Hwy 59 Environ.; Michael Brock, Texas DPS; Dennis Engdahl, Harrison County Emergency Management; Cathy Greeson, Claiborne Parish OHSEP; Michelle Skyrme, Gregg County Health Department; Bridget Benton, BFI Waste Services; Mark Weaver, Longview Fire Department; Gene Keenon, Olympic Waste; Kenneth Snyder, Marshall Fire Department; Steve Bramlett, Marshall Fire Department; Charles O'Brien, Texas Department of Health.

Bob Shelton motioned to approve the minutes and Cathy Greeson seconded the motion followed by approval by Alliance members.

Chairman's Report: Mike Penaluna offered the following list of goals for 2004: Finalize and Distribute REOP; Expand Signatories for Mutual-Aid Agreement; Draft Regional Bioterrorism Response Plan Annex to the REOP; Test REOP as part of CHER-CAP Exercise in Shreveport; Conduct Regional Planning Workshop; Conduct 1-Day Alliance Workshop; Solicit Participation in LA Statewide SNS Exercise; Conduct WebEOC Briefing and Training Courses; Co-Sponsor Region 6 MMRS Meeting; Increase Membership in Alliance; and Facilitate Sharing Information/Best Practices Among Alliance Members. Harold England motioned to approve planning for 1-Day Alliance Workshop. Dennis Engdahl seconded the motioned. Alliance members voted in favor of the motion. Jerry Pierce motioned to approve Alliance Co-Sponsorship in the Region 6 MMRS Meeting scheduled for February 26-27 in Bossier City. Harold England seconded the motion followed by approval by Alliance members. Mike presented members with the design for an Ark-La-Tex Alliance lapel pin, of which 1000 pins will be ordered. Dennis motioned to approve the design. Harold seconded the motion followed by approval by Alliance members.

Mutual-Aid Agreement: Lisa Polak encouraged members to submit signatures for the Mutual-Aid Agreement. The following jurisdictions will be added to the signatory page of the document: Rusk County, Texas; Northeast Texas Public Health District; Bowie County Health, Texas; and Texarkana Area Chapter of American Red Cross.

By-Laws: Members received a copy of the following suggested amendments to the By-Laws:

- Articles II and III – Each OEP will be changed to OHSEP
- Article II, Section 1 – Add East Texas Council of Governments to Membership Categories.
- Article II, Section 5 – A voting member is the emergency management director, or his/her authorized representative, for a jurisdiction who is current on their annual dues.
- Article II, Section 6 – Associate members are those individuals who have an interest in Alliance activities in emergency management related fields such as police, fire, military, sheriff's offices, public works, planning, American Red Cross, etc., including public or private agencies, but have no voting rights within the Alliance.
- Article II, Section 7 – Membership shall be confined to persons who have paid their annual dues. Membership can be transferred from one individual to another individual within the same organization and the same or similar position. The fee for each membership, shall be paid annually in advance on a calendar year basis, and shall be fifty dollars (\$50).

Dwayne Pirtle motioned to approve the installation of a \$50 annual fee. Kenneth Snyder seconded the motion. All members voted in favor of the motion. Ed Brando motioned to approve all amendments to the By-Laws. Jerry Pierce seconded the motion followed by approval by the Alliance.

MMRS/Regional Public Health Plan: Members received a draft of the Regional Bioterrorism Response Plan which, upon completion, will be included in the REOP, Part VI, Health and Medical. Lisa explained the progress that has been made in developing the plan and critical benchmarks that have been completed including: Formation of a Regional Bioterrorism Response Plan Subcommittee; Development of a Draft Charter; Coordination of a SNS Regional Point of Distribution; Designation of a Regional EOC; and Conduct a Regional Bioterrorism Tabletop Exercise.

Training: Bossier City will be a host site of the Louisiana SNS Exercise from March 16 – 18. All members are invited to participate and/or observe. Shreveport will host a FEMA/CHERCAP Exercise at the Shreveport Regional Airport on September 9. Michael Brock informed members of training opportunities for the State of Texas on the following website: www.tx.dps.state.tx.us/dem. Public Health Regions 4 & 5 are meeting on February 12 – 13 to discuss SNS locations. Contact Paula Hughes for further information.

New Business: Jerry Pierce resigned from his position as Alliance Vice-Chairman and introduced Fred Salyer as the newly appointed Emergency Management Coordinator for Gregg County. Mike stated that Chief Richard Lazarus was interested in serving as Vice-Chairman. No additional nominations were made. Chief Lazarus was appointed Vice-Chairman by acclamation.

Guest Speaker: Richard Jurkowski, Emergency Planner, East Texas Council of Governments, gave a presentation on the importance of planning and the role of the Ark-La-Tex Alliance in preparedness throughout the tri-state region.

Mike Penaluna adjourned the meeting at 11:51 a.m.

Respectfully Submitted

Lisa M. Polak, Secretary/Treasurer
Ark-La-Tex Emergency Management Alliance

Date approved by Alliance