

BIO/RAC
Meeting Minutes
January 14, 2010

Attendance: Shae Watson, Russell VanBibber, Keith Kelley, Kent Klinkerman, Brenda Stone, Scott Reid, Cheryl Pierce, Cecil Loftin, Connie Stauter, Norman Prewitt, Mark Mallory, Brad Bolton, Blaine Jones, Ricky Draper, Brent Smith, MaryBeth Rudel, Kelly McCauley, Boris Chavez, Victor Wells, Lee House, Russell Thrasher, Robin Gage, Scoggie Stoermer, Ray Hervey, Patrick Barkley

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Meeting called to order by Russell VanBibber at 10:14	FYI
Approval of 12/10/09 Minutes	Motion to approve 12/10/09 minutes by Brent Smith. Seconded by Kent Klinkerman and supported by all members present.	FYI

<p>Committees: Communications</p>	<p align="center">COMMUNICATIONS COMMITTEE Meeting 1/14/2010</p> <p>Attendees: Shae Watson Mark Mallory MaryBeth Rudel Keith Kelley Brenda Stone Bill Moss Ryan Durham Russell Thrasher Russell VanBibber Lee House Robin Gage Victor Wells Boris Chavez</p> <p>Discussion Items:</p> <ul style="list-style-type: none"> ➤ Each Agencies Contribution to-date: <ul style="list-style-type: none"> ❖ NETRAC: <ul style="list-style-type: none"> ✓ Primary Server – location: ATCOG ✓ Back-up Server – Paris ✓ 4 – Routers ✓ Additional Server at Sulphur Springs (back-up) ❖ Bowie County Emergency Mgt: <ul style="list-style-type: none"> ✓ Back-up Server ✓ Double Take ✓ Mapper ❖ AT-COG: <ul style="list-style-type: none"> ✓ \$25,000.00 – Training for Regional Staff ✓ Use of new EOC Facility at ATCOG 	<p>FYI</p> <p>FYI</p>
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	<ul style="list-style-type: none"> ➤ Expectations for each agency: <ul style="list-style-type: none"> ❖ NETRAC: <ul style="list-style-type: none"> ✓ Full co-operation of each agency ✓ Outlining responsibilities ✓ Tool for every Response agency w/in the region ✓ Not one agency monopolizes the project ❖ ATCOG: <ul style="list-style-type: none"> ✓ Work together and make functional ❖ Bowie County EM: <ul style="list-style-type: none"> ✓ Work with the rest of the region and counties ➤ Personnel Issues and Assignments for each agency: <ul style="list-style-type: none"> ❖ WebEOC Administrators: <ul style="list-style-type: none"> ✚ Bill Moss ✚ Ryan Durham ✚ Russell Thrasher ✚ Victor Wells ❖ WebEOC Administrators will come up with a name for those who need Admin rights to work in the NETMOC and those with IT experience within the IC Position ❖ These are people 	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
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<p>HVA Review</p>	<p>who need Admin rights to reset passwords/unlock people – should be spread-out region wide</p> <ul style="list-style-type: none"> ➤ Goals: <ul style="list-style-type: none"> ❖ Create positions with specific rights and privileges ❖ Monthly Workgroup meetings ➤ Budget: <ul style="list-style-type: none"> ❖ ATCOG has put-up \$25,000.00 for: <ul style="list-style-type: none"> ✓ Regional Training ✓ Resource Manual/Curriculum ➤ Training Opportunities: <ul style="list-style-type: none"> ❖ Regional training with ATCOG ❖ NETRAC – Disaster Training Tuesday <p>Victor Wells has been assigned the Team Leader for the NETWEB Project.</p> <p>Meeting adjourned at 10:03 am</p> <p>The following changes were made to the 2009-2010 HVA Review:</p> <ol style="list-style-type: none"> 1. Increase Endemic/Pandemic Risk Priority form Medium to High 2. Add new Category: Terrorism – Communications Failure: <ul style="list-style-type: none"> Frequency: Possible Warning time: Minimal Severity: Critical Risk Priority: Medium 	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
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Needs Assessments	Needs Assessments are due immediately for those who have not turned them in as the Budget Committee will begin reviewing items for FY 10-11 funding.	FYI
Quarterly Report	<p>The Executive Director created an instruction sheet for this report, please use it to complete the report.</p> <p>Each agency was asked to bring the completed report to the Feb. meeting.</p>	FYI
Hurex Drill	Discussed the level of participation for Hospitals and EMS agency during this drill. The NETMOC will be activated and a representative from each hospital will be asked to come and participate each day.	FYI
WEBEOC Workshop	<p>The link to register for the WebEOC Workshop has been sent out. Please go to the NETRAC Website and complete the Pre-registration form. Russell will send you a password to log onto WebEOC to complete the registration process.</p> <p>The RAC will cover the cost for the conference and hotel accommodations. If you register and can't go, you must send someone in your place and notify the Executive Director. If you register and don't show up, you will be responsible for reimbursing NETRAC the \$75.00 Registration fee.</p>	FYI
WebEOC Update	<p>Disaster Training Tuesday: Must log-in every 90 days to WebEOC Basic User Training: 10:00 am Advance User Training: 10:30 am</p>	FYI

