

**BIO/RAC**  
**Meeting Minutes**  
**March 11, 2010**

**Attendance: Shae Watson, Russell Thrasher, Jesse Buchanan, Keith Kelley, Mark Mallory, Bertha Evans, Norman Prewitt, Scott Reid, Lee House, Beckie Cressionnie, Joyce Vanginault, Jeff Nichols, Kent Klinkerman, Ricky Draper, Cindy Phelan, Earnestean Williams, Kelly McCauley, Patrick Barkley, Connie Stauter, Victor Wells, Robin Gage**

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Meeting called to order by Mark Mallory at 10:00 am	FYI
Approval of 1/14/10 Minutes	Motion to approve 1/14/10 minutes by Norman Prewitt. Seconded by Scott Reid and supported by all members present.	FYI
Review of HPP (1/26/10; 2/23/10); HPP and PHEP (1/26/10)		
Committees: Communications	<p style="text-align: center;"><b>COMMUNICATIONS COMMITTEE</b>  <b>Meeting 1/14/2010</b></p> <p>Attendees:            Shae Watson            Mark Mallory            MaryBeth Rudel            Keith Kelley</p>	

	<p>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"> <li>➤ Each Agencies Contribution to-date: <ul style="list-style-type: none"> <li>❖ NETRAC: <ul style="list-style-type: none"> <li>✓ Primary Server – location: ATCOG</li> <li>✓ Back-up Server – Paris</li> <li>✓ 4 – Routers</li> <li>✓ Additional Server at Sulphur Springs (back-up)</li> </ul> </li> <li>❖ Bowie County Emergency Mgt: <ul style="list-style-type: none"> <li>✓ Back-up Server</li> <li>✓ Double Take</li> <li>✓ Mapper</li> </ul> </li> <li>❖ AT-COG: <ul style="list-style-type: none"> <li>✓ \$25,000.00 – Training for Regional Staff</li> <li>✓ Use of new EOC Facility at ATCOG</li> </ul> </li> </ul> </li> <li>➤ Expectations for each agency: <ul style="list-style-type: none"> <li>❖ NETRAC: <ul style="list-style-type: none"> <li>✓ Full co-operation of each agency</li> <li>✓ Outlining responsibilities</li> <li>✓ Tool for every Response agency w/in the region</li> <li>✓ Not one agency monopolizes the</li> </ul> </li> </ul> </li> </ul>	<p>FYI</p> <p>FYI</p>
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	<p>project</p> <ul style="list-style-type: none"> <li>❖ ATCOG: <ul style="list-style-type: none"> <li>✓ Work together and make functional</li> </ul> </li> <li>❖ Bowie County EM: <ul style="list-style-type: none"> <li>✓ Work with the rest of the region and counties</li> </ul> </li> </ul> <p>➤ Personnel Issues and Assignments for each agency:</p> <ul style="list-style-type: none"> <li>❖ WebEOC Administrators: <ul style="list-style-type: none"> <li>✚ Bill Moss</li> <li>✚ Ryan Durham</li> <li>✚ Russell Thrasher</li> <li>✚ Victor Wells</li> </ul> </li> <li>❖ 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</li> <li>❖ These are people who need Admin rights to reset passwords/unlock people – should be spread-out region wide</li> </ul> <p>➤ Goals:</p> <ul style="list-style-type: none"> <li>❖ Create positions with specific rights</li> </ul>	<p>FYI</p> <p>FYI</p>
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<p>Drills and Exercise Committee</p>	<p>and privileges</p> <ul style="list-style-type: none"> <li>❖ Monthly Workgroup meetings</li> </ul> <p>➤ Budget:</p> <ul style="list-style-type: none"> <li>❖ ATCOG has put-up \$25,000.00 for: <ul style="list-style-type: none"> <li>✓ Regional Training</li> <li>✓ Resource Manual/Curriculum</li> </ul> </li> </ul> <p>➤ Training Opportunities:</p> <ul style="list-style-type: none"> <li>❖ Regional training with ATCOG</li> <li>❖ NETRAC – Disaster Training Tuesday</li> </ul> <p>Victor Wells has been assigned the Team Leader for the NETWEB Project.</p> <p>Meeting adjourned at 10:03 am</p> <p style="text-align: center;"><b>DRILLS/EXERCISE COMMITTEE</b> <b>Meeting 3/11/10</b></p> <p>Attendees:</p> <ul style="list-style-type: none"> <li>Shae Watson</li> <li>Robin Gage</li> <li>Victor Wells</li> <li>Norman Prewitt</li> <li>Russell Thrasher</li> <li>Bertha Evans</li> <li>Jesse Buchanan</li> <li>Keith Kelley</li> </ul> <p>Motion to approve 11/12/09 minutes made by Bertha Evans. Seconded by Victor Wells and supported by all members present.</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p>
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	<p>Discussion Items:</p> <p>Trainings:</p> <ul style="list-style-type: none"> <li>➤ EMSystems – incorporate training into Disaster Training Tuesday’s</li> <li>➤ Critical RF – incorporate training into Disaster Training Tuesday’s <ul style="list-style-type: none"> <li>○ Instructions for downloading Critical RF onto Desk &amp; Laptops are on the that Russell T. passed out at the CEO Breakfast</li> <li>○ For I-Phone users – I-Phone provisions is needed to run Critical RF - Victor has a connection at Critical RF and he will get this information</li> </ul> </li> <li>➤ ESAR-VHP – upcoming training will be scheduled as soon as the State gets them scheduled</li> <li>➤ Disaster Training Tuesdays – <ul style="list-style-type: none"> <li>○ Triage Tag Tuesday <ul style="list-style-type: none"> <li>▪ Past months we have tested: <ul style="list-style-type: none"> <li>• Position Logs</li> <li>• Mission Task</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>April we will test the Weather Boards and Twitter. Each person will need to log on, check the participation board, make a comment on the Weather Board, push to Twitter and the Local Sig Events Board</p> <p>We will use WebEOC to run our Disaster and Emergency Trauma and Acute Care Symposium</p> <p>Meeting adjourned at 8:55 pm</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p>
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<p>NETMOC COMMITTEE</p>	<p>WebEOC Administrators:</p> <ul style="list-style-type: none"> <li>➤ Need to schedule a meeting to put together a hard copy training manual</li> <li>➤ Each entity will be giving a list of PAC Codes for each position <ul style="list-style-type: none"> <li>○ PAC Codes will need to be verified each month</li> </ul> </li> </ul> <p style="text-align: center;"><b>NETMOC COMMITTEE Meeting 3/11/2010</b></p> <p>Attendees:</p> <p style="padding-left: 40px;">Shae Watson Robin Gage Norman Prewitt Victor Wells Beckie Cressionnie Bertha Evans Lee House Russell Thrasher</p> <p>Call to order at: 9:00</p> <p>Approval of 10/8/09 Minutes: Motion to accept minutes are written was made by Lee House, seconded by Norman Prewitt and supported by all members present.</p> <p>Discussion Items:</p> <ul style="list-style-type: none"> <li>➤ <b>Addressed Policy and Procedures Manual</b> <ul style="list-style-type: none"> <li>○ <b>We will use examples from</b></li> </ul> </li> </ul>	<p>FYI</p> <p>FYI</p>
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	Noted that all Communications Equip needs to be FCC Narrowbanded Compliant	FYI
Site/Monitoring Visit	The results from the Site/Monitoring Visit were handed-out, reviewed, and discussed.	FYI
WEBEOC Workshop Update	Tokens of appreciation were given to Russell Thrasher and Victor Wells.	FYI
	A letter of Accomodation from the City of Lufkin's IT Dept – Sid Mullin was written to and for Russell Thrasher and Victor Wells.	FYI
	Thanks for all who attended.	FYI
	AAR from the workshop was provided.	FYI
	218 Participants.	FYI
	We discussed RAC-F hosting next year's Workshop; problems with the conference; good things that came out of the conference.	FYI
WebEOC Update	Disaster Training Tuesday – will continue – for April's training we will test the following:	FYI

