



April 16, 2010

This is a true and correct copy of the Minutes of the **Emergency Operations Planning Workshop** of the Simonton City Council on April 14, 2010.

Mayor Boudreaux called the meeting to order at 6:00 PM.

Those present were:

Lou Boudreaux

Daniel McJunkin

Jeff Young

Kathy Nida

Jane Stockton

A quorum was present.

Mayor Boudreaux reminded everyone about the state-wide mock exercise on May 5th that will allow cities across the state to activate their EOCs and put their plans into action.

- Because of the city's size, the EOC will run with a minimum number of people. For 2010, the structure will be:

EOC COMMAND Director: Mayor Daniel McJunkin

EOC COMMAND Manager: Louis J Boudreaux

LOGISTICS DESK: Jane Stockton

Sandy Bohannon

FINANCE DESK: Jeff Young

Mike Kerr

COMMUNICATION DESK: Kathy Nida

- The city will rely on volunteers, led by CERT teams, to assist in evacuation notification to citizens, identifying residents with special needs and debris removal. Current people that have completed CERT training:

Lou Boudreaux

Sandy & John Bohannon

Jeff & Tina Young

Stephan Sears

- There needs to be a manual that includes the city's implementation plan with detailed instructions on operating the flood gates, emergency generator and emergency radios, procedures and contact phone numbers so all information is available to anyone that is working the EOC as well as a resource list.
 - **CONTACT LIST** should include:
 - ALL numbers for the council and their spouses
 - Resource list contact numbers
 - Volunteer list for moving the pumps and opening the flood gates
 - CenterPoint contacts

- Butane companies; Coastal Propane, Katy Butane, Sealy Butane
 - Building Supply Store; Home Depot, Lowes, ACE Hardware in Sealy
- PODs, Steve Littlefield, pastor of Simonton Community Church, said the city could use the church parking lot as a POD. He also offered church members as volunteers. Another possibility for a POD site is Barnes Road. Several people from the county that have been involved in setting up POD sites have offered to look at the city's sites and assist in a plan for setting them up.
- SCREW GATES:
 - Set up a maintenance schedule.
 - Organize a list of volunteer to be counted on open the gates.
 - Have contact numbers for Benchmark so we can get to the pumps.
- ACCOUNTS:
 - Set up accounts with Home Depot, Lowes and ACE Hardware in Sealy so in the event of an emergency we can order supplies quickly with purchase orders.
- RESOURCE LIST:
 - A list of citizen volunteers as well as anyone with equipment that may be useful in the aftermath of an emergency such as tractors, flat bed trailers, 4-wheelers, chain saws, etc.
- SPECIAL NEEDS
 - Set up website so residents with any type of special need can register and let the city know.
- EMAIL TO CITIZENS
 - Explain the city is working on an emergency plan
 - Ask for volunteers for specific tasks
 - Ask about special needs
 - Ask for citizen's suggestions
 - Continue to update phone numbers & emails; explain about the Reverse 911 emergency updates
 - Ask about potential resources they would be willing to loan to the city.

The meeting ended at 9:00 p.m.

Respectfully submitted,



Louis J. Boudreaux
Mayor



Kathy Nida
City Secretary