

NCT Public Works Emergency Response Team

(PWERT) Working Group

SPECIAL MEETING

Grant Funding Projects and December Tornado Hot Wash

Meeting Notes, September 21, 2016

- **Opening Remarks/Welcome**
 - Mistie Gardner called the meeting to order, Joe Trammel couldn't be here today and Ronnie Bates was running late from traffic and would be here shortly.
- **General Introductions**
 - Mistie Gardner introduced herself as vice-chair, Joe Trammel as chair, and Ronnie Bates the secretary. The rest of the attendees introduced themselves as well.
- **Melanie Devine** – Introduced Jessica Mason as the new NCTCOG Point of Contact
- **Mistie Gardner – Welcomed the new members**
 - She also mentioned that the map is being updated and would be sending it out on the listserv
 - **Mistie Gardner** – Mentioned that she is still needing to have a list of available assets from member cities
 - It was stated that the RATT tool is being phased out and so we just need to go back to using the excel spreadsheet.
 - Mistie would be sending it out with the map email.
 - Mistie will check with USAR to possibly use their tool-Mistie will follow up
- **Quenya Evans – With TDEM-PWRT**
 - Quenya introduced herself as the new person that has taken over the PWRT from Derrick Hanson at the State level. She is getting organized and helping get regional teams up and running. She is also working on communications, by website, databases, newsletters and developing mission ready packages, and packages based on time of year and weather types. They are going to update the contracts and agreements; they are also going to change the reimbursement amounts.
- **De-mobilization and Mobilization Processes – Mistie Gardner**
 - We will have some training coming up to teach you how this works
 - Then to train you on how to document it and the requirements for this.
 - Mistie requested that when she sends those directions out, to please review and make adjustments and send back to her.
 - THIS WILL BE ON THE NEXT MEETING FOR APPROVAL
- **Notification of Activations Tool Option - Mistie Gardner**
 - Mistie stated that her city (Richardson) has a system that PWERT can use. Its not against the policy. It's a system that sends out messages
 - It's not always to the greatest to just send out an email, especially if its on a weekend.

- With this system that her city has it will notify by TEXT-Phone and Call-App options. The system is called Everbridge. The weather service is now using it and it works well.
- The person on call would be able to send out a notice to everyone that PWERT has been activated.
- She was asked, if her city didn't have a problem with us using this system. She stated they were ok.
- The point of contacts would have to be updated at all times.
- The greeting would be specific to PWERT
- Mistie then asked what does it take to get this this going. She was told a motion.
- Ronnie Bates made the motion to move forward with setting up and activating the Everbridge system through the City of Richardson notification system. A 2nd was made by Tonya Hunter. Motion passed.
- Mistie stated, she will start working on getting this setup but we need to get the POC updated.
- Notification of this going active will be sent out via listserv.

Training for the hot phone will be Oct. 7th 2016 for the first training. It will be at the City of Richardson

- After this first one we will review what is good and what is not and will be followed up.
- **PWERT Grant Fund Project 2015 and 2016 Review – Mistie Gardner**
 - Mistie updated the 2015 project – It has been completed, for the 6 cache cities. She gave a complete update on who has what.
 - 2016 is underway; Carrollton is going to council first week of Oct. for the response trailer.
 - We will need to decide who wants to manage the equipment, and we will be voting on who will be the cache cities.
- **The Big X – Update – Mistie stated that they are needing some help-Its not a PWERT Activation**
 - They are looking for some help from public works folks to help prepare for this exercise. They are needing some large pieces of concrete moved to the Tarrant County Collage
 - They will have help to load and unload. But they are needing large trucks and trailers to help move those concrete blocks.
 - A video was shown to the group as to what kind of exercise this is and what the request for help will be helping to get accomplished.
 - This was mainly shown for a situational awareness.
 - The City of Lewisville, volunteered to help with the transportation of the concrete slabs. City of Dallas also said they would see what they could do to help.

- **Mission Ready Packages – Mistie Gardner**
 - A mission ready package means, pre-set teams with set equipment for the target mission, and will have set reimbursement fees and operating costs. It will streamline the requests. i.e. debris removal team, a catalog of all teams
 - Mistie stated that we need to look at it and we need to match it up with TDEM.
 - Ronnie Stated that he wouldn't mind re-activating our group and work with TDEM.
 - Tonya Hunter – Duncanville
 - Barry Fulfer – Grand Prairie
 - Manny Palacios - Weatherford
 - Addison Rep??
- **New Business:**
 - We need to review the requirements and enforcement of member cities to attend a minimum of 50% of the meetings. It was agreed by everyone that it should be enforced.
 - Shane with Farmers Branch stated that he would be happy to take on the fuel truck for the grant fund.
 - Barry Fulfer – Mentioned he has the patches Logo for PWERT
- **Adjournment**