

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL WORKSHOP MEETING
THURSDAY, NOVEMBER 2, 2017
6:00 P.M.**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in a Workshop Session at 6:02 P.M. in the Council Chambers at City Hall, with the following members present: Mayor Paul A. Horn and Council members: Gabe Adame, Scott Reed, Glenn Starkey, and Keith Thompson.

Staff members present: Sereniah Breland, City Manager; Junru Roland, Assistant City Manager/CFO; Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Robert Lee, Police Chief; Michelle Segovia, City Engineer; Dan Kelinske, Parks Director; Larry Buehler, Economic Development Director, and Ron Schmitz, EMS Director/Emergency Management Coordinator.

WORKSHOP ITEMS

Hurricane Harvey After Action Review.

Ron Schmitz, EMS Director/Emergency Management Coordinator, gave a report on the Hurricane Harvey Action Review:

What Went Well

- Rescue Operations
- Employees – Successful in unfamiliar roles and displayed positive attitudes (functioned well in high stress environment – real life test rather than training)
- EOC work flow
- Excellent quantity and accuracy in external communications via social media and actions of the PIO
- Feeding Plan
- Pre-Storm Weather Updates and Planning internally via email
- Radio Communications were professional and effective

Short term improvements that were completed.

- Increased internet speed at EOC
- Created EOC Position Specific E-mails and easy Document Sharing capability
- Laminated Maps of the City and response area, rather than using paper
- Added to the City Web Site – EM and Event Information
- Designated Credit Cards for Disaster Use
- Require IT Staff in EOC
- Planning Meetings will have ACC and AISD staff members invited

In Progress Improvements

- Upgrade EOC Computers / Laptops
- Require EOC Staffing of Section Chiefs for all operational periods
- Seeking mitigation grants for fueling
- Purchase Back-up radio system
- Feeding plan – all food goes to and distributed from one location that provides for R&R
- Obtain MRE's for back up to restaurants/stores/donations

- Create more effective Employee Notification System
- Require a Safety Officer at each work site
- Distribute Incident Action Plans (IAP) to all staff for each operational period
- Develop Daily Activity Log to More Effectively Capture FEMA Required Information
- Issue EOC Key Fobs to staff

Working Plans

Move communications and operations into the closet in the EOC

- Training
 - Unity of Command – Chain of Command
 - EOC Team Table Top – Annually
 - Section Chief (Position Specific)
 - Rescue Operations – Coordinated by Fire Dept.
 - ICS/FEMA Forms
- Create Call Center
- Employee Emergency Communication – CTY/E-mail-Text/Cell Phone List/Employee Only Web site
- Create Damage Assessment Team
- Senior Center – Generator or Quick Connect
- Continue adopted drainage plan

Captain Todd Arendell gave a presentation on a temporary shelter plan.

Kost Detention Beautification Project.

Michelle Segovia, City Engineer, reviewed the plans for the Kost Detention pond beautification project discussed in the July workshop. The plans included a six-foot-wide sidewalk along the high berm of the detention pond that follows along South Street; trees at the bottom of the pond as well as trees along South and Kost Street and an ornamental rod iron fence along South Street up to Kost Street and joining the properties owners on Kost Street and the apartments on South Street.

She recapped the sidewalk portion of the project and with rain from Hurricane Harvey she recommended to proceed with the construction of the sidewalk since the ground has had time to settle. She also recommended installing a four-foot fence to give the pond an appealing look. There was no objection from Council to install the sidewalk on top of the berm for safety reasons. Segovia explained that trees can be provided through the Parks Department donation program. Council recommended planting trees such as crepe myrtles that do not interfere with power lines or hang over into the streets.

Mayor Horn asked how long before the beautification project would begin. Ms. Segovia estimated that work should begin within three months.

ADJOURNMENT

Mayor Horn adjourned the meeting at _____ p.m.

PASSED and APPROVED this _____ day of _____, 2017.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary