



MINUTES
SOUTHWEST LOUISIANA MUTUAL AID ASSOCIATION
MEETING NUMBER 792nd
TIME: 11:00AM



DATE: February 13, 2019

LOCATION: Managan Center - 1221 Sampson Street - Westlake, LA 70669

ORDERED BY: Andy Patrick, President –

PLEDGE OF ALLEGIANCE: Andy Patrick, President –

INVOCATION BY: Mason Lindsay –

INTRODUCTION OF GUEST: Andy Patrick, President –

HOST ENTITY: Cameron Parish Ambulance District No. 2
Power Point Presentation By: Mr. Troy Meaux, Assistant Director

NEW APPLICANT PRESENTATIONS:

Power Point Presentation By:

- Ken Rayford/Juniper Specialty Products

MUTUAL AID INCIDENTS: Andy Patrick, President –
Mutual Aid Calls for January 2019

- New CAD Incident Report (?)

APPOINTED COMMITTEES:

BUDGET/FINANCE: Bill Wilkie, Chairman –

TREASURERS REPORT - Account Balance Ending as of January 31, 2019 – ***\$91,251.44***

Budget Committee met on Friday, February 1, 2019 @ 1PM to discuss

- ☞ FY' 2019 Budget Request for ***Operating Supplies*** – ***\$1,500.00***
 - ✓ Office Supplies
 - ✓ American Page Network
 - ✓ LC Postal Service
 - ✓ LRC Wireless
 - ✓ Website

- ☞ FY' 2019 Budget Request for *Inspections* – **\$1,200.00**
- ☞ FY' 2019 Budget Request for *Training* – **\$16,000.00**
 - ✓ ERAD
 - ✓ Dick Brundage
 - ✓ Urban S&R
- ☞ FY' 2019 Budget Request for *MISC* – **\$150.00**
- Motion was made that the *2019 Budget* will be **\$18,850.00** w/revenue **\$15,200.00** from dues and **\$3,650.00** reserve/fund balance
- Dick Gremillion 2nd the motion

BY LAWS: Richard McGuire, Chairman –

COMMUNICATIONS: Richard McGuire, Chairman –

DRILL: Cade McLemore, Chairman –

Discussed – The Final I-210 Planning Meeting, on Tuesday, February 12, 2019/OHSEP

EMS: Bill Wilkie, Chairman –

R5 ESF-8 Health & Medical Coalition met on Monday, January 28, 2019 and Discussed

- **Welcome & Introductions**
- **Point of Distribution (POD)**
 - ☞ Discussion – Mike Parent, Office of Public Health presented information on the Strategic National Stockpile
- **HVA-Addition of Cyber Terrorism**
 - ☞ Discussion – The Regional HVA was reviewed, based on feedback presented by Geoff Landry, WCCH/HDRC, Cyber Attack has been added to HVA application in the ESF-8 Portal
 - ✓ He was encouraged to address this by a Mock surveyor
 - ☞ Action – Update the HVA in the ESF-8Portal
 - ☞ Responsible Person(s) – Hospital Emergency Prep Coordinators
 - ☞ Follow-Up Date – February 25, 2019
- **Training Needs**
- **EOP Round Table/HVA Non-Hospital Providers**
 - ☞ Discussion – Liz Harmon, ADRC and Jennifer Landry, Cal. OHSEP plan to have a “Round Table” HVA discussion with non-hospital providers
 - ✓ Liz asked needs for a review of Emergency Operation Plan and reminded members of the opportunity to present any concerns or questions during the Coalition meetings as we have done in the past as issues regarding individual EOP’s have arisen
 - ☞ Action – Hospitals contact Liz with any EOP ideas/concerns so they can be added to the next meeting’s agenda
 - ☞ Responsible Person(s) – Hospital EPC
 - ☞ Follow-Up Date – Ongoing
- **Corrective Actions From Drill**
- **IAP/Radio Training**
 - ☞ Discussion – Scott Kyle, COSP/HDRC reviewed basic radio etiquette
 - ✓ He reminded everyone always to identify yourself and to make sure you wait until someone is finished talking before you press to talk
 - ✓ Ruth Carnes, JALH suggested adding instructors on how to get back to the HRSA 5 channel
 - ✓ This information will be added to the “Just In Time Training” handouts that will be distributed at the next meeting

- ☞ Action – Add Instructions
- ☞ Responsible Person(s) – Scott Kyle/Liz Harmon
- ☞ Follow-Up Date – February 25, 2019

- **empower Data Snapshot**

- ☞ Discussion – The empower data was reviewed

- **2019 Coalition Surge Test**

- ☞ Discussion – Liz Harmon explained that the Coalition Surge test is due
 - ✓ One hospital will be chosen to evacuate while others will need to receive the surge patients
 - ✓ The tabletop exercise is a low/no notice exercise
 - ✓ Jennifer Landry provided dates that should be excluded due to ICS trainings

- **Gap Analysis**

- ☞ Discussion – Results of the ASPER TRACIE gap analysis tool are included in the PowerPoint

- **Open Forum**

- ☞ Discussion – Billy Vincent, AAS/EMS DRC presented data from recent MCI events
 - ✓ Scott Kyle presented the drone that was purchased with HPP funds
 - ✓ He explained how the drone could be used
 - ✓ He asked if anyone is interested in becoming a “drone operator” to contact him or Liz
 - ✓ Jennifer Landry reminded the group of the upcoming ICS class offering and encouraged participation
 - ✓ Pat Waffle, BMHS shared that Fort Polk has a Mass evacuation exercise at the end of February

- **Next Meeting**

- ☞ **Discussion:**

- ✓ Monday, February 25, 2019 @ 2:30PM

HAZMAT: Chief Keith Murray, Chairman – *N/A*

INSPECTION: Rob Daughdril, Chairman – *N/A*

EQUIPMENT LIST: Andy Patrick, President –

Discussed – For General Board Members to provide email addresses this is so Rob Daughdril can update the equipment database

MARINE USCG: Larry J. Johnson, Port Security Specialist –

Discussed – DHS Announces Grant Allocations for Fiscal Year 2018 Preparedness Grants

- Emergency Management Performance Grant (EMPG) Program – Provides/\$350 Million
- Nonprofit Security Grant Program (NSGP) – Provides/\$60 Million
- Port Security Grant Program (PSGP) – Provides/\$100 Million
- Find & Apply for Grants/FEMA Grants and Assistance Programs (<http://www.fema.gov/grants>)

NOMINATING: Bill Wilkie, Chairman – *N/A*

SAR: ? – *N/A*

TRAINING: Cade McLemore, w/OHSEP jmclmore@cppi.net (337) 721-3800 –
ICS-300 Intermediate ICS for Expanding Incidents for Operations First Responders –

- ☞ **PREREQUISITIES:** ICS/100, ICS/200, IS/700.A & IS/800.B
- ☞ **LOCATION:** OHSEP/EOC - 901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- ☞ **DATE:** March 20-21, 2019
- ☞ **TIME:** 8:00AM – 5:00PM
- ☞ **REGISTRATION:** To Register, sign up on the GOHSEP Training Registration Page:
<http://gohsep.la.gov/RESOURCES/TRAINING-EVENTS-SCHEDULE>
- ☞ **POINT OF CONTACT:** Jesse Hines, (225) 925-7699, jesse.hines@la.gov
- ☞ *Flyer are located up front by sign-n-sheets*

ICS-400 Advanced Incident Command System –

- ☞ **PREREQUISITIES:** ICS/100, ICS/200, ICS 300, IS/700.A & IS/800.B
- ☞ **LOCATION:** OHSEP/EOC - 901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- ☞ **DATE:** May 9, 2019
- ☞ **TIME:** 8:00AM – 5:00PM
- ☞ **REGISTRATION:** To Register, sign up on the GOHSEP Training Registration Page:
<http://gohsep.la.gov/RESOURCES/TRAINING-EVENTS-SCHEDULE>
- ☞ **POINT OF CONTACT:** Jesse Hines, (225) 925-7699, jesse.hines@la.gov
- ☞ *Flyer are located up front by sign-n-sheets*

WEATHER UPDATE: National Weather Service –
(Meteorologist in charge) - Andy Patrick and/or *(Meteorologist)* - Roger Erickson
Discussed – Upcoming week’s spring like weather
Discussed – Government shutdown and the effects it had on NWS

BUSINESS:

OLD BUSINESS: Andy Patrick, President – *N/A*

NEW BUSINESS: Andy Patrick, President –

Discussed - Steering Committee met on Thursday, February 7, 2019 and APPROVED the FY’2019 Budget and Budget Requests

- ☞ The FY’2019 Budget amount will be **\$18,850.00**
- ☞ The revenue of **\$15,200.00** from membership dues
- ☞ The reserve/fund balance of **\$3,650.00**

Discussed - ERAD Event

- ☞ Scheduled date; Saturday, September 7, 2019
- ☞ Requesting help from General Board Members

Discussed - Dick Brundage’s Crisis Communications Training

- ☞ More information to come

VOTING ISSUES: Andy Patrick, President – *N/A*

STEERING COMMITTEE MEETING: Chris Dailey, Vice-President –



Minutes:

STEERING COMMITTEE MEETING

February 7, 2019



Immediate Past President – Wayne Goke	X	Law Enforcement – Dustin Gaudet, LCPD	P	Life Membership – Wayne Goke	X
President – Andy Patrick, NWS	P	Hazmat – Sean LaFleur, Louisiana State Police	X	Life Membership – Rob Daughdri, <i>Inspector Committee Chair</i>	P
Vice President – Chris Dailey	X	Public Safety Agency – AJ Powell, Sulphur Fire Department	P		
2nd Vice President – Tammy Ryan, Ward 7 Fire Prot. Dist. 1	X	Industrial Facility – Chief Joshua Arnold, w/Chennault International Airport	P		
Treasurer – Bill Wilkie	X	OHSEP – Dick Gremillion, Director	P		
Secretary – Tonya Pousson	P	E-911 – Richard McGuire	X		
Fire Agency – Keith Murray, Lake Charles F.D.	X	Training/OHSEP – Cade McLemore	P		
CPSO –?	X	USCG – Larry J. Johnson, Port Security Specialist	X		

P=Present X=Absent

Pledge of Allegiance: Andy Patrick, President –

Discussed – FY’ 2019 Budget: Andy Patrick, President –

Budget Committee met on Friday, February 1, 2019 @ 1PM to discuss

Budget Request for Training –

- Cade w/OHSEP/SWLA Mutual Aid Training Chairman, submitted FY’ 2019 Budget Request for “Emergency Responses”, “Firefighting”, “S&R”, “Emergency Medical Services”, “Law Enforcement” and any other response activity
 - ☞ **FY’ 2019 Estimated Budget Request – \$7,500.00**
- Tammy Ryan, submitted FY’ 2019 Estimate Budget Request for ERAD, 9/7/2019
 - ☞ **FY’ 2019 Estimated Budget Request – \$5,099.45**
- Andy Patrick, President, FY’ 2019 Estimate Budget Request for Dick Brundage’s Crisis Communications Training
 - ☞ **FY’ 2019 Estimated Budget Request – \$2,625.00**
 - ☞ Minimum 15 person
 - ☞ Mutual Aid Members are **“FREE”**

Budget Request for Inspections –

- Mileage - **\$0.58**
- Wages - **\$15.00**

Budget Request for Operating Supplies/MISC –

- American Page Network - **\$300.00**
- LC Postal Services - **\$400.00**
- LRC Wireless - **\$300.00**
- Office Supplies - **\$300.00**
- MISC - **\$150.00**
- Website - **\$200.00**

- Richard McGuire made a motion that the *2019 Budget* will be **\$18,850.00** w/revenue **\$15,200.00** from dues and **\$3,650.00** from reserve/fund balance
- Dick Gremillion 2nd the motion

The 2020 Budget Year –

- Dick suggested that the membership adopt the budget for the following year will be no greater than the revenue of previous year unless approved by the SWLA Steering Committee
- See SWLA Mutual Aid - FY'19 Budget Spreadsheet

Recommendations –

- Dick recommended that *all* Budget Request, for the next calendar year, needs to be submitted by October 1st
- Budget Request turned in after October 1st will not be considered
- Andy Patrick, President ask for a motion to approve the FY'19 Budget Request in the amount **\$18,850.00**
- Dick made the motion on approval FY'19 Budget Request in the amount **\$18,850.00**
- Rob 2nd the motion
- Motion Carries
- Present to the General Board Members as “*New Business*” at the next SWLA Mutual Aid Meeting on Wednesday, February 13, 2019 @ 11AM
- Reminders to the General Board Members regarding yearly budgets will start June 1st 2019

Discussed – ERAD Event: Tammy Ryan, 2nd Vice President –

- Civic Center is scheduled for September 7, 2019
- So for, the *only* confirmed expenditure is the event one day insurance fees in the amount of \$149.00
- Request permission to send an email/letter to vendors and participants of event and date to start a schedule
- Also, demonstrations and external events throughout the day i.e.
 - ✓ Memorial Stair Climb,
 - ✓ 1K / 5 K morning run/walk with any proceeds being divided and donated to Fallen Firefighters Memorial Foundation in Baton Rouge and Law Enforcement Memorial foundation in New Orleans.

Discussed – Juniper Specialty Products Application for Associate Membership: Andy Patrick, President –

- Application for an *Associate* Member has been submitted
- Power Point Presentation has been submitted
- 2019 Dues for Associate Member has be submitted
- Andy Patrick, President ask for a motion to approve Juniper Specialty Products Power Point Presentation
- Dick made the motion on approval
- Rob 2nd the motion
- Motion Carries
- Ken Rayford, will present Juniper Specialty Products Power Point Presentation at the next SWLA Mutual Aid Board Meeting on Wednesday, February 13, 2019 @ 11AM

Discussed – The Hiller Companies Application for Associate Membership: Andy Patrick, President –

- Application for an *Associate* Member has not been submitted
- Power Point Presentation has been submitted
- 2019 Dues for Associate Member has not been submitted
- Table until packet is complete

Discussed – Changing Next Month Steering Committee Meeting to a Later Date: Andy Patrick, President –

- Due to Tonya's absence the week of March 4, 2019 – March 11, 2019, requesting permission to moving the Steering Committee Meeting from March 7, 2019 to either Friday, March 1, 2019 and/or Tuesday, March 12, 2019
- Steering Committee Officers approved that the Steering Committee Meeting be moved to Friday, March 1, 2019 at 10AM

Discussed – Request Permission for US Postal Stamp Purchase: Andy Patrick, President –

- Approved

Adjourned: Andy Patrick, President –

- 2:36PM

NEXT MONTH'S MEETING EVENTS:

NEXT MEETING HOST: Certainteed Corporation

DATE: Wednesday, March 13, 2019

TIME: 11:00AM

LOCATION: Managan Center - 1221 Sampson Street - Westlake, LA 70669

ADJOURN:

- Motion to adjourn – Todd Parker
- 2nd the motion – Greg Satterfield
- Meeting adjourned – 11:34AM

LUNCH & LEARN: *N/A*

THE NEXT STEERING COMMITTEE MEETING WILL BE HELD

Thursday, March 1, 2019 @ 10AM

901 Lakeshore Drive, Suite 200

Lake Charles, LA 70601