

**CITY OF LAGO VISTA  
EMERGENCY RESPONSE PLANNING COMMITTEE  
MEETING MINUTES  
6/8/2021  
CITY COUNCIL CHAMBERS AT CITY HALL, 5803 THUNDERBIRD, LAGO VISTA,  
TEXAS**

**CALL TO ORDER, CALL OF ROLL, PLEDGE OF ALLEGIANCE**

The meeting was called to order at 6:00 pm by Mayor Ed Tidwell. Those present included: David Chaney, Susan Galvan, Cory Johnston, Meredith Kuntzsch, Adam Lewis, Chelaine Marion, James May, Robyn Pond, Troy Schofield, David Tally, and Ed Tidwell.

**CITIZEN COMMENTS:** Citizens who wish to address the Committee on any agenda and/or non-agenda item will have three (3) minutes to express their position. - There were no citizen comments.

**ACTION ITEM**

1. Reading of Oath and Swearing in of members. - Emergency Response Planning Committee Members were sworn in by city staff.
2. Appoint a chairperson. - A motion was made and seconded to appoint James May as the chairperson which passed unanimously. A motion was made and seconded to appoint Susan Galvan as the assistant chairperson which passed unanimously.
3. Appoint a secretary. - A motion was made and seconded to appoint Adam Lewis as the secretary which was seconded and passed unanimously.
4. Discussion and possible action regarding the Lago Vista CERT.  
James said that he has experience with CERT and he will continue working on this.  
James said he has not heard back yet from the Cedar Park CERT folks.  
James said that he is certified to train for CERT. Sgt. Major Schofield said the police department has a meeting room that could be used for training. Another idea was to use a parking lot for outdoor training. James said there is another CERT trainer living in Point Venture. James May said the CERT team needs a sponsor, which can be the city. A motion was made to authorize James May to act as the program manager for the Lago Vista CERT team, as directed by the committee. This was seconded by Robyn Pond and passed unanimously.
5. Discussion and possible action regarding the Lago Vista ERP and associated annexes.  
- It was discussed and decided that the committee wanted to continue working on the annexes.

Mayor Tidwell said that he did receive the county level annexs, but not all of them can be shared for security reasons.

6. Discussion and possible action regarding document sharing. - A motion was made and seconded to authorize Mayor Ed Tidwell and Secretary Adam Lewis to meet with the the I.T. department / staff member to discuss what document sharing methods would be appropriate which passed unanimously.

7. Establish meeting frequency. - A motion was made and seconded to schedule committee meetings the 2nd Tuesday of every month, once a month, at 6:00 pm going forward which passed unanimously.

### **DISCUSSION ITEM**

8. Discuss regarding Rules of Procedure. - Ed Tidwell and Chelaine Marion brought it to the attention of the committee that the committee members are required to watch the "Open Meetings Act Training" video from the Texas Attorney General's website. After watching the training video the committee members are required to generate a completion certificate via the video's instructions and email it to Mayor Tidwell. The website address for this training is: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/open-meetings-act-training> The applicable ules of procedure were also discussed in a general sense.

### **FUTURE MEETINGS**

9. Consider schedule and items for future committee meetings.

**ADJOURNMENT** - The meeting was adjourned at 7:44 pm.