

MEETING MINUTES FOR THE
TOWN COUNCIL WORKSHOP MEETING
WEDNESDAY, APRIL 7, 2010 AT 7:00 P.M.
TOWN HALL, 4240 HIGHWAY US1, GRANT VALKARIA, FL 32949

The Town Council Workshop Meeting of April 7, 2010 was called to order at 7:03 p.m. by Mayor Yonts, followed by the Pledge of Allegiance led by Council Member Mahaney, and roll call to the Council Members with the following present:

Mayor – Del Yonts	Town Administrator Richard Hood
Seat No. 1 – Joe Hackford	Town Clerk Susanne Krueger
Seat No. 2 – Lisette Kolar, Vice Mayor	
Seat No. 3 – Pat Bryan	
Seat No. 4 – Jason Mahaney	
Seat No. 5 – Dan Faden	

Mayor Yonts stated that he received a call from Council Member DeMott who stated that she is running late but will be at this meeting.

AGENDA ITEMS

1) Honda R & D (Don Burton) repairs to retention ponds and LEED status

Mr. Don Burton stated that Honda R & D has been awarded LEED certification and that they have been issued the final award and will be receiving a plaque. He stated that they have received notice from St. Johns Water Management District that the retention is not draining properly; therefore, 2 foot of soil will be removed and replaced with better draining soil commencing in April and should be completed in the beginning of May; new engineering drawings will be submitted to the town; their facility is the second facility in Brevard County to receive LEED certification. Mr. Burton informed Council that they commenced ramp construction in December and expect completion in May. Mr. Burton inquired if there have been any complaints from neighbors; Mr. Hood responded there have been none. Council congratulated Honda R & D for their LEED certification.

2) Emergency Management Plan

Town Administrator Hood stated that Mr. George Wolfe as the standing emergency management coordinator has been tasked to create an emergency management plan for the town; this is a good, simple, basic plan; defines who is in charge, what to do and afterwards. Mr. Hood stated that a couple of changes will be made, for instance, a map of the evacuation routes, addresses of shelters, and married with the County plan; it will be reviewed and updated as necessary. He stated that updates on the shelters or any changes can go on the consent agenda when needed; the original plan sent to Council was reviewed by George and himself and the revised edition shows where changes were made.

(For the record, Council Member DeMott arrived at 7:49 p.m.)

Mr. Wolfe stated that this plan was based on the County plan and our plan will have a crosswalk document that will cross-reference to their plan; County will review and process to send to the State; if the town did not have a plan it would fall back on the County plan. At the direction of Council, Mr. Wolfe briefly highlighted the plan as follows:

- The scope was reworded to read better, not changing the intent
- Methodology using Florida State Statutes
- Hardened Emergency Operations Center (EOC) is not required, however, we need a backup support facility for Town Hall: preliminary idea is to use the Grant Community Club to ensure continuity of government
- There are no handheld communication devices; mentioned using FRS GRMS radios with a base station and handhelds, 50 watt base station with possible cost of \$400-600 and handhelds at a possible cost of \$100-120 each
- There is a flow of emergency management communication between EOC, Town Administrator, Mayor and Council; Mayor and Council remain intact
- In the notifications and warnings it described how information will flow and is tied with Brevard County EOC
- Levels of activation and responses/actions described what the different levels are and what occurs
- Section entitled Responsibilities can be deleted because it will be the Town Administrator
- Logistics plan is resourced dependent; ESF7 is where all requests for resources go and then are resourced out
- Added a section where it describes what the County Emergency Support Functions are

Council thanked Mr. Wolfe for all the thorough and comprehensive work on this plan and they proceeded to make the following comments/changes on the plan:

- On the cover page add “2010”
- Correct all reference to “City Hall” to “Town Hall”
- Double check for grammatical errors or spelling errors
- Everywhere it refers to Emergency Management Coordinator it need to be changed to Town Administrator
- In entire document change “north-south-north” to “north-south” and “east-west-east” to “east-west”
- Crosswalk document is mentioned but not referenced
- Introduction – Scope – tie dependency to the levels; change “resources depend” to “resources dependent”
- Council questioned if the plan had to be reviewed annually; Town Administrator Hood responded that Council can approve updates on shelters, etc on the consent agenda annually
- Introduction – Methodology – change focal point as the Town Administrator

Council discussed having the Emergency Management Coordinator (EMC) separate from Town Administrator; Town Administrator can be Emergency Management Administrator (EMA) and George can be EMC; having Town Administrator be responsible for staffing as per Charter;

appointing an Emergency Management Coordinator as an agenda item. Council Member Mahaney stated that he would not be at the next meeting.

- Introduction – Purpose – add “aeronautical failure”
- Situation – Emergency Management Support Facilities – replace last sentence in paragraph one as “ The Town would be relying/utilizing volunteers on support preparations and recovery actions before and after any disaster
- Situation – Geographical Information – change “Grant Fisherman’s Landing” to “Fisherman’s Landing”; where it mentions access to and from Grant Farm Island it should be First Street Boat Ramp not Grant Fisherman’s Landing; make reference to two additional boat ramps within the Town’s incorporated limits as being John Jorgenson’s Boat Ramp and Christenson’s Boat Ramp currently under construction; there are 3 north/south routes through Grant-Valkaria described as 1) Highway US1 running adjacent to the Indian River Lagoon and support traffic on the east side of the town, 2) Old Dixie Highway which runs on the west side of the railroad tracks parallel to a portion of Highway US1, 3) Babcock Street supports traffic on the west side of town; add there are 2 east/west routes in town identified as 1) Grant Road in the southern part of town and 2) Valkaria Road in the northern part of town

Mayor Yonts called for a brief recess at 8:20 p.m. Mayor Yonts called the meeting to order at 8:40 p.m.

- Situation – Emergency Management Support Facilities – delete the sentence “Note that the 2009 event, the 43rd festival, hosted over 30,000 people during a two day event and earned substantial funds for charities and scholarship purposes” in paragraph one; the town was incorporated in July 2006; policy is set by Town Council- delete “as lead by the Mayor”; policy guidance is passed down to Town boards and the Town Administrator who implement the policy and conduct day-to-day business of the town; there is a small staff of 3 paid employees and volunteers who support the Town Administrator; reword the last three sentences of the paragraph that describes the position of the Emergency Management Coordinator and his duties; a fire station is located at 2855 Valkaria Road and at 301 Barefoot Boulevard; the Town does own a portable generator; after a major disaster the citizens of Grant-Valkaria will be able to support themselves for the same amount of hours that Brevard County has; it was Council consensus to look at options to get the Grant Community Center fully functional as an alternate facility and bring back to Council; Council Member Hackford stated that the Grant Community Center has an old radio they would be willing to donate to the town; under “mobile communications” look at the radio from the Grant Community Center and evaluate the cost to make it operational compared to obtaining a new one; it was Council consensus to add ham radio operators
- Concepts of Operations – Organizational Structure – delete the words “The Mayor” at the beginning of the first bulleted item; the Town Administrator is the focal point for the execution of this plan and will seek policy guidance from the Town Council as required; reword the bulleted item regarding the Emergency Management Coordinator to be the same as under “Situation-Emergency Management Support Facilities”; the Disaster

Response Team should consist of the Town Administrator, the Emergency Management Coordinator, the Town Clerk, and the Mayor or his designee; COP's will be used for initial warnings, general reconnaissance and reporting activities; COPs report to the Brevard County Sheriff's Office (BCSO) and need to coordinate with BCSO; CERTs report to Brevard County Fire Rescue

Terry Wolfe stated that she calls John Gore or Montana, Brevard County Fire Rescue, to tell them the CERTs are activated by and then we stay in Grant-Valkaria.

- Concepts of Operations – Notifications and Warnings – add “website, CITGO gas station and Grant Community Center” as places where the notifications and warnings will be posted; delete the sentence “ the Grant-Valkaria Emergency Management Coordinator may be contacted 24/7 at XXX-XXX-XXXX”
- Concepts of Operations – Levels of Activation and Responses/Actions – Level III – change where it refers to Grant Island residents to Grant Farm Island residents
- Concepts of Operations – Levels of Activation and Responses/Actions – Level II – change to “Sitreps will continue to be forwarded to distribution gvall@grantvalkaria.org”; change Item 10 to read “Citizens to read as depending on the severity of the pending disaster citizens will be encouraged to evacuate or will be encouraged to follow the direction of the EOC”, and delete “citizens who plan to remain in Grant-Valkaria will be encouraged to provide Town hall with their name, names of their family members and out of county/state contact information”
- Concepts of Operations – Levels of Activation and Responses/Actions – Level I – change Item 4 by removing the word “pending”; paragraph 1 and 8 needs to be combines and reworded; change Item 9 to read “to the extent possible sitreps will continue to be forward to distribution gvall@grantvalkaria.org
- Concepts of Operations – Levels of Activation and Responses/Actions – Level I-R – change Item 2 to read as “Reestablish presence of government”; change Item 3 to read as “To the extent possible Town Hall will be open and Town telephones will be answered.”” Change Item 5 by adding the words “if available” at the end of the sentence;
- Responsibilities – delete this section
- Financial Management – change Item B by adding the words “or Brevard County” at the end of the paragraph; it was Council consensus to have an emergency checklist
- Attachment 1 – Grant-Valkaria Organization Structure (Non-emergency) – change chart to reflect two-way arrows from Town Council to Local Planning Agency/Planning and Zoning Board and Code Board

Council thanked George Wolfe for all his hard work and dedication to this plan which resulted in a good, excellent job.

Town Administrator Hood stated that the local house bill passed another step in the legislature. It now goes to the House floor.

ADJOURN

Motions by Council Member Bryan, second by Council Member Hackford, and vote unanimous to adjourn the meeting at 9:49 p.m.

(signature on file)

Del Yonts, Mayor

ATTEST:

(signature on file)

Susanne R. Krueger, Town Clerk