

AGENDA
SPECIAL CALLED CITY COUNCIL MEETING
EMERGENCY MANAGEMENT TRAINING
BOERNE CITY HALL
Staff Training Room – 1st Floor
447 North Main Street
Boerne, TX 78006
JANUARY 23, 2025 – 1:00 PM

Minutes of the Special Called City Council meeting of January 23, 2025.

Present: Mayor Frank Ritchie, Mayor Pro Tem Wolosin, and Council Member Bret Bunker.

Absent: Council Member Sharon Wright, Council Member Quinten Scott, and Council Member Joseph Macaluso.

Staff Present: Ben Thatcher, Walter Ball, Sarah Buckelew, Jeff Carroll, Lori Carroll, Manny Casarez, Nathan Crane, Susan Finch, Lissette Jimenez, Mike Mann, Nick Montagno, Mike Raute, Chris Shadrock, Natalie Shults, Kristy Stark, Larry Woods, and Danny Zincke. Presenter: Mark Chadwick

Recognized / Registered Guests: No guests were present.

1. CALL TO ORDER – 1:00 PM

The meeting was called to order at 1:00 p.m.

2. PUBLIC COMMENTS:

No comments were received.

3. INTRODUCTION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS).

Mr. Chadwick began the presentation by asking attendees to introduce themselves. He then shared his background and experience, providing context for his expertise. Following this, he gave an explanation of the National

Incident Management System (NIMS), describing it as a flexible framework designed to enable government and private entities at all levels to collaborate effectively in managing domestic incidents.

4. PRESENTATION ON THE NIMS MANAGEMENT CHARACTERISTICS, THE ORGANIZATIONAL STRUCTURE OF THE INCIDENT COMMAND SYSTEM, AND THE ROLE OF THE COMMAND AND GENERAL STAFF.

Mr. Chadwick reviewed the mandates of NIMS stating that the Homeland Security Presidential Directive 5 (HSPD-5), signed by President Bush in February 2003, mandated the development of the NIMS to ensure a coordinated Federal, State, and local response to any acts of terrorism committed in the United States. The NIMS has four main elements that law enforcement agencies need to institutionalize: (1) the incident command system (ICS); (2) standardized communications; (3) the joint information system (JIS); and (4) the NIMS Integration Center (NIC). He reviewed the leadership rolls, and recommended organization structures for incident management.

5. REVIEW THE ATTRIBUTES AND PURPOSE OF THE EMERGENCY OPERATIONS CENTERS.

Mr. Chadwick reviewed the purpose of the Emergency Operations Center (EOC) which serves a critical role in every phase of emergency management, from being the hub for all coordination during an incident to facilitating and directing recovery/clean-up.

6. EXPLAIN THE INTERCONNECTIVITY BETWEEN THE MEDIA ACCESS CONTROL GROUP (MAC GROUP), THE EMERGENCY OPERATIONS CENTERS (EOCS), THE JOINT INFORMATION SYSTEM, AND INCIDENT COMMAND.

Mr. Chadwick explained that when an incident occurs or threatens, local emergency personnel manage response using NIMS principles and ICS. If the incident is or becomes large or complex, local EOCs activate. EOCs receive senior level guidance from MAC Groups. A Joint Information Center (JIC) manages the Joint Information System (JIS) operations to ensure coordinated and accurate public messaging among all levels: ICS, EOC and MAC Group.

Mayor Pro Tem Wolosin left the meeting at 2:45 p.m. There is no longer a quorum present.

Council Member Bunker left the meeting at 2:47 p.m.

Mayor Ritchie left the meeting at 3:24 p.m.

7. CLARIFY THE ROLE OF THE SENIOR OFFICIAL IN PREPAREDNESS.

Mr. Chadwick clarified that the senior official doesn't necessarily assume the command role over the incident operation. The senior official provides policy guidance, oversees resource coordination and support. It is possible to have more than one senior official if the incident involves more than one jurisdiction. Discussion ensued regarding the location of the senior official in the event of an incident.

8. COMMENTS FROM COUNCIL / STAFF – No discussion or action may take place.

No comments were received.

9. ADJOURNMENT

The meeting was adjourned at 3:43 p.m.

Approved:

Mayor

Attest:

City Secretary