

**CITY OF CORAL GABLES
EMERGENCY MANAGEMENT DIVISION
MEETING
NOVEMBER 30, 2011 6:00 p.m.
COMMUNITY MEETING ROOM
2801 Salzedo Street, Coral Gables, Florida**

MINUTES

Members Present:

Ajit Asrani
Lourdes Cambo
Samuel Martinez
Paulino Nuñez, Jr.
Bradley Stark
Joan Valdes
David Bolton
Jack Coe
Kirk Youmans
Francisco Botran
Danny Rosario
James Smith
Jose Amezaga
Hernando Chong
Lonnie Hayes
Diego Saavedra
Don Slesnick III
Al Smith

Appointed By:

Mayor Jim Cason
Mayor Jim Cason
Mayor Jim Cason
Mayor Jim Cason
Mayor Jim Cason
Mayor Jim Cason
Vice Mayor William Kerdyk, Jr.
Vice Mayor William Kerdyk, Jr.
Vice Mayor William Kerdyk, Jr.
Commissioner Maria Anderson
Commissioner Maria Anderson
Commissioner Maria Anderson
Commissioner Rafael "Ralph" Cabrera, Jr.
Commissioner Rafael "Ralph" Cabrera, Jr.
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Guests:

Curt Sommerhoff, Miami-Dade County Office of Emergency Management
Nixsa Serrano, Miami-Dade County Office of Emergency Management

City Staff:

Maria A. Menendez, Assistant City Manager
Walt Reed, Fire Chief
Marc Stolzenberg, Deputy Fire Chief
Ed Hudak, Police Major
Betty Mendoza, Administrative Assistant

1. Chief Reed opened the meeting by welcoming all present. A sign-up sheet with phone numbers and addresses was provided for updating. Chief Reed acknowledged the guests who were present and welcomed the Division members.
2. Chief Reed conducted a power point presentation on the history of the Emergency Management Division referencing Florida State Statute (Chapter 22.06) which mandates the appointment of emergency interim successors. Also discussed was City of Coral Gables Resolution 28905 which further reflected the Florida State Statute and defined the role of the division members as emergency interim successors. Chief

Reed presented the appointees as designated by the Commission, who would fill in in the event that any member of the City Commission is unavailable to fulfill the duties of the office. The order of succession will be determined by the City Commission at a later date.

3. Mr. Curtis Sommerhoff, Miami-Dade Office of Emergency Management (OEM), discussed the goals and objectives of the Office of Emergency Management which are to successfully plan, train, and respond to any emergency; to restore critical services expeditiously, and to obtain and train in the latest emergency response technology. The OEM follows the Miami-Dade County Emergency Management Plan as well as the State of Florida's Emergency Operations Plan.

Mr. Sommerhoff also described the relationship between the municipalities and Miami-Dade's Office of Emergency Management.

4. Chief Stolzenberg gave a brief presentation of the Rescue Recon Teams and their function and goals. This plan has been in place for several years using the Incident Command System. The teams go out immediately after a storm and make an assessment of the damage and begin to clear the major streets so that Police and Fire can respond to emergencies. The primary mission of the teams is to conduct a rapid assessment in order to prioritize appropriate response actions.
5. Chief Stolzenberg presented an overview of the Neighborhood Information Center (NICE) responsibilities. Members of the Emergency Management Division may act as liaisons with the community and neighborhoods in times of activation.
6. Chief Reed emphasized the importance of emergency training for division members and encouraged them to explore the various training opportunities offered. Incident Command System and National Incident Management System courses IS 100a, 200a, 700a, and 800b are specifically recommended and are available at:
<http://training.fema.gov/IS/NIMS.asp>

Additionally, division members were reminded to attend the Annual Boards and Committees Ethics and Training Seminar at 9:00 a.m. on Friday, December 16, 2011 at the Coral Gables War Memorial and Youth Center, hosted by the City Attorney's Office. Attendance is mandatory for all newly appointed Board and Committee Members.

7. The meeting was adjourned at 7:45 p.m. with Chief Reed thanking everyone for attending.