

**4th of July Steering Committee
Meeting Minutes
April 18, 2018**

Committee members in attendance

**Tony Scarpa
Chris Scarpa
Kathy Molinaro
Shari Forward, Police Department
Barbara Blanchard
Michelle Scarpa
Tommy McDonald
Rufino Ramirez
Stefanie Scarpa
Terry McKee
James Toney, Director of Parks and Recreation
Michael Boyett, Staff
Kimberly Ramirez, Staff
Heather Whitty, Staff
Terri Corbett
Brian Mansfield, FMO
Steven Simmons, FMO
Lisa Camp, EMS**

1. Called to order: Call to order 6:01pm.

2. Communications from the public: Brian Mansfield and Steven attended the meeting to go over an Emergency Scenario for the event. Schedule, layout, helicopter landing, behind junior high or behind HEB. Thunder storm scenario, best area to shelter will be Friendswood Junior High. School turns off power during the summer, will it be an issue. It will only be a shelter. Move handicap to pavilion restroom and concession area. Shelter in place. It will take approx. 20 minutes, to get to the junior high. Operations trailer will be responsible for the weather. 30 minutes watching weather, 25 minutes announced to the public, First responders pushed toward the park to push people out. Fire Dept would open the junior high. Make a prerecorded loop to play during the evacuation. Emergency video beforehand and prescript message during the beginning of the event. The first announcement is made in person. PD, Fire and EMS to relocate to push people along. Move ambulance and fire truck out of the path. Ems would move people first then move ambulances. Have to stop buses moving. Move them off site. Move them straight across grass, parks staff will cut fencing. Fireworks company move into concession stand.

Stage collapse, keeping people calm. Michael has a speaker for announcements. 6 feet barrier from stage. Fire Detonation, communication grass fires. Fireworks company worst case scenario,. Exist thru the fencing on the layout. Steven will works with James Toney on a procedure.

3. Discussion and possible action regarding March 21, 2018 minutes: Kathy made a motion to approve the minutes as presented, Michelle second the motion and the motion was approved unanimously.

4. Discussion and possible action regarding the 2018, 4th of July Celebration

A. Parade: Breakfast, Barbara stated that Kim with Red Oak Café will be providing pastries for the breakfast, Michael will contact Whataburger to see if they will provide food for the breakfast.

B. Day: Michelle stated we have 30 booth vendors.

C. Evening program: Barbara stated she will contact Terry Vaughn to see if we can borrow the RV.

Fireworks contract is done, the deposit has been sent, and sound and stage are being worked on. Next meeting is May 16th. Darrell will order pizza from Centercourt Pizza.

5. Adjournment: The meeting adjourned at 7pm.

Approved by:

Kimberly Ramirez

Date:

May 16, 2018