

Team Conference Call, 8:00 a.m. – Weather Event Status Update

Attending

Kelly Hale, General Manager	Jason Temple, Public Services Director
Coreena Fetterhoff, Controller	Jason Miller, Fire Chief
Kim Massey, HR Manager	Ricky Middleton, Police Chief
Katrina Heap, Administrative Asst. to GM	Will Rainwater, IT Manager
Tom Heffer, Director of Golf	Charles Brown, Community Development Manager
Terry Wiley, Parks & Recreation Manager	Kevin Sexton, Director of Tourism & Community Affairs

Intro - Safety

- Kelly Hale, General Manager
 - Safety is top priority. Ensure all working today understand to take their time and take short, shuffling steps. Ensure all necessary safety checks and preparations have been conducted on all equipment.
 - Provide update on number of safety personnel currently working, plows/sanders active, any power or safety outages currently known, road closures, number of employees currently working vs. FT staff on payroll.
- Kim Massey, HR Manager
 - Staff Attendance Summary:

EE Count on 02/03/2022:	403		
Full-Time	242		
Part-Time	161		
Full-Time:		Working on 2/3/2022	
A130 (Coreena)	20	9	Coreena, Christina, Tilley, Ginger, Theresa, Misty V., Misty L., Cathy, (Carey Taylor?)
A150 (Will)	4	1	Will
A170 (Kim)	3	1	Kim
CD20, 30, 40 (Charlie)	9	4	Charlie, Larry - 2 PT on call hourly
CD50 (Kevin/Paul)	3	2	Paul, Kevin
PD (Ricky)	27	10	Chief Middleton & 7 officers, 2 dispatchers
Fire (Jason Miller)	21	13	Chief Miller, 12 Firefighters (6 on shift/6 OT)
Rec (Terry)	17	6	Terry, 3 FT working, 1 FT & 1 PT hourly on call (Norman Meredith POC)
Golf (Tom)	71	3	Tom & 2 Golf Supt.
Lakes (Jason T.)	3	0	No lakes staff working
PW (33) & PU (31) (Jason)	64	29	Employees working throughout - Janice in office/Brenda on phone remote to answer calls
	242	78	
			32% employees working (includes 4 on-call)

Updates by Department

- Administration/Accounting/Member Services: Correena Fetterhoff
 - Christina Paratore, Ginger George, and Tilly Jones working from home answering any member service calls.
 - Carey Taylor, Utility Service Coordinator, currently being transferred to work at POA office and will be in shortly.
 - Coreena and other members of accounting team working from home or taking PTO.
- IT Department: Will Rainwater
 - Will is working from home and available on call as needed.
 - All other IT staff members at home and not on call.
 - IT Personnel and volunteer firefighter Chris Hogue is available to assist Fire Department as needed.
- HR Department: Kim Massey
 - Other department personnel working from home.
 - All worker's compensation/accident processing should still be submitted as usual.
 - No drug testing will be provided for worker's comp processing today – contact HR for more information as needed.
- Compliance, Gates, Security: Charlie Brown
 - Charlie Brown and Larry Thomas working, will be out on roadways as needed today.
 - 2 on call Compliance Department staff working from home.
- Discovery Center: Kevin Sexton
 - Discovery Center is closed today, Kevin will be available from home.
- Marketing Department: Paul Sage
 - Working from home.
 - Will update Active Advisories page on website.
 - Prepping additional Eblast messages to community throughout the day as needed on roadways, trash etc.
 - Will notate trash pickup schedule updates to community as provided by Jason Temple.
- Police Department: Ricky Middleton
 - 7 police officers and 2 dispatchers currently working.
 - Have assisted two vehicles out of ditches as of this morning.
 - Currently assisting multiple essential personnel in travelling to and from home to workplace.
 - Called in to KVRE to provide updates on road conditions and closure status.
 - 3 road closures at this time:
 - Fresno Road at Carmona
 - Barcelona Road at Camino and Calella

- Balearic Road at Coronado and Reata
- Fire Department: Jason Miller
 - 12 personnel – 6 on shift and 6 overtime currently working
 - 6 scheduled for shift change on Friday, February 4th, at 7:00 a.m.
 - Issue with warming station at Coronado Fire Station – generator currently down; backup generator is up and working.
 - All fire trucks have been chained and are on call.
- Golf Department: Tom Heffer
 - All Courses, Pro Shops, Tee Times, and Office are Closed.
 - Tom and two other course superintendents are on duty.
 - All other staff off duty today.
- Public Services Department: Jason Temple
 - Currently 5 plows, 2 with sanders, are working to clear roadways.
 - Johnny Bratton is working today and will be assisting with grading roadways.
 - There are currently no power outages reported in Garland or Saline County areas of Hot Springs Village.
 - No downed trees reported.
 - Public Services held safety team meeting yesterday to review safety processes during icy conditions, to include safe driving, entering and exiting vehicles, and other processes.
 - Janice Fordham, Assistant to Public Services, is working in the office today and will be answering calls as needed.
 - Brenda Cameron, Public Works Assistant, is working from home and is answering calls from home as needed.
 - Trash update: All trash routes cancelled today; determination on whether any pickups will run tomorrow will be made by noon today.
 - Lakes Department: Brad Meredith, Lakes Manager, will report on whether he will be working today; Katy Harmon not working today.
 - Maintenance: Mike Sykora and David Harper working today.
- Parks & Recreation: Terry Wiley
 - Three Grounds Maintenance crew currently working; have cleared Coronado Community Center parking area and are currently clearing Ponce de Leon Center parking area.
 - Once grounds maintenance staff have completed clearing of these parking areas, they will be available on call as needed to assist Public Services.
 - Norman Meredith, Grounds Maintenance Supervisor, is POC for services needed.
 - Terry will be available, and will have additional staffing available, for warming centers if they are needed.
 - Will provide an update to Paul Sage on hours of operation at Recreational facilities tomorrow and Saturday and will continue to evaluate conditions.

Closing - Safety

- Kelly Hale, General Manager
 - POA Administrative Office will be open with limited staffing at 10:00 a.m. this morning.
 - Conditions will continue to be evaluated.
 - Staff conference call with updates at 12:00 p.m. today – Will Rainwater to provide Outlook invitation to team.
 - Don't have accidents; don't get hurt. It is unacceptable for accidents to occur. Ensure all staff working today complete all required checks on equipment.
 - If staff were not planned to report to work and are not essential for operations, they don't need to report to duty.
 - Team should contact Kelly directly with any pertinent information before the 12p conference call as necessary.