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**DATE:** 06/08/2026  
**TO:** COUNCIL - REGULAR CITY COUNCIL MEETING  
**SUBJECT:** TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

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**City Hall**

Emp: Rachel Garza  
Training Title: Great Place to Work Listening Deeper  
Date: May 28, 2026

Emp: Kateryna Thomas Vorobyova  
Training Title: Texas Dept of Emergency Mgt  
Date: May 25, 2026 – May 29, 2026

Emp: Jody Weaver  
Training Title: Matagorda Bay Regional Flood Issues Work  
Date: May 28, 2026

**Fire**

Emp: Lyndon Davis  
Training Title: NFPA 1850 Advance Gear Cleaning and Inspection  
Date: May 14, 2026

Emp: Lannen, Milizza  
Training Title: NFPA 1850 Advance Gear Cleaning and Inspection  
Date: May 14, 2026

**Public Works:**

Emp: William Shaffer  
Training Title: Texas Dept of Emergency Mgt  
Date: May 25, 2026 – May 29, 2026



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 1135 EMPLOYEE NAME: RACHEL GARZA

DEPARTMENT: Human Resources TRAINING / CONFERENCE DATE(S): 05/28/2026

TRAINING/ CONFERENCE TITLE: Great Place to Work: Listening Deeper

LOCATION: WEBINAR

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

To better transform feedback into action. What steps to take next after an employee survey has been completed.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

1. Say Thank You Immediately
2. Analyze the Data
3. Review with Leadership and Managers
4. Co-Create an Action Plan
5. Monitor and Repeat

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

1. Acknowledge participation: Send a company-wide email within the first week.
2. Give a clear timeline for when the full data will be reviewed and shared.
3. Clean report: Confirm responses & redact any identifying markers to protect employee privacy.
4. Look for patterns: Separate the data by department or role to find specific problem areas.
5. Read the comments look for critical repetitive situations or issues.
6. Brief Dept Heads: Present the major issues and gaps to dept heads.
7. Equip managers: Send department heads their localized team data to help identify trends within their dept to better understand areas that need improvement.
8. Identify control factors: Separate issues that leadership can fix.
9. Focus on the "critical few": Select no more than two or three core priorities to fix rather than trying to change everything.
10. Involve the employees: Bring a small group of employees together to problem-solve an issue so they own the solution.
11. Assign ownership: Document the plan by clearly stating what will change, who is responsible, along with a completion deadline.
12. Secure "quick wins": Identify and accomplish immediately, fix and change to show the employees that their voice matters.

EMPLOYEE SIGNATURE: RACHEL GARZA

DATE: 05/28/2026

DEPARTMENT HEAD SIGNATURE: [Signature]

DATE: 5/28/26

HR SIGNATURE: [Signature]

DATE: \_\_\_\_\_

**RECEIVED**

**MAY 28 2026**



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 1650 EMPLOYEE NAME: KATERYNA VOROBYOVA

DEPARTMENT: Finance TRAINING / CONFERENCE DATE(S): May 26-May29

TRAINING/ CONFERENCE TITLE: 2026 Texas Emergency Management Confere

LOCATION: Fort Worth Convention Center in Fort Wor

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

1. G-318: Local Mitigation Planning Training (Fort Worth)

The purpose of attending this Hazard Mitigation Planning course was to strengthen knowledge and understanding of the hazard mitigation planning process and to enhance the community's ability to reduce long-term risks from natural and man-made hazards. The training was attended to support local efforts in developing, maintaining, implementing, and updating a FEMA-compliant Hazard Mitigation Plan, while improving overall community resilience and preparedness. Attendance at this training was intended to improve the ability to coordinate mitigation planning activities, identify community vulnerabilities, prioritize mitigation projects, and pursue available mitigation funding opportunities. The training also aimed to provide practical guidance for supporting local emergency management, infrastructure protection, and long-term disaster risk reduction initiatives.

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### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

1. G-318: Local Mitigation Planning Training (Fort Worth)

The course covered the fundamental principles of hazard mitigation planning, including the differences between mitigation and preparedness, the roles and responsibilities of participating agencies and stakeholders, and the requirements for developing and maintaining a hazard mitigation plan. I learned how to collect and analyze data, conduct risk assessments, identify and profile hazards, assess vulnerabilities and potential impacts, and prioritize mitigation actions. Additional topics included plan maintenance, plan updates, implementation challenges and solutions, best practices for advancing mitigation projects, and an overview of FEMA Hazard Mitigation Assistance (HMA) funding programs and application procedures.

2. G-557: Rapid Needs Assessment

The course provided an overview of the purpose and importance of Rapid Needs Assessments and their role in emergency management. I learned how to plan and organize an assessment program, identify staffing requirements, and utilize the tools neces...

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

1. G-318: Local Mitigation Planning Training (Fort Worth)

Gained a clear understanding of the hazard mitigation planning process and FEMA requirements.  
Improved knowledge of risk assessment methodologies, including hazard identification, vulnerability analysis, and impact evaluation.  
Learned strategies for developing and prioritizing effective mitigation actions.  
Increased understanding of plan maintenance, monitoring, and update requirements.  
Developed familiarity with tools and resources available to support hazard mitigation planning efforts.  
Learned best practices for implementing mitigation projects and overcoming common implementation challenges.  
Enhanced knowledge of FEMA Hazard Mitigation Assistance funding opportunities and the application process.  
Strengthened the ability to support community resilience, disaster risk reduction, and long-term recovery planning.

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EMPLOYEE SIGNATURE: KATERYNA VOROBYOVA

DATE: 06/02/2026

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: **RECEIVED**

HR SIGNATURE: [Signature]

DATE: **JUN 02 2026**

CITY OF PORT LAVACA  
CITY MANAGER



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 1150 EMPLOYEE NAME: JOANNA WEAVER

DEPARTMENT: City Manager TRAINING / CONFERENCE DATE(S): 05/28/2026

TRAINING/ CONFERENCE TITLE: Matagorda Bay Regional Flood Issues Work

LOCATION: City of Palacios Pavilion

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

To connect city and county officials from Calhoun, Jackson, Matagorda, and western Brazoria counties with planning tools and resources offered through GLO and TWDB that are essential for flood mitigation and related project development.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

1. Summary of State Planning Opportunities and Resources
2. GLO Texas Coastal Resiliency Master Plan (GLO and AECOM)
3. TWDB and LCRA Regional Flood Planning Group Region 10 (Half & Associates)
4. River Basin Flood Studies (AECOM and Freese & Nichols)
5. Clean Coast Texas (GLO and Harte Research Institute)

Hear presentations on projects underway and in planning in Matagorda County, City of Bay City, Calhoun County and then I gave about a 20 minute presentation about all of the shoreline protection and public access improvement projects we have going on and in planning in the City of Port Lavaca

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

It was great to join other like minded people that have a passion for the environment and hear all of the various drainage and waterfront projects going on in the region.

I was made aware of two potential grant opportunities that are coming up that may be a good fit for our proposed North Relief Channle Drainage project.

I had one on one conversations with Josh Oyer that heads up the GLO TCRMP, the Mayor of Bay City, Joel Behrens Calhoun County Commissioner Pct 3, folks that work on the State Flood Plan and TWDB, Bill Balboa of the Matagorda Bay Foundation, folks with Clean Coast Texas. Jim Rudellat attended with me.

EMPLOYEE SIGNATURE: JOANNA WEAVER

DATE: 05/29/2026

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: [Signature]

DATE: \_\_\_\_\_

**RECEIVED**  
**MAY 29 2026**  
CITY OF PORT LAVACA  
CITY MANAGER



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.

EMPLOYEE NUMBER: 3090 EMPLOYEE NAME: Lyndon Davis  
 DEPARTMENT: Fire TRAINING / CONFERENCE DATE(S): 05/14/2026  
 TRAINING/ CONFERENCE TITLE: NFPA 1850 - Advanced Gear Cleaning and Inspection  
 LOCATION: 3660 Thousand Oaks Dr. San Antonio, TX

### 1. Purpose of Training/ Conference

(Briefly explain the reason for attending and what the training was intended to accomplish)

NFPA 1850 - Advanced gear cleaning and Inspection. Class is intended to educate firefighters about safely and efficiently inspect and wash gear. It showed how to wash gear and not cause any unnecessary damage or ~~expenses.~~ expenses.

### 2. Summary of Activities or Topics Covered

(What sessions, classes, or workshops did you attend?)

Attended the NFPA 1850 - Advanced gear cleaning and Inspection

### 3. Key Takeaways or Skills Learned

(What did you learn or gain from this experience?)

Learned how to more efficiently wash gear to reduce risk of cancer to me and other firefighters. Learned how to properly inspect and hydrotest gear to prevent injury on scenes. Learned improved on scene decontamination methods to reduce carcinogen exposure to personnel.

EMPLOYEE SIGNATURE:   
 DEPARTMENT HEAD SIGNATURE:   
 HR SIGNATURE:

DATE: 05/14/2026 RECEIVED  
 DATE: MAY 29 2026  
 DATE: CITY OF PORT LAVACA  
 CITY MANAGER



CITY OF  
**PORT LAVACA**

**TRAINING REVIEW & ACKNOWLEDGEMENT FORM**

This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.

EMPLOYEE NUMBER: 3180

EMPLOYEE NAME: Milizza Lannen

DEPARTMENT: Fire Dept.

TRAINING/ CONFERENCE TITLE: NFPA 1850 Advanced class

LOCATION: 3260 Thousand Oaks Hill San Antonio

TRAINING / CONFERENCE DATE(S): 5/14/2026

**1. Purpose of Training/ Conference**

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

- NFPA 1850 Advanced Class to obtain PPC Manager certificate.

**2. Summary of Activities or Topics Covered**

*(What sessions, classes, or workshops did you attend?)*

- Covered key changes that went into effect as of Sept. 9, 2025.
- PPC Manager and PPC Technicians.
- Verified cleaner vs. Verified ISP.
- extractor information
- Record Keeping
- Retirement

**3. Key Takeaways or Skills Learned**

*(What did you learn or gain from this experience?)*

- NFPA water handling - 60% ppm (water softener)
- TCFP will score dept. on 1850 Cert.
- Record Keeping important
- extractor temp. increased to 120F, but not less than 6.0 or greater than 9.5 pH.
- Verify ISP for any third party service.

EMPLOYEE SIGNATURE: [Signature] DATE: 5/16/24

FOR INTERNAL USE ONLY

**RECEIVED**

RECEIVED DATE: 5-18-26

**MAY 18 2026**

SIGNATURE OF HUMAN RESOURCES: [Signature]

CITY OF PORT LAVACA



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 4880 EMPLOYEE NAME: WILLIAM SHAFFER

DEPARTMENT: Streets TRAINING / CONFERENCE DATE(S): 5/25-5/29/26

TRAINING/ CONFERENCE TITLE: Texas Department of Emergency Management

LOCATION: Fort Worth Texas

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

Texas Division of Emergency Management (TDEM), in partnership with The Texas A&M System, hosts key workshops, networking, and exhibit hall access, with a focus on preparedness, coordination, and innovation in disaster response. The conference is designed to strengthen coordination, share best practices, and equip Texas communities to respond to any hazard, especially in the lead-up to hurricane season.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

- 1)G-318: Local Mitigation Planning Training-8-12 all four days
- 2)Intro to Texas Debris
- 3)Local Hazard Mitigation Plans: What Are They, Why Do You Need One, and How to Build One with Some New Free and Cheap Tools
- 4)Taking the Ick! Out of ICS - How to Make it Relevant, Approachable, and Easier to Implement
- 5)From Data to Decisions: Empowering Local Emergency Planners with Decision-Support Tools (RAMP and MATCH)

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

Across workshops—from FEMA Public Assistance readiness to hazard-mitigation planning and decision-support tools—the conference highlighted how communities can improve resilience through training, documentation, interagency coordination, and smarter use of technology.

#### 1. Blue Sky Readiness

FEMA Public Assistance success depends on actions taken before an event. The program is a reimbursement process, and as the document states, "documentation is essential for recovery." Communities must build a strong administrative and operational foundation through:

Administrative readiness: compliant procurement, pre-positioned contracts, and regular training

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EMPLOYEE SIGNATURE: WILLIAM SHAFFER

DATE: 06/01/2026

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**RECEIVED**  
**JUN 01 2026**  
CITY OF PORT LAVACA  
CITY MANAGER