



EMERGENCY MANAGEMENT COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, November 18, 2021 at 12:00 PM

Agenda

CALL TO ORDER AND ROLL CALL

Commission Members

Bonnie Humphrey, Chair

Bill Little, Vice Chair

Kay Allen

Roman Baligad

Scott Collard

Gordon DeWitte

Ron Hood

Mike Jones

Doug Fowler

Russell Paxton

Dillon Polk

Staff, Consultants & Appointed/Elected Officials

Council Member April Harris Allison

PLEDGE OF ALLEGIANCE

PRESENTATION OF CITIZENS

A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Commission. It is the request of the Commission that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens from the city secretary. By law no action may be taken during Presentations of Citizens.

BUSINESS

- 1. Discuss and consider recommendation regarding Amendments to the Emergency Management Commission Ordinance related to the Texas Open Meetings Act.**
- 2. Discuss and consider approval of the Emergency Management Commission 2022 Meeting Calendar.**

STANDING COMMITTEE REPORTS

- 3. Emergency Management Coordinator Report**
Roman Baligad, Emergency Management Coordinator
- 4. Operations Committee Report**
- 5. Planning Committee Report**
- 6. Logistics Committee Report**
 - a) Generator Subcommittee
 - b) VOAD Subcommittee
- 7. Public Relations Committee**
- 8. Finance Committee Report**

UPCOMING MEETINGS

Emergency Management Commission Meetings
December 18, 2021, at 12:00 p.m.

City Council & Board of Adjustment Meetings
November 22, 2021, at 6:00 p.m. (CC Special)
December 7, 2021, at 6:00 p.m. (CC & BOA)
December 21, 2021, at 6:00 p.m. (CC)

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Commission may consider a vote to excuse the absence of any Commissioner for absence from this meeting.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **November 11, 2021, at 1:00 p.m.***

City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Andrea Cunningham, City Secretary

Commission Meeting Date: November 18, 2021

Agenda Item Wording: **Discuss and consider recommendation regarding Amendments to the Emergency Management Commission Ordinance related to the Texas Open Meetings Act.**

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: In order to allow the Emergency Management Commission more flexibility to be present where a quorum notice would be required, staff is recommending that the Texas Open Meetings Act requirement be stricken. After discussions with City Attorney Laura Mueller, there are no statutory requirements that require this commission to adhere to the Act. Additionally, the city may remove the requirement while still maintaining the authority, duties and responsibilities of the commission. Below is a chart of impact the proposed changes will have on the commission.

	Current Ordinance	Proposed Ordinance
Require Agenda Posting	✓	X
Require Quorum Notice	✓	X
Require Quorum for Meeting	✓	X
Require In-Person Meeting	✓	X
Require City Hall Meeting Location	✓	X
Allow Videoconference	X	✓

Recommended Commission Actions: Staff recommends the commission provide direction on proposed changes to the commission.

Attachments: Proposed Ordinance

Next Steps/Schedule: If approved for recommendation, present to City Council at the December 7, 2021, regular meeting for consideration.

- CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION AND PERSONNEL
ARTICLE 2.04. - BOARDS, COMMISSIONS AND COMMITTEES
DIVISION 7. EMERGENCY MANAGEMENT COMMISSION

DIVISION 7. EMERGENCY MANAGEMENT COMMISSION

Sec. 2.04.191. Title.

This division shall be commonly cited as the emergency management commission ordinance.

Sec. 2.04.192. Scope.

This division applies to all property within the incorporated municipal boundaries (i.e., "city limits") and the extraterritorial jurisdiction ("ETJ").

Sec. 2.04.193. Creation.

- (a) Formation. There is hereby created within the city organization an emergency management commission.
- (b) Membership. The commission shall consist of and be governed by twelve (12) members in which the city council shall endeavor, to the extent reasonably available, to appoint members who have interest, experience, and involvement in the following categories:
- (1) Emergency response; i.e. fire services, emergency medical service, law enforcement (2).
 - (2) Business community/Dripping Springs Chamber of Commerce (1).
 - (3) Dripping Springs Independent School District (1).
 - (4) Nonprofit organizations (1).
 - (5) Volunteer service organizations (1).
 - (6) City emergency management coordinator (1).
 - (7) Hays County Representative (1).
 - (8) Hays County Precinct No. 4 Constable (1).
 - (9) Resident at-large (3).
- (c) Appointment and removal. Members of the commission shall be appointed by the city council. The members of the commission may elect from among its membership a secretary. Commissioners may be removed by the city council for cause by simple majority vote or for lack of confidence by affirmative vote of four of the five city councilmembers (4/5). Any commissioner absent for three or more consecutive regular meetings, or more than four regular meetings within a fiscal year, unless excused, shall be deemed to have automatically and voluntarily resigned, and thus vacated his/her position on the commission. The city emergency management coordinator may make recommendations for removal at any time.
- (d) Indemnification. The members of the commission shall be insured, indemnified, defended and held harmless from liability in the performance of their duties, to the extent allowed by law, provided such expenses shall come only from the city's insurance policy. The city attorney shall advise and represent the commission, as appropriate.

- (e) Terms of office. Each commission member shall have a two year term of office, where each member's term is staggered so as to have six members' terms expire on January 1st of even years and six members' terms expire January 1st of odd years so that no more than six members shall be appointed each year. Vacancies on the commission may be filled by appointment of the city council for an unexpired term. Nothing in this section, or this division, shall be construed as creating a property interest on behalf of the commissioner in continued occupancy of a position on the commission.
- (f) Municipal officers. Commission members shall be obligated to comply with all ethical standards applied to officers of the city.
- (g) Management. The presiding officer of the commission shall be a chairperson appointed by the city council. The city council shall also select a vice-chairperson, who shall preside over all meetings at which the chairperson is absent or abstaining. In those meetings at which the chairperson and vice-chairperson are unable to preside, the city emergency management coordinator will preside.
- (h) Voting. A quorum for all meetings of the commission shall consist of a simple majority. The chairperson shall have the right to vote in matters before the commission. A commissioner serving as presiding officer in the chairperson's and vice-chairperson's absence shall retain the right to vote on all matters.
- (i) Resources. Functions will require some funding by the city.
- (j) Ethics. Commissioners shall be subject to the city's ethics ordinance.

(Ordinance 1910.20, adopted 1/19/16; Ordinance 1910.21, adopted 3/8/16; Ordinance 1920.22, adopted 11/14/17)

Sec. 2.04.194. Responsibilities.

- (a) Meetings. The commissioners shall conduct meetings once a month. Meetings shall be conducted at city hall, unless otherwise deemed appropriate by the chairperson. The commission may hold public hearings as deemed necessary and appropriate. Other meeting times and locations can be selected by the chairperson, as deemed necessary and appropriate. ~~All meetings are subject to the Open Meetings Act, chapter 551 of the Texas Government Code.~~
- (b) Policies and implementation. The commission shall advise the city council on recommended policies and application of policies for the development and implementation of an emergency management plan for the city and ETJ.
- (c) Regulations. The commission shall review and evaluate all current municipal ordinances of the city, identify provisions that relate to or apply to emergency management, and make recommendations to the city council for needed changes and/or additions.
- (d) Information. The commission shall serve as a conduit for soliciting, compiling and submitting public input to the city council. The commission shall be subject to the Texas Public Information Act, chapter 552 of the Texas Government Code.
- (e) Activities. The commission shall:
- (1) Develop an emergency management plan consistent with federal, state, and county standards and practices that addresses the unique and special needs of the city and ETJ. The plan will be submitted to the county emergency management coordinator for approval prior to submission to the city council and county commissioners court. Upon approval, the plan will become an addendum or appendix to the county emergency management plan.
 - (2) Review the local emergency management plan annually and update as needed.

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- (3) Manage, staff, and operate an area emergency operations center when disaster, major incident, or event dictates that level of support to first responders.
 - (4) Provide to the public information and training regarding personal and family disaster planning and response.
 - (5) Identify and engage in protection, prevention, mitigation, response, and recovery planning and activities related to local conditions and needs.

(Ordinance 1910.20, adopted 1/19/16; Ordinance 1910.21, adopted 3/8/16)

Secs. 2.04.195—2.04.220. Reserved.



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Andrea Cunningham, City Secretary

Commission Meeting Date: November 18, 2021

Agenda Item Wording: **Discuss and consider approval of the Emergency Management Commission 2022 Meeting Calendar.**

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: The attached 2022 meeting calendar for the Emergency Management Commission was drafted using the approved 2022 CODS Holiday Calendar. No meetings required rescheduling due to holidays.

Recommended Commission Actions: Staff recommends the Commission approve the calendar as presented.

Attachments:

- Draft EMC 2022 Meeting Calendar

Next Steps/Schedule: Update meeting calendar with approved meeting dates – website and meeting invite.

2022 Emergency Management Commission Meetings

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

City Hall Closures

EMC Meetings

- January 20
- February 17
- March 17
- April 21
- May 19
- June 16
- July 21
- August 18
- September 15
- October 20
- November 17
- December 15

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31