



# Emergency Management Commission Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street - Dripping Springs, Texas

Thursday, February 15, 2024, at 12:00 PM

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## AGENDA

### CALL TO ORDER AND ROLL CALL

#### Commission Members

Roman Baligad  
Scott Collard  
Sirena Cumberland  
Ron Hood  
Mike Jones  
Thomas Lengel  
Bob Luddy  
Dillon Polk  
Ray Sanchez

#### Staff, Consultants & Appointed/Elected Officials

Deputy City Administrator Shawn Cox  
Deputy Public Works Director Craig Rice  
City Secretary Andrea Cunningham  
Council Member Geoffrey Tahuahua

### PLEDGE OF ALLEGIANCE

### BUSINESS AGENDA

- 1. Discuss and consider City Council recommendation regarding an Amendment to the Emergency Management Commission Ordinance.**
- 2. Discussion regarding First Responder issues related to the April 8, 2024, Total Solar Eclipse.**
- 3. Discussion regarding First Responder issues related to the April 26-28, 2024, Founders Day Festival.**

### REPORTS

- 4. Emergency Management Coordinator Report**  
*Roman Baligad, Emergency Management Coordinator*
  - Public Relations
  - Finance
  - Training

**5. Operations Report**

- a. Constables Office
- b. Dripping Springs ISD
- c. ESD No. 1
- d. ESD No. 6
- e. Hays County OEM

**UPCOMING MEETINGS**

**Emergency Management Commission Meetings**

March 21, 2024, at 12:00 p.m.

April 18, 2024, at 12:00 p.m.

May 16, 2024, at 12:00 p.m.

**City Council Meetings**

February 20, 2024, at 6:00 p.m.

March 4, 2024, at 6:00 p.m.

March 19, 2024, at 6:00 p.m.

**ADJOURN**

*This facility is wheelchair accessible. Accessible parking spaces are available. Request 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

**Commission Meeting Date:** February 15, 2024

**Agenda Item Wording:** **Discuss and consider City Council recommendation regarding an Amendment to the Emergency Management Commission Ordinance.**

**Agenda Item Requestor:** Roman Baligad, Emergency Management Commission

**Summary/Background:** At the request of Roman and Council Member Tahuahua, the attached amendments were made in an effort to condense the membership and allow more flexibility in meetings.

***Changing from Commission to Committee***

EMC meetings are sensitive in nature in that they discuss crucial safety and recovery functions of the City, and such discussions should not be open to the public for general consumption. In order to protect this information, we felt it would better suit this meeting body to be one that is not open to the public. Members of the public are always invited; however, when sensitive discussions are occurring, they public can be excused and a Closed Session is not required. Changing to a committee would also trigger the following necessary changes:

- 1) No longer required to have a quorum to meet and no longer required to comply with Texas Open Meetings Act.
- 2) Mayoral appointment of City Council member to meeting body.
- 3) Elimination of subcommittees – all work is done by committee which can be completed regardless of quorum.
- 4) No longer tied to meeting place, can meet at alternate locations.

***Membership***

Current memberships is 12 and staff is recommending reducing membership to 9 by:

- 1) Reducing At-Large membership from 3 to 2, where both members must reside in Hays County and at least 1 must be a Dripping Springs resident.
- 2) Eliminating the Emergency Management Coordinator as member and having them strictly as a liaison.

- 3) Removing the Nonprofit/VOAD Representative. For the past few years this has rarely been filled, and when filled the member seems to attend meeting infrequently.
  - a. Another option could be to change this to a Hays County CERT member.

***Officers***

Because this is a committee and will have a member of the City Council appointed, we are recommending that the appointed council member serve as the chair as a non-voting member. By doing this, we can keep the membership at 9, and still ensure that the council has oversight.

***Meetings***

Meetings are being amended to remove reference to subcommittees and quorums. With the EMC now serving as a liaison, they will draft the agenda under the advisement of the chair.

**Commission  
Recommendations:**

Staff recommends approval with any edits deemed necessary.

**Attachments:**

- Amended Ordinance section

**Next Steps/Schedule:**

- If recommended, present to City Council for consideration at the February 20<sup>th</sup> meeting; this can also be moved to the March 5<sup>th</sup> meeting if necessary.

- 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~~COMMITTEE<sup>1</sup>*

**Sec. 2.04.191. Title.**

This division shall be commonly cited as the “emergency management ~~commission~~committee” ordinance.  
 ( Ord. No. 2021-53 , § 2, 12-21-2021)

**Sec. 2.04.192. Purpose.**

- (a) This article provides for the standards for the formation, function, and responsibilities of an emergency management ~~commission~~committee tasked with representing various groups with interest in emergency planning and operations.
- (b) This article is in furtherance of good government and public safety. Through these regulations, the city seeks to prioritize and promote the safety of persons and property by:
- (1) Recommended policies and application of policies for the development and implementation of an emergency management plan for the city and ETJ.
  - (2) Provide public information and training regarding personal and family disaster planning and response.
- ( Ord. No. 2021-53 , § 2, 12-21-2021)

**Sec. 2.04.193. Scope.**

This division applies to all property within the incorporated municipal boundaries (i.e., "city limits") and the extraterritorial jurisdiction ("ETJ").  
 ( Ord. No. 2021-53 , § 2, 12-21-2021)

**Sec. 2.04.194 Definitions.**

- (a) Rules of interpretation. Words and phrases used in this article shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in the Code of Ordinances, shall be given the meanings set forth in the code. Words and phrases not defined in the Code of Ordinances shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense, words in the plural number shall include the singular number (and vice versa), and words in the masculine gender shall include the feminine

<sup>1</sup>Ord. No. 2021-53 , § 2, adopted December 21, 2021, amended division 7 in its entirety to read as herein set out. Former division 7, §§ 2.04.191—2.04.194, pertained to similar subject matter, and derived from Ord. No. 1910.20, adopted January 19, 2016; Ord. No. 1910.21, adopted March 8, 2016 and Ord. No. 1920.22, adopted November 14, 2017.

gender (and vice versa). The word "shall" is always mandatory, while the word "may" is merely directory. Headings and captions are for reference purposes only.

(b) Specific definitions.

Commission Committee: The emergency management ~~commission~~committee, an advisory body, created herein.

( Ord. No. 2021-53 , § 2, 12-21-2021)

**Sec. 2.04.195. Membership; meetings.**

(a) Liability. The City of Dripping Springs Texas Municipal League liability coverage shall include the members of the ~~commission~~committee to the extent allowed by law. The city attorney shall advise and represent the ~~commission~~committee, as appropriate.

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(b) Ethical standards. Commission Committee members shall comply with all ethical standards applied to officers of the city as stated in article 2.02 of the City of Dripping Springs Code of Ordinances.

(c) Number of members.

(1) The ~~commission~~committee shall have ~~nine (9)~~12 voting members,

(A) ~~Three-Two (2)~~ at-large members that shall be reside within Hays County, and one of which must be a city resident.

(B) One each.

(i) ~~Municipal member designated as emergency management coordinator;~~

(ii) Chamber of commerce representative;

~~(iii) Nonprofit organization;~~

(iii) Hays County Constable or designee;

(iv) Emergency Services District Number 1 representative;

(v) Emergency Services District Number 6 representative;

(vi) Hays County Emergency Manager or designee;

(vii) Dripping Springs Independent School District representative; and

(viii) Hays County Fire Marshal or designee.

(2) ~~The commission may have subcommittees of at least three members, one of whom will be the subcommittee chair designated by the subcommittee at their first meeting. A vice chair will be selected by the chair and approved by a majority of the subcommittee members. The vice chair will serve as subcommittee chair in the absence of the chair. Subcommittees may invite input from non-committee members.~~

(d) Terms of members and chair and vice-chair.

(1) Each ~~commission~~committee member ~~will~~shall serve a two-year term, at the will of the city council. There is no limit as to how many terms a member may serve.

(2) A member of the city council shall be appointed by the mayor to serve as chair for a term of one year. The committee shall elect from its membership a vice-chair to serve a term of one year. The chair and vice chair shall be appointed by the city council and serve a one year term. There is no limit to the

number of terms the chair or vice-chair may serve. In the event that the chair or vice-chair are absent, the emergency management coordinator ~~will~~shall preside.

(e) Member selection.

- (1) Each year staff ~~will~~shall prepare a slate of nominees for city council consideration. The slate ~~will~~shall include nominees with a background and experience in those activities related to emergency management. The chair shall provide a recommendation for members seeking appointment or reappointment.
- (2) The city council shall approve, reject, or modify the slate of nominees.

(f) Resignation and vacancies.

- (1) A ~~commission~~committee member may resign by notifying the city secretary in writing of their intent to resign.
- (2) A failure to attend three or more sequential ~~commission~~committee meetings without approval from the chair ~~will~~shall constitute a de facto notification of intent to resign.
- (3) Vacancies shall be filled by appointment, with the appointed replacement member being bestowed the remainder of the unexpired term.

(g) Meetings.

- (1) The ~~commission~~committee shall meet monthly at city hall, unless otherwise deemed appropriate by the chair. Agendas ~~will~~shall be drafted by the ~~commission chair~~emergency management coordinator, under the advisement of the ~~emergency management coordinator~~committee chair.
- (2) ~~Designated subcommittees may meet more often, as coordinated with and arranged by the emergency management coordinator. Subcommittee agendas will be drafted by the subcommittee chair, under the advisement of the subcommittee members.~~
- (3) The ~~commission~~emergency management coordinator ~~will~~shall make a written report to the city council each ~~month~~quarter to update the council on projects and progress.
- (4) ~~A quorum is required to take action as the Dripping Springs Emergency Management Commission.~~

( Ord. No. 2021-53 , § 2, 12-21-2021)

**Sec. 2.04.196. Authority.**

The ~~commission~~committee has no authority to make decisions binding on the city. The ~~commission~~committee's functions are purely advisory and not subject to the Texas Open Meetings Act. Meetings shall be noticed and generally open to the public except when limited by security, emergency, or related matters.

( Ord. No. 2021-53 , § 2, 12-21-2021)

**Sec. 2.04.196.1. Responsibilities.**

- (a) The ~~commission~~committee 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.
- (b) The ~~commission~~committee shall advise the city council on recommended ~~interlocal~~interlocal, and mutual aid agreements related to emergency management operations in preparation for, during, and after a disaster or state of emergency.

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(Supp. No. 4)

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- (c) The ~~commissioncommittee~~ 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) The ~~commissioncommittee~~ shall manage, staff, and operate an area emergency operations center when disaster, major incident, or event dictates that level of support to first responders in accordance with the approved City Emergency Management Plan, state law, and county and state plans as applicable.
  - (e) Identify and engage in protection, prevention, mitigation, response, and recovery planning and activities related to local conditions and needs.
  - (f) Recommend an annual operating budget for emergency management services with the assistance of the emergency management coordinator to the city council each fiscal year.

( Ord. No. 2021-53 , § 2, 12-21-2021)

Ord. No. 2021-53 , § 2, adopted December 21, 2021, set out provisions intended for use as § 2.04.196. For purposes of classification, and at the editor's discretion, these provisions have been included as § 2.04.196.1.

#### **Sec. 2.04.197 Emergency management plan.**

- (a) The ~~commissioncommittee~~ shall advise the emergency management coordinator in the development of 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 ~~willshall~~ be submitted to the county emergency preparedness coordinator for approval prior to submission to the city council and county commissioners court. Upon approval, the plan ~~willshall~~ become an addendum or appendix to the county emergency management plan.
- (b) The ~~commissioncommittee~~ shall review the plan annually and update as needed.
- (c) Public access to information. The committees work and work product ~~willshall~~ be subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code.

( Ord. No. 2021-53 , § 2, 12-21-2021)

#### **Sec. 2.04.198. Support.**

- (a) City staff ~~willshall~~ provide logistical support to the ~~commissioncommittee and its subcommittees~~, as defined by access to city facilities for purposes of public meetings, access to city resources for purposes of copies and communications, and a designated staff liaison to coordinate and direct such support. Staff shall also provide a monthly report on emergency activities within the city to be presented at each ~~commissioncommittee~~ meeting.

~~(b) The city website will provide a page via the staff liaison upon which the commission may post:~~

- ~~(1) Meeting information;~~
- ~~(2) Agendas and minutes; and~~
- ~~(2) Resource materials, if any.~~

( Ord. No. 2021-53 , § 2, 12-21-2021)



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**Secs. 2.04.199—2.04.220. Reserved.**

## Emergency Management Coordinator Report

2/13/2024

Roman Baligad

### Completed

- Disaster Management
  - Completed review of and made changes to the following emergency plans and policies:
    - Basic Plan and Annexes with EM Commission assistance.
    - COVID-19 policy.
    - COVID-19 testing policy.
    - Pandemic Plan.
    - Continuity of Operations Plan (COOP).
  - Hays County Mitigation Plan
    - Public meeting- 16 people.
  - Traffic Water Barriers
    - There are currently 70 water filled barriers available to be used for traffic and crowd control at all events.
- Training
  - The following staff members have completed required FEMA training:
    - Heysel Zepeda – IS 100, 200, 700, 800, and 906.
    - Kameron Vickers – IS 100, 200, 700, 800, 509, and 906.

### Short Term plans

- Disaster Management
  - Eclipse plan:
    - Developing internal communication plan for staff working eclipse day.
- Safety & Security
  - Plan for and respond to 2024 total eclipse event.
  - State Guard- Weekly logistics meetings.
  - Safety and Security planning for Founders Day Festival.

### Long Term plans

- Safety & Security
  - Presidential debate at Texas State University September 16, 2024.
- Disaster Management
  - Purchasing EM budget items.

-----End of report -----