



EMERGENCY MANAGEMENT COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, October 20, 2022 at 12:00 PM

Agenda

CALL TO ORDER AND ROLL CALL

Commission Members

Bonnie Humphrey, Chair

Bill Little, Vice Chair

Roman Baligad

Scott Collard

Sirena Cumberland

Gordon DeWitte

Doug Fowler

Ron Hood

Mike Jones

Jason McNutt

Russell Paxton

Dillon Polk

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. Presentation of Community Service Award to Emergency Management Commission Member.**

- 2. Discuss and consider approval of the 2023 Emergency Management Commission meeting calendar.**
- 3. Discuss and consider recommendation regarding the reappointment of members with expiring seats on the Emergency Management Committee.**

STANDING COMMITTEE REPORTS

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

UPCOMING MEETINGS

Emergency Management Commission Meetings

November 17, 2022, at 12:00 p.m.

November 15, 2022, at 12:00 p.m.

City Council & Board of Adjustment Meetings

November 1, 2022, at 6:00 p.m. (CC & BOA)

November 15, 2022, at 6:00 p.m. (CC)

ADJOURN

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

Meeting Date: October 20, 2022

Agenda Item Wording: **Discuss and consider approval of the 2023 Emergency Management Commission meeting calendar.**

Agenda Item Requestor: Roman Baligad, Emergency Management Coordinator

Summary/Background: Each year the Emergency Management Commission annual meeting calendar is drafted according to the commission's meeting frequency and the approved City Holiday and Closures Calendar.

Attached for approval is the 2023 EMC Meeting Calendar with meetings highlighted in maroon. There are no meetings on approved holidays/closures; however, the December meeting is the day prior to a holiday, and it is recommended that this meeting be rescheduled.

Recommended Committee Actions: It is the commission's pleasure to reschedule any meeting on this calendar. Staff does recommend rescheduling the December meeting and approving the calendar with any changes.

Attachments:

1. Approved City Holiday and Closure calendar with DSISD and Hays County holidays.
2. Draft 2023 EMC Meeting Calendar

Next Steps/Schedule:

1. Incorporate approved calendar into final meeting calendar.
2. Update city website for meetings, add to meeting room calendar and send calendar invites to commission, staff, consultants, and council members.
3. Distribute final calendar to commission and staff.

2023

City of Dripping Springs Holiday Calendar

Use spinner to change the calendar year

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
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- 01/02/23** New Year's Day
- 01/16/23** Martin Luther King Jr. Day
- 02/20/23** Presidents' Day
- 05/29/23** Memorial Day
- 07/04/23** Independence Day
- 09/04/23** Labor Day
- 10/09/22** Columbus Day
- 11/10/23** Veterans Day
- 11/23/23** Thanksgiving Day
- 11/24/23** Thanksgiving Holiday
- 12/22/23** Christmas Eve
- 12/25/23** Christmas Day
- 12/29/23** New Year's Eve

DSISD and Hays County Holidays

- 3/13-17/23** DSISD Spring Break
- 04/10/23** Hays County Easter
- 06/19/23** Hays County Juneteenth
- 11/20-24/23** DSISD Thanksgiving Break
- 11/22-24/23** Hays County Thanksgiving Holiday
- 12/18-29/23** DSISD Winter Break
- 12/22-25/23** Hays County Christmas Holiday

Staff Development / Quarterly Meetings

- 03/02/23** Staff Development / Quarterly Meeting
- 06/01/23** Staff Development / Quarterly Meeting
- 09/07/23** Staff Development / Quarterly Meeting
- 12/07/23** Staff Development / Quarterly Meeting

2023 Emergency Management Commission Meeting Calendar

Use spinner to change the calendar year

JANUARY

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MARCH

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APRIL

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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CODS Holidays

- 01/02/23** New Year's Day
- 01/26/23** Martin Luther King Jr. Day
- 02/20/23** Presidents' Day
- 05/29/23** Memorial Day
- 07/04/23** Independence Day
- 09/04/23** Labor Day
- 10/09/22** Columbus Day
- 11/10/23** Veterans Day
- 11/23/23** Thanksgiving Day
- 11/24/23** Thanksgiving Holiday
- 12/22/23** Christmas Eve
- 12/25/23** Christmas Day
- 12/29/23** New Year's Eve

Emergency Management Commission Meetings

Meeting Frequency: 3rd Thursday
 Meeting Time: 12:00 p.m.
 Meeting Location: City Hall

- 01/19/23** Regular Meeting
- 02/16/23** Regular Meeting
- 03/16/23** Regular Meeting
- 04/20/23** Regular Meeting
- 05/18/23** Regular Meeting
- 06/15/23** Regular Meeting
- 07/20/23** Regular Meeting
- 08/17/23** Regular Meeting
- 09/21/23** Regular Meeting
- 10/19/23** Regular Meeting
- 11/16/23** Regular Meeting
- 12/21/23** Regular Meeting



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

Submitted By: Andrea Cunningham, City Secretary

Meeting Date: October 20, 2022

Agenda Item Wording: **Discuss and consider recommendation regarding the reappointment of members with expiring seats on the Emergency Management Committee.**

Agenda Item Requestor: Roman Baligad, Emergency Management Coordinator

Summary/Background: *Member Responsibilities*

Section 2.04.196.1:

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

Member Selection

Section 2.04.195(e):

- (1) Each year staff will prepare a slate of nominees for city council consideration. The slate will 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.

Membership Requirements

Section 2.04.195(c)(1):

- (1) The commission shall have 12 voting members,
 - (A) Three at-large members that shall be reside within Hays County.
 - (B) One each.
 - (i.) Municipal member designated as emergency management coordinator;
 - (ii.) Chamber of commerce representative;
 - (iii.) Nonprofit organization;
 - (iv.) Hays County Constable or designee;
 - (v.) Emergency Services District Number 1 representative;
 - (vi.) Emergency Services District Number 6 representative;
 - (vii.) Hays County Emergency Manager or designee;
 - (viii.) Dripping Springs Independent School District; and
 - (ix.) Hays County Fire Marshal or designee.

Officer Appointments

Section 2.04.195(d)(2): 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 preside.

The Chair and Vice Chair were recently appointed, so the commission will revisit this recommendation in November 2023.

Current Membership

Member	Term	Seat Description (old ordinance)
Bonnie Humphrey, Chair	01/01/24	Chamber Representative
Bill Little, Vice Chair	01/01/24	At-Large
Roman Baligad	N/A	Emergency Management Coordinator
Scott Collard	01/01/23	ESD 6 Representative
Gordon DeWitte	01/01/24	At-Large
Doug Fowler	01/01/23	ESD 1 Representative
Ron Hood	01/01/23	Precinct 4 Constable
Mike Jones	01/01/24	Hays County Representative
Jason McNutt	01/01/23	At-Large
Russell Paxton	01/01/24	Nonprofit Organization
Dillon Polk	01/01/23	Fire Marshal Representative
Sirena Cumberland	01/01/24	DSISD Representative

Vacancies and Applicants

There are five (5) members with expiring terms and four of the five have expressed interest in reappointment. At this time, Commissioner Polk has not responded to notification of expiration, which was sent Monday, October 17th. All five (5) members are in good standing with the commission.

One application for appointment has been received by Alan Hutchinson, who is a city resident and is qualified for the At-Large position. Should the commission decide to interview Mr. Hutchinson for a seat, this item will be brought back to the commission for recommendation before final City Council approval.

**Commission
Recommendations:**

Staff requests the commission provide a recommendation on appointments for approval by the City Council. Additionally, staff recommends the commission provide direction on the application for Alan Hutchinson.

Attachments:

1. Alan Hutchinson Application

Next Steps/Schedule:

1. Add to November 1st City Council agenda if recommendation provided for reappointment of all five (5) members, to include recommendation on received application.
2. Should the commission select to interview applicant, I will work with staff, council representative and chair for interview schedule