

**Minutes**  
**Emergency Management Advisory Board**  
**November 18, 2021**

On this 18<sup>th</sup> day of November, 2021, at 6:00 p.m., the Emergency Management Advisory Board convened in a Regular Meeting, and the same being opened to the public at their regular meeting place; thereof, in the Council Room at City Hall, 303 S. Teel Drive, Devine, Texas. Notice of said Meeting having been prescribed in Chapter 551, Government Code, and Vernon's Texas Codes, Annotated, and the following members being present:

Sandy Herrera, Chairman  
Susan Fernandez, Secretary  
Margaret Greehey  
Nick West

Absent being Steve Lopez, Vice-Chairman; thus, constituting a quorum.

Personnel present: Dora V. Rodriguez, Interim City Administrator/City Secretary; Denise Duffy, City Accountant; Rob Flores, Emergency Management Coordinator; and Ofilia Pedroza, UB Clerk.

Others present: Robert Pequeno, Jr.

Chairman Sandy Herrera, presiding, declared the meeting to order.

The first order of business was to discuss and consider Approval of Minutes for Meeting on November 9, 2021.

The Board reviewed the minutes.

Motion by Board Member Nick West, seconded by Board Member Margaret Greehey to approve the minutes for November 9, 2021.

Ayes	--	Four – Board Members West, Greehey, Herrera, Fernandez
Nays	--	None
Absent	--	One – Board Member Lopez

Motion carried.

The second order of business was to discuss and consider procedures for community partners.

Emergency Management Coordinator Rob Flores addressed the Board. He said this is a very preliminary meeting. He said this will be based on restaurants, churches, faith-based groups; he said we need to get organized, and said he would like to see a representative from that group, and then take it from there. He stated that the holidays are coming but we have made a few contacts.

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Mr. Robert Pequeno, Jr. was in the audience and inquired what the ultimate goal is on bringing community involvement with the restaurants, churches and faith-based groups. Board Member Nick West responded that we need to have one highway, we need to know who to contact and be able to take that information to that one person who would know what to do; they would be the vein in spreading out the information on what we need. Discussion was held on this.

The Board heard comments from Mr. Robert Pequeno, Jr. regarding that we're basically building up the resources for the community. Emergency Management Coordinator Rob Flores talked about the Red Cross and explained how last time they didn't come here, we had to go get the blankets. Mr. Pequeno confirmed how that's usually what they do. He said it's the same with FEMA; they do it out of a hub, work with a representative and just get signatures for a paper trail. He said he's had a lot of experiences with Red Cross and FEMA.

Board Member Greehey stated that we need someone from the school and someone from Walmart so that every venue is hit. She said we need for one person to be the communicator back & forth, and she added that we need to come up with a script to be able to tell everyone the same thing so that no one gets their feelings hurt. According to Board Member Fernandez, the best contact for Walmart is the Corporate Office in El Paso, Texas. Emergency Management Coordinator Rob Flores agreed and said we need to make just one call.

Mr. Pequeno briefed the Board on a little bit of his background. He's had 11 ½ years of experience in helping out with different shelters from dispensing meds, setting up and evacuating shelters to working as a firefighter, and he talked about his background in the restaurant and cooking business. He strongly suggested that we get on the FEMA website and take a free 101 NIMS class which will help with understanding everything.

Board Member Greehey asked Mr. Pequeno if he would be interested in the restaurant-part-of-it, and he said that he would do that.

Emergency Management Coordinator Rob Flores said that if we have another disaster, yes, we'll still rely on State and Federal assistance but his goal is to take care of ourselves first.

Chairman Herrera said that we need to work on our verbiage. She suggested that we all need to look at the list that she sent to get the businesses involved. Board Member West suggested to add Unisom (WOG) to the list. He added that any typical rig has around five to six generators.

The Board held lengthy discussion and inquired about generators.

Emergency Management Coordinator Rob Flores informed the Board that the generators will be kept on site. He talked about our two main water wells being out on FM 1343 which are with Medina Electric. So basically, the generators will be on-site; plugged in and ready-to-go forever. But until we get those in place, we will probably have portables; that's the next step. He also said the transfer switches are on the way; the delay is due to a shipping problem.

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Emergency Management Coordinator Rob Flores informed Mr. Pequeno that this is basically the gist of everything; this is the third meeting and just an update of where we are.

Mr. Pequeno thought it was awesome to hear what's going on in place for our community especially because of what happened last year.

Board Member Fernandez inquired about a specific script to use in contacting businesses to participate. Emergency Management Coordinator Rob Flores told her to work on something so he can get it approved.

Interim City Administrator/City Secretary Dora V. Rodriguez explained that the last time we had the Winter Storm, we had to have an Emergency Meeting for Council for a Declaration. Emergency Management Coordinator Rob Flores explained that we will follow the same procedures. He talked about the central location being City Hall (not the Community Center) as the Command Center since we have generators here and it is temperature controlled. This is where everything will be dropped off.

Emergency Management Coordinator Rob Flores explained that if we're running anything through the State or Federal, our City Council will be the governing body for approval with the Mayor signing off on everything. He explained that with this group, we're already doing our own thing within the community. He stated that our ultimate goal is to be a step ahead; we're already doing what we need to do at the City level with the other entities. We're already rolling but we're waiting for the State and Feds to catch up.

The third order of business was Informational Items.

The Board discussed the following:

- Generators – Emergency Management Coordinator Rob Flores stated that his goal is to make sure that we have water. He wants to make sure that we have one generator at the Edwards well, one generator at the elevated tank at the football field and a generator on a trailer to be moved and used for the lift stations. Discussion was held on how water is kept moving.
- Purchase of Generators – According to Emergency Management Coordinator Rob Flores, we have half of the funds from the American Rescue Plan and the balance we will get in the fall of 2022.

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- Rentals – Board Chairman Herrera inquired how we'll get the ball rolling for the second part, to order the generators. Emergency Management Coordinator Rob Flores said he's going to get rental generators in place to have them sitting there, and we'll have to pay for them in two to three months when we get through that period. He explained that the part that has to go to TCEQ to get approved, is an engineered plan, and it's due in March (after the freeze), so we're going to have to work on that, after the fact. So, we're going to rent some generators first before we actually get the main generators in. Discussion was held.
- Heaters – These are all in place. According to Board Member West, Harrison's Supply will open their store if supplies are needed.
- Robert Pequeno – The Board thanked Mr. Pequeno for being here. Mr. Pequeno inquired if there is a resource list at the disposal of the City (from backhoes to trash pumps, to 3500 watt generators, to gas cans, to diesel cans, to how many vehicles are in a fleet, to bulldozers, etc.). Emergency Management Coordinator Rob Flores explained that on the Emergency Management side, there is a list with which he can just call to request what he needs; it goes from municipality to County. But, on the Committee side, our list will be an internal one and it will be what we need. We will be compiling a list from the businesses here on what's going to be needed. The Board held discussion with Mr. Pequeno and Emergency Management Coordinator Rob Flores on putting the list together (like an inventory list).
- Disaster – Mr. Pequeno inquired who would take the lead in the event that there is a disaster. According to Emergency Management Coordinator Rob Flores, it will be either himself or the Mayor depending on the situation; we don't want too many chiefs. We also don't want too much congestion because it can actually cause more harm. Board Member Fernandez talked about working on emergency notifications. According to Emergency Management Coordinator Rob Flores, we can give them directly to I-Info. Board Member Greehey inquired if the committee members need to be a part-of-it and actually come here if and when a disaster happens. According to Emergency Management Coordinator Rob Flores, yes, we all need to meet here at the Command Center.
- Next Meeting – The Board held discussion and decided on having another meeting on Tuesday, January 11, 2022.
- Public Notices – The Board discussed social media and Facebook as being one of the best ways to inform the public. Emergency Management Coordinator Rob Flores said we will use the newspaper and also use I-Info and do updates on the City Website.

There being no further business to come before the Emergency Management Advisory Board, motion made by Board Member West, seconded by Board Member Greehey to adjourn the meeting.

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Ayes	--	Four – Board Members West, Grechey, Herrera, Fernandez
Nays	--	None
Absent	--	One – Board Member Lopez

Motion carried.

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Chairman

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Secretary