

## ***DIVISION 7. EMERGENCY MANAGEMENT COMMITTEE<sup>1</sup>***

### **Sec. 2.04.191. Title.**

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

(Ord. No. 2021-53, § 2, 12-21-2021; Ord. No. 2024-06, § 2, 2-20-2024)

### **Sec. 2.04.192. Purpose.**

- (a) This article provides for the standards for the formation, function, and responsibilities of an emergency management 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) Assist city staff with the provision of public information and training regarding personal and family disaster planning and response to the public.

(Ord. No. 2021-53, § 2, 12-21-2021; Ord. No. 2023-08, § 2, 3-7-2023; Ord. No. 2024-06, § 2, 2-20-2024)

### **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

---

<sup>1</sup>Editor's note(s)—Ord. No. 2021-53, § 2, adopted December 21, 2021, amended div. 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. Subsequently, Ord. No. 2024-06, § 2, adopted February 20, 2024, amended the title of div. 7.

---

shall include the singular number (and vice versa), and words in the masculine gender shall include the feminine 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.

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

(Ord. No. 2021-53, § 2, 12-21-2021; Ord. No. 2024-06, § 2, 2-20-2024)

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

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

(b) Ethical standards. 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. The committee shall have nine voting members, one each:

- (1) At-large member that shall reside in Hays County;
- (2) Chamber of commerce representative;
- (3) Hays County CERT (Community Emergency Response Team) representative;
- (4) Hays County Constable or designee;
- (5) Emergency Services District Number 1 representative;
- (6) Emergency Services District Number 6 representative;
- (7) Hays County Emergency Manager or designee;
- (8) Dripping Springs Independent School District representative; and
- (9) Hays County Fire Marshal or designee.

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

- (1) Each committee member 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 a chair for a term of one year. The committee shall elect from its membership a vice-chair to serve for a term of one year. 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 shall preside.

(e) Member selection.

- (1) Each year staff shall prepare a slate of nominees for city council consideration. The slate 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 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 committee meetings without approval from the chair will 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 committee shall meet monthly, unless otherwise deemed appropriate by the chair. Agendas shall be drafted by the emergency management coordinator, under the advisement of the committee chair.
- (2) The emergency management coordinator with the assistance of city staff shall make a written report to the city council each quarter to update the council on projects and progress.

(Ord. No. 2021-53, § 2, 12-21-2021; Ord. No. 2023-08, § 2, 3-7-2023; Ord. No. 2024-06, § 2, 2-20-2024)

**Sec. 2.04.196. Authority.**

The committee has no authority to make decisions binding on the city. The 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; Ord. No. 2024-06, § 2, 2-20-2024)

**Sec. 2.04.196.1. Responsibilities.**

- (a) The 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 committee 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 committee shall review and evaluate all current municipal ordinances of the city related to emergency management and disaster planning, preparation, and response, identify provisions that relate to or apply to emergency management within the city code, and make recommendations to the city council for needed changes and/or additions.
- (d) The committee shall support staff in operating 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 support city staff in protection, prevention, mitigation, response, and recovery planning and activities related to local conditions and needs.
- (f) Recommend, to the city council each fiscal year, an annual operating budget for emergency management services drafted by the emergency management coordinator.

(Ord. No. 2021-53, § 2, 12-21-2021; Ord. No. 2023-08, § 2, 3-7-2023; Ord. No. 2024-06, § 2, 2-20-2024)

Editor's note(s)—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 committee shall advise the emergency management coordinator in the development of an emergency management plan consistent with federal, state, and county standards and practices that addressed the unique and special needs of the city and ETJ. The plan shall be submitted to the Texas Division of Emergency Management for approval prior to submission to the city council .
- (b) The committee, in coordination with city staff, shall review the plan annually and city staff shall update the plan as needed.
- (c) At least every five years, the committee, in coordination with city staff, shall review the plan and propose formal changes to the plan and the proposed plan shall be submitted to the Texas Division of Emergency Management. After review and approval by the Texas Division of Emergency Management, the proposed plan shall be submitted to city council for review and approval of formal changes.
- (d) Public access to information. The committee's work and work product shall be subject to the Texas Public Information Act, chapter 552 of the Texas Government Code.

(Ord. No. 2021-53, § 2, 12-21-2021; Ord. No. 2023-08, § 2, 3-7-2023; Ord. No. 2024-06, § 2, 2-20-2024)

**Sec. 2.04.198. Support.**

City staff will provide logistical support to the committee 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 committee meeting.

(Ord. No. 2021-53, § 2, 12-21-2021; Ord. No. 2024-06, § 2, 2-20-2024)

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