

Hidalgo County Local Emergency Planning Committee
Minutes of Organizational Meeting Agenda
February 11th, 2016 at 201 N. 21st, McAllen, Texas. 10:00am-12:00pm.

1. Call the meeting to order.

- a. Meeting was called to order by Jim Schultz at 10:07 am. Everyone in attendance introduced themselves and which entity they were representing.
- b. Jim Schultz took a moment and addressed agenda item 8A out of order, to explain the actual status of the Hidalgo County LEPC. He read a 2013 report supplied by Hidalgo County Emergency Manager Rick Saldana explaining the status of the LEPC with respect to the Bank Account, the Texas Comptroller's Office, and the Texas Secretary of State.

2. Filling out membership applications of those present.

- a. Blank membership forms were distributed to all in attendance at the meeting.
Individuals present at the meeting
 - i. Jericka Gaskamp with Doctors Hospital at Renaissance Health Systems
 - ii. Sherri Abendroth with Doctors Hospital at Renaissance Health Systems
 - iii. George Castillo with McAllen Fire Department
 - iv. Rolando Casas with Hidalgo County Emergency Management
 - v. Nancy Cuellar with City of McAllen
 - vi. Amancio Garza as a resident of Hidalgo County
 - vii. Perry Gonzalez with C.R.R.C.
 - viii. Martin Chavez with U.S. Border Patrol
 - ix. Evan Adamson with U.S. Border Patrol
 - x. Jim Schultz with McAllen Fire Department.
- b. There was some discussion and concern regarding the requirement of having the home address listed on the application for membership. Rolando Casas stated that the home address was not required, but a work address would be.
- c. Rolando Casas stated the he would present application for executive committee members to the Hidalgo County Commissioners Court for approval by the County Judge.

3. Vote on establishing bylaws – Article V, Section 3.

- a. Draft copies of generic bylaws were passed out. Jim Schultz explained that the LEPC handbook from the State had a generic set of bylaws. He created the draft by simply inserting Hidalgo County into the blanks. There was some general discussion regarding the ability to tailor the bylaws in the future if the need arose.
- b. A motion was made by Rolando Casas and seconded by Sherri Abendroth to adopt the bylaws as presented. The vote was unanimous in favor and the motion passed.

4. Election of Officers;

Chairperson – Rolando Casas nominated Jim Schultz to be Chairperson, Nancy Cuellar seconded the nomination. There were no other nominations. The vote was unanimous in favor and Jim Schultz was elected Chairman.

Vice-Chairperson – Rolando Casas nominated Sherri Abendroth to be Vice-Chairperson and Martin Chavez seconded the nomination. There were no other nominations. The vote was unanimous in favor and Sherri Abendroth was elected Vice-Chairperson.

Secretary / Treasurer – Sherri Abendroth nominated Jericka Gaskamp to be Secretary / Treasurer and Rolando Casas seconded the nomination. There were no other nominations. The vote was unanimous in favor and Jericka Gaskamp was elected Secretary / Treasurer.

5. Appoint an Information Coordinator as per Article III, Section 7.

- a. After reading the description of the position of Information Coordinator, Rolando Casas was asked if he would be willing to serve in that office / capacity. However, he stated that with his position at Hidalgo County Emergency Management office, he would only be able to act as a liaison to the LEPC and as a general member. Nancy Cuellar was then asked if she would be willing to serve in that capacity and she stated that she would. She also stated that she would coordinate with Rolando Casas for any informational needs either to or from Hidalgo County, as they relate to LEPC information requests, etc.
- b. A motion was made by Jim Schultz and seconded by Sherri Abendroth to appoint Nancy Cuellar as the Information Coordinator for the Hidalgo County LEPC. The vote was unanimous in favor and Nancy Cuellar was appointed as the Information Coordinator.
- c. Rolando Casas offered to update the LEPC website when necessary.

6. Public Comment –

- a. None

7. New Business –

- a. There was a discussion regarding the meeting times, dates and locations for future meetings. As per the bylaws, it was agreed that the LEPC should meet monthly. After discussion regarding possible specific days and times, a motion was made by Sherri Abendroth and seconded by Rolando Casas, “to have scheduled monthly meetings on the 3rd Thursday of every month at 9:00am at the McAllen Fire Department Administration building, located at 201 N. 21st, McAllen, Texas.” The vote was unanimous and the motion passed.

8. Old Business –

- a. Written report from County on last known status of Hidalgo County LEPC.
- b. Jim Schultz announced that the 2016 South Texas All Hazards Hurricane Conference will be held at the McAllen Convention center on March 23rd and 24th. To register, please go to the Hidalgo County website.

9. Future Agenda Items –

- a. Pending County Judge approval.

10. Adjournment –

- a. A motion was made by Jim Schultz and seconded by Rolando Casas to adjourn.
- b. The meeting was adjourned at 11:37am.

Next meeting will be March 17, 2016 @ 9:00am at the McAllen Fire Department Administration building.

Hidalgo County Local Emergency Planning Committee Application

NOTE: INFORMATION IS CONFIDENTIAL UNTIL APPOINTMENT

1. PERSONAL DATA

Name: Schultz James D.
Last First M.I.

Home Phone: _____ Cell Phone: 956-451-3606

Residential/mailling address: 9801 Las Palmas Drive McAllen, Texas 78504

Email address: jschultz@mcallen.net

Business address: 201 N. 21st McAllen, Texas 78501 Phone #: 956-681-2510

Occupation: Assistant Fire Chief for McAllen Fire Department

Are you or will you be at least 18 years of age at the time of appointment?

Yes No

Are you able and willing to attend:

Local Emergency Planning Committee Meetings on the third Wednesday of the month at 2:00 p.m quarterly; beginning January 2015?

Yes No

Occasional study session and subcommittee meetings?

Yes No

2. EDUCATION:

Diploma, Degree or Certificate Institution Course of Study

I am one class away from completing my Associates in Fire Science from South Texas College. I expect to graduate this May. I hold the Certified Fire Executive certification from Texas Fire

Chiefs Association Fire Chief's Academy. I also hold the Fire Service Chief Executive Officer

Certification from the Mays Business School at Texas A&M University.

3. WORK EXPERIENCE RELATED TO THIS POSITION:

I have been in the Fire Service for 25 years, serving 4 years in the Edinburg Volunteer Fire Department from 1991-1995. I have been with the McAllen Fire Department since 1993 and currently

hold the rank of Assistant Fire Chief. I am a TCFP certified Hazmat Technician and I hold Master's

Certification in Fire Suppression, Fire Inspection, Fire Investigator, Level 4 Fire Instructor.

4. PRIOR PUBLIC SERVICE, CIVIC OR VOLUNTEER ACTIVITIES:

Organization	Position	Year(s)
South Texas Curriculum Advisory Committee Member for Fire Science Degree		5
McAllen Ambulance Advisory Committee member		3
McAllen Firefighters Pension Board	Secretary	3
Emergency Training Alliance RGV Fire Academy	Board Member	4

I am interested in serving on the following Committees

- Executive Committee.** The Executive Committee will consist of the Chairperson, Vice-Chairperson, Secretary-Treasurer and Chairpersons of the four Standing Committees

Standing Committees.

- A. Right-to-Know Committee.** This Committee shall be responsible for the formulation of all policies and procedures concerning the public's right-to-know program; the formulation of all chemical release reporting procedures; the establishment of trade secret protection procedures; and the formulation of all record keeping and information dissemination procedures for the LEPC.
- B. Public Education and Information Committee.** This Committee shall be responsible for reviewing the public alert and notification program; public relations with affected communities and public at large; all publicity of the LEPC; development of public education and information program.
- C. Hazardous Materials Facilities Liaison Committee.** This Committee shall be responsible for procedures for identification and communication with affected facilities. This Committee shall work with the Emergency Response and Resources Committee and with affected facilities to review and help the local emergency management office(s) test a hazardous substance emergency response plan for the planning district as required by law.
- D. Emergency Response and Resources Committee.** This Committee will work with the Hazardous Facilities Liaison Committee and with existing emergency response organizations in jurisdictions within the planning district to review and help the local emergency management office(s) test a hazardous substance emergency response plan for the planning district as required by law. This Committee shall review existing federal, state and local plans for the purpose of coordination with the LEPC planning process.

SIGNATURE: _____

DATE: 2-11-2016

Hidalgo County Local Emergency Planning Committee

Application

NOTE: INFORMATION IS CONFIDENTIAL UNTIL APPOINTMENT

1. PERSONAL DATA

Name: Abendroth Sherri S
Last First M.I.

Home Phone: (956) 800-1849 Cell Phone: (956) 225-3397

Residential/mailling address: 1008 E. Dove #303, McAllen, TX 78504

Email address: s.abendroth@dhr-rgv.com

Business address: 5501 S. McColl Rd, Edinburg, TX 78539 Phone #: (956) 362-3126

Occupation: Safety & Emergency Management Coordinator

Are you or will you be at least 18 years of age at the time of appointment?

Yes No

Are you able and willing to attend:

Local Emergency Planning Committee Meetings on the third Wednesday of the month at 2:00 p.m quarterly; beginning January 2015?

Yes No

Occasional study session and subcommittee meetings?

Yes No

2. EDUCATION:

Diploma, Degree or Certificate	Institution	Course of Study
<u>Certified Healthcare Emergency Professional</u>	<u>IBFCSM</u>	<u>Healthcare emergency mgmt</u>
<u>IS 100, 200, 300, 400, 700, 800</u>	<u>FEMA/EMI</u>	<u>NIMS/ICS</u>
<u>Professional Development Series</u>	<u>FEMA/EMI</u>	<u>Emergency management</u>

More than 600 hours training in various public safety courses - will submit upon request

3. WORK EXPERIENCE RELATED TO THIS POSITION:

1999-2012 Supervisor/Training Coordinator City of Brenham Emergency Communications
2008-2012 Emergency Management Specialist, Austin Independent School District
2013 Present Safety & Emergency Management Coordinator, Doctors Hospital at Renaissance Health System

4. PRIOR PUBLIC SERVICE, CIVIC OR VOLUNTEER ACTIVITIES:

Organization	Position	Year(s)
Brazos Valley COG/DOJ	ADA Instructor	12
National Multiple Sclerosis Society	Advocate	7
TERT	Communications Response	12

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Standing Committees.

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B. Public Education and Information Committee. This Committee shall be responsible for reviewing the public alert and notification program; public relations with affected communities and public at large; all publicity of the LEPC; development of public education and information program.

C. Hazardous Materials Facilities Liaison Committee. This Committee shall be responsible for procedures for identification and communication with affected facilities. This Committee shall work with the Emergency Response and Resources Committee and with affected facilities to review and help the local emergency management office(s) test a hazardous substance emergency response plan for the planning district as required by law.

D. Emergency Response and Resources Committee. This Committee will work with the Hazardous Facilities Liaison Committee and with existing emergency response organizations in jurisdictions within the planning district to review and help the local emergency management office(s) test a hazardous substance emergency response plan for the planning district as required by law. This Committee shall review existing federal, state and local plans for the purpose of coordination with the LEPC planning process.

SIGNATURE:  DATE: 2/11/2016

Hidalgo County Local Emergency Planning Committee

Application

NOTE: INFORMATION IS CONFIDENTIAL UNTIL APPOINTMENT

1. PERSONAL DATA

Name: Gaskamp Jericka L
Last First M.I.

Home Phone: _____ Cell Phone: 979-661-6141

Residential/mailling address: 2124 River Dr., Edinburg, TX 78539

Email address: jericka.gaskamp@outlook.com

Business address: 5501 S McColl, Edinburg, TX 78539 Phone #: 956-362-3126

Occupation: Emergency Management Intern

Are you or will you be at least 18 years of age at the time of appointment?

Yes No

Are you able and willing to attend:

Local Emergency Planning Committee Meetings on the third Wednesday of the month at 2:00 p.m quarterly; beginning January 2015?

Yes No

Occasional study session and subcommittee meetings?

Yes No

2. EDUCATION:

Diploma, Degree or Certificate	Institution	Course of Study
<u>Associates Degree</u>	<u>Blinn College/IJTPA</u>	<u>Theatre</u>
<u>Bachelor's Degree</u>	<u>APUS (Current)</u>	<u>Emergency and Disaster Management</u>

3. WORK EXPERIENCE RELATED TO THIS POSITION:

Currently working as an intern for an emergency management coordinator, assist with duties in all
four phases of emergency management, attend all-level meetings involving emergency management,
safety, security, training, and etc.

4. PRIOR PUBLIC SERVICE, CIVIC OR VOLUNTEER ACTIVITIES:

Organization	Position	Year(s)
ECCR	Mascot Coordinator	1
Brenham Children's Chorus	Set Designer/Technician	3
C.A.R.S.	Tutor/Mentor	1

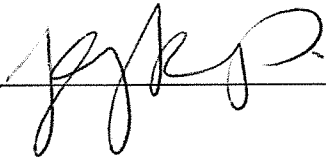
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SIGNATURE: _____



DATE: 2-12-16

Hidalgo County Local Emergency Planning Committee Application

NOTE: INFORMATION IS CONFIDENTIAL UNTIL APPOINTMENT

1. PERSONAL DATA

Name: Cuellar Nancy A
Last First M.I.

Home Phone: (_____) Cell Phone: (956) 321-1418

Residential/mailling address: 2101 Roman Street

Email address: ncuellar@mcallen.net

Business address: PO Box 220, McAllen, Tx 78505 Phone #: (956) 681-1236

Occupation: Emergency Management Analyst

Are you or will you be at least 18 years of age at the time of appointment?

Yes No

Are you able and willing to attend:

Local Emergency Planning Committee Meetings on the third Wednesday of the month at 2:00 p.m quarterly; beginning January 2015?

Yes No

Occasional study session and subcommittee meetings?

Yes No

2. EDUCATION:

Diploma, Degree or Certificate	Institution	Course of Study
<u>Degree</u>	<u>STC</u>	<u>Business Mgt</u>

3. WORK EXPERIENCE RELATED TO THIS POSITION:

12 years in emergency management and contract compliance

4. PRIOR PUBLIC SERVICE, CIVIC OR VOLUNTEER ACTIVITIES:

Organization	Position	Year(s)
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SIGNATURE: *Nancy Chellor* DATE: 2/22/16

Hidalgo County Local Emergency Planning Committee

Application

NOTE: INFORMATION IS CONFIDENTIAL UNTIL APPOINTMENT

1. PERSONAL DATA

Name: Casas Rolando
Last First M.I.

Home Phone: _____ Cell Phone: 956-457-1080

Residential/mailling address: _____

Email address: Rolando.casas@co.hidalgo.tx.us

Business address: 100 E. Cano, 2nd floor Phone #: 956-318-2615

Occupation: Deputy Emergency Management Coordinator

Are you or will you be at least 18 years of age at the time of appointment?

Yes No

Are you able and willing to attend:

Local Emergency Planning Committee Meetings on the third Wednesday of the month at 2:00 p.m quarterly; beginning January 2015?

Yes No

Occasional study session and subcommittee meetings?

Yes No

2. EDUCATION:

Diploma, Degree or Certificate	Institution	Course of Study
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<u>Firefighter, Investigator, Instructor</u>	<u>Texas Commission on Fire Protection</u>	
<u>Peace Officer</u>	<u>Texas Commission on Law Enforcement</u>	

3. WORK EXPERIENCE RELATED TO THIS POSITION:

16 years as a first responder, working as a firefighter/EMT, fire investigator, Police Officer and
Emergency Management responding to Hazmat incidents, large scale emergencies such as fires and
flooding.

4. PRIOR PUBLIC SERVICE, CIVIC OR VOLUNTEER ACTIVITIES:

Organization	Position	Year(s)
San Juan Volunteer Fire Department	Firefighter	16
San Juan Volunteer Fire Department	Instructor	8
San Juan Volunteer Fire Department	Treasurer	2
San Juan Parks & Rec	Coach	12

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SIGNATURE: _____



DATE: _____

2/12/2010