



AGENDA

PUBLIC SAFETY ADVISORY COMMITTEE

MONDAY, OCTOBER 11, 2021

CITY ANNEX COUNCIL CHAMBERS, 404 NORTH MAIN STREET

6:00 PM

1. CALL TO ORDER

2. PUBLIC COMMENT

Individuals may request to speak on items on the agenda, and items not on the agenda, by requesting to speak during the meeting and under "PUBLIC COMMENT" and will be required to fill out a "PUBLIC COMMENT FORM" and present it, along with any material, handouts or information for the Committee, to the Secretary prior to commencement of the meeting. Speaker comments are limited to three (3) minutes.

No formal action can be taken by the Committee on items not posted on the agenda.

Items requiring a Public Hearing will allow a member of the public an opportunity to speak during the Public Hearing and does not require submission of a "PUBLIC COMMENT FORM." Speakers must address their comments to the Chair or Presiding Officer rather than to an individual Committee Member or member of Staff. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from personal attacks or derogatory comments directed at any Committee Member, member of Staff, other individual or group.

3. NEW BUSINESS

3.I. Staff Introductions

3.II. Public Safety Advisory Committee Meeting Minutes - September 8, 2021

Documents:

[9.8.2021 PSAC MINUTES.PDF](#)

3.III. Discuss And Consider Action Making Amendments To The Bylaws

Documents:

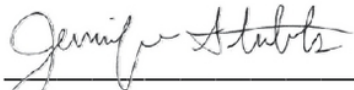
3.IV. Discuss Possible Future Agenda Items

4. ADJOURNMENT

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with Disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512)229-3222. Please provide forty-eight hours notice when feasible.

I, Jennifer Stubbs, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Friday, October 8, 2021, in accordance with Chapter 551 of the Texas Government Code.



Jennifer Stubbs, City Secretary



**PUBLIC SAFETY ADVISORY COMMITTEE
WEDNESDAY SEPTEMBER 8, 2021, 6:00 P.M.
CITY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET**

Randy Starr
Timothy Brooks
Barbara Tate
Vince Dungan
Byron Green
Bettye Lofton
Mike Walterscheidt

CALL TO ORDER

In attendance: Randy Starr, Timothy Brooks, Barbara Tate, Vince Dungan, and Mike Walterscheidt. Visitors were Commander Chris Noble and Commander Gena Curtis and Mayor Ron Ramirez. Absent: Byron Green and Bettye Lofton. Randy Starr opened the meeting at 6:03 PM.

NEW BUSINESS

1. A motion was voted upon to excuse Bettye Lofton's absence and not excuse Byron Green's absence. Motion was made by Timothy Brooks and seconded by Vince Dungan. Motion was passed.
2. Reconfirmation of membership and establishing duties are the first orders of business and then the new by-laws will be approved by the Public Safety Advisory Committee and forwarded to the City Council for approval. Open Meeting Act will be investigated for compliance.
3. A Public Comment form was distributed and must be filled out by a member of the public to address the Committee and forwarded to the City Secretary for addition to Agenda. There were no requests to speak under the Public Comment item.

ADJOURNMENT

Vince Dungan made a motion to adjourn and Barbara Tate seconded the motion.
Meeting adjourned at 6:50 PM.

ATTEST:

Barbara Tate
SECRETARY

Randy Starr
CHAIRMAN

RESOLUTION NO. _____

RESOLUTION APPROVING ELGIN PUBLIC SAFETY ADVISORY COMMITTEE AMENDED BYLAWS AND STRATEGIC PLAN 2019-20; REPEALING RESOLUTION NO. 2004-10-05-16

WHEREAS, Resolution No. _____ established the Public Safety Advisory Committee (PSAC) to advise and make recommendations to City Council regarding public safety issues and Resolution No. _____ adopted the PSAC Bylaws; and

WHEREAS, the PSAC has proposed amendments to its Bylaws for the regulation of the Committee's business and responsibilities and developed a short-term Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ELGIN AS

FOLLOWS:

Section 1. That the City Council of the City of Elgin hereby adopts the Elgin Public Safety Advisory Committee Bylaw attached as Exhibit A.

Section 2. The City Council of the City of Elgin hereby accepts the Elgin Public Safety Advisory Committee Strategic Plan 2019-20 attached as Exhibit B.

Section 3. Resolution No. 2004-10-05-16 is hereby repealed in its entirety.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this ____ day of _____, 2019.

Amelia Sanchez, City Secretary

APPROVED by the Mayor this ____ day of _____, 2019.

EXHIBIT A
CITY OF ELGIN
PUBLIC SAFETY ADVISORY COMMITTEE BYLAWS

Section I - Name:

Elgin Public Safety Advisory Committee (PSAC)

Section II - Established:

The Public Safety Advisory Committee was established October 05, 2004, by an act of the Elgin City Council by Resolution No. 2004-10-05-16, to provide advice and recommendations to the City Council on public safety issues.

Section III – Mission:

The mission of the Public Safety Advisory Committee is to serve as ambassadors focused on promoting and supporting efforts to keep Elgin a safe and healthy community.

Section IV - Responsibilities and Functions:

1. The Committee is charged with the responsibility:
 - a. To advise the City Council and make recommendations regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe, healthy and livable neighborhoods.
 - b. To advise Council on educating the community about public safety and health issues, concerns and programs.
 - c. To review and recommend public safety and health policies and plans.
 - d. To facilitate Elgin community involvement in public safety and health and increase citizen awareness of both.
2. In line with the above stated objectives, the following are examples of issues for the Public Safety Advisory Committee:
 - a. Advise the City Council on:
 - i. Disaster preparedness
 - ii. Emergency management
 - iii. Emergency Medical Services
 - iv. Fire and Rescue services

- v. Police services
 - vi. Public safety at city facilities
 - vii. Public safety legislation
 - viii. Post-incident management
 - ix. Traffic Management
- b. Identify public safety and health needs in Elgin.
 - c. Develop educational programs and materials to increase community awareness.
 - d. Organize and conduct public forums on public safety and health agencies.
 - e. Promote opportunities for citizens to assist public safety agencies through volunteer activities like: Neighborhood Watch Program, volunteer firefighters, police reserve program, community emergency response teams, Red Cross volunteers and Search and Rescue.

Section V - Internal Organization:

- 1. Membership and Terms:
 - a. The Public Safety Advisory Committee will consist of seven (7) voting members appointed by the Mayor with consent of the City Council. The members will be residents of Elgin or the Elgin Rural Fire Protection District, with considerations for appointment to the committee to be given to residents outside the City of Elgin when function of the committee serves residents outside city boundaries. The majority of the committee shall be at least four members residing within the City limits.
 - b. The Committee may also include the following non-voting liaisons:
 - i. The Chief of Police/Emergency Management Coordinator or designee
 - ii. The Fire Chief or designee
 - iii. The Elgin Rural Fire Protection District designated by the board
 - iv. A representative from the Elgin School District designated by the Superintendent
 - v. A representative from Austin Community College designated by the College President.

- vi. A representative from the Chamber of Commerce designated by the Chamber board.
- c. The Committee may involve additional people as adjunct, non-voting advisors for special projects based on expertise.
- d. The Public Safety Advisory Committee members shall be appointed for staggered terms of two years beginning January 1st.
Vacancies can be filled at any time to complete a given term.
- e. The City Council will select one of its members to serve as its non-voting liaison to the Committee.

2. Chairperson:

- a. The chairperson, vice chairperson, and Secretary of the Committee shall be elected annually in January by the Committee following new or continuing appointments to the PSAC by the City Council. The chairperson is accountable to the Committee for the following designated functions in all respects. Specific responsibilities of the chairperson may be changed by Committee action at any time by majority vote of the entire membership.
- b. The routine functions and responsibilities of the chairperson shall include:
 - i. Developing a written agenda in sufficient time to allow for distribution to the Committee prior to any regular meeting. The agenda should identify items requiring a vote by members, so members can vote per paragraph 5.b. below with prior approval of the chairperson.
 - ii. Chairing all meetings. In the event the chairperson cannot be present the vice chairperson shall assume these duties.
 - iii. Presenting the yearly major activity report to the Council. The report will be written and presented orally in a public forum with the assistance of staff.
 - iv. Establishing the dates and times for regular and special meetings.

v. Facilitating a formal review of the Committee's mission and vision every four years. The strategic plan will be reviewed and updated as needed every year.

3. Meetings (Regular and Special).

- a. The Committee shall meet at least quarterly and shall meet on the call of the chairperson or on a call by the majority of its members. The committee shall meet with advance notice posted in accordance with amended (article 6252-17, V.T.C.S.). Special meetings may be called by vote of the Committee at any regular meeting, by the chairperson, by request from the Council's liaison, or by written petition by three or more members. All regular and special meetings are open to the public in accordance with Texas Open Meeting Law, as Citizens in attendance shall be given an opportunity to participate, without vote, in any discussion.
- b. Authority to Bind: The Committee as a whole, or any member or members individually or collectively, shall not exercise authority to bind the city, its officers or agents to financial commitment or obligations. Any funding for projects must be budgeted by the Council and authorized expenditures presented to the staff for payment. The City may enter into agreements with other public agencies, associations and individuals for services, which will assist the Committee.
- c. The City will provide for necessary staff support for the Committee including, but not limited to, postage, meeting place, secretarial service, etc.
- d. It (the Committee) may solicit for the City gifts, revenues, bequests, or endowments of money or property as donations or grants from person, firms, or corporations, subject to the approval and acceptance by the City Council.
- e. Meeting attendance is an expectation of Committee service. Absences known in advance should be communicated to the Chairperson as soon as possible. Should a Committee member miss three consecutive meetings without reasonable cause, the Chairperson may, after consultation with the member, recommend to the City Council that the member be removed from the Committee.

4. Quorum:

- a. A majority of the voting members of PSAC as appointed by Council.

5. Voting and Decision Making:

- a. Consensus will be used during the meetings where possible or feasible. Any member may object to the use of a consensus decision at any time on any given issue. If there is an objection, the chairperson shall commit the issue to a vote by the Committee.
- b. Decisions by voting shall be decided by a majority of those voting members present so long as a quorum of at least 4 voting members exists. With prior approval of the chairperson, voting via teleconference or email is permissible if such votes are cast either before or at the time of the meeting and are reliably documented.
- c. A change in the voting procedure described in previous item 5. b. may be used on any specific item if the Committee, prior to the vote, agrees by consensus or vote to require more than a majority for passage.
- d. The chairperson has the right to vote whenever a vote is cast. In case of a tie vote with the chairperson voting, the motion fails.

6. Role of Council Liaison to PSAC:

- a. Council's liaison shall have the freedom of the floor at all times to present Council's views and to comment, recommend, or suggest actions to the PSAC.
- b. Council's liaison shall not vote at PSAC meetings.
- c. Council's liaison is responsible to convey the majority and/or the minority PSAC actions and recommendations to the Council.
- d. Further, the liaison is not obligated to support PSAC opinions and recommendations during formal meetings of the Council.

Section V - Issues:

The rules contained in Robert's Rules of Order Newly Revised shall govern this Committee in all cases where these by-laws are insufficient in specification of procedure. The PSAC will operate in the general public interest serving the community as a whole. The PSAC will serve no special interests and will not endorse any commercial product or enterprise.

Section VI - Amending the PSAC By-Laws:

A majority of all members must vote affirmatively to modify the committee's bylaws on at least two separate regular meetings. Final decisions on a by-law change shall not be made until at least the next regular meeting following the introduction of the motion. All by-law changes/revisions adopted by the PSAC must be approved by Council. Bylaws shall be reviewed annually in January.

RESOLUTION NO. 2004-10-05-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, ESTABLISHING A NEW COMMITTEE ENTITLED, THE ELGIN PUBLIC SAFETY ADVISORY COMMITTEE; AND PROVIDING AN OPEN MEETING CLAUSE, BY DELETING RESOLUTION NO. 2004-08-03-09 IN ITS ENTIRETY AND REPLACING IT WITH THE FOLLOWING.

Whereas, on the 5th day of October, 2004, the City Council of the City of Elgin established the Elgin Public Safety Advisory Committee for the general purpose of assisting the City Council in matters of Public Safety, but was, under no circumstances, to be considered a civilian board of review for action taken by Public Safety Personnel; and

Whereas, it is the desire of the City Council that the Committee's advisory capacity include all areas of public safety, including law enforcement, fire, emergency medical service, communications, and emergency management; and

Whereas, the City Council has considered the matter and deems it in the public interest to authorize this action.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, THAT:

Part 1: The Resolution passed by the City Council of the City of Elgin, Texas, on the 5th day of October, 2004 creates the Elgin Public Safety Advisory Committee.

Part 2: The Committee shall have the general purpose of assisting the City Council in matters of crime abatement, fire prevention and suppression, emergency medical services, communications, and emergency management and shall make recommendations as to departmental personnel, staff, programs and such other duties as may from time to time be assigned to it by the City Council. However, it is not the purpose of the City Council to establish by this Resolution a civilian board of review for actions taken by members of public safety departments in specific situations.

Part 3: the Committee shall also have the following purposes:

- (a) To keep abreast of legislation, whether federal or state, providing for aid to local public safety agencies and from time to time to advise the City Council regarding same and to assist the City Council in obtaining such aid as the Council may decide to avail itself;
- (b) To advise the City Council upon ways and means to strengthen and improve public safety efforts in the City of Elgin; and

- (c) To advise the City Council upon the needs of the Police Department, Fire Department, Communications Department, the Prosecution, the Municipal Court, the needs in Emergency Management, and from time to time to make recommendations on the manner and means of alleviating the needs and problems of these departments.

Part 4: The Committee shall consist of four (4) residents of the City of Elgin and three (3) residents of the Elgin Independent School District. Ex-officio members shall be the City Manager, Chief of Police, Fire Chief, Emergency Management Coordinator and the Fire Marshal.

Part 5: Four (4) members shall constitute a quorum. The votes of a majority of the members of the Committee (excluding Ex-Officio members) shall be necessary to act on any matter.

Part 6: The Committee shall select one of its members chair and shall adopt its own rules and methods of procedure. The committee shall select a time and place of meeting as it shall see fit and meetings shall be open to the public unless, in the opinion of the chair and in conformity with the law, some meeting or portion thereof should be closed to the public.

Part 7: The members of the Committee shall be appointed by the City Council for two (2) year terms. IN the instance of the initial appointments under this resolution three (3) of the members shall be appointed for one (1) year and four (4) members shall be appointed for two (2) years. Thereafter, all members shall be appointed for two (2) year terms.

Part 8: That it is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

PASSED AND APPROVED this the 5th day of October, 2004.

THE CITY OF ELGIN, TEXAS



ERIC W. CARLSON, MAYOR

ATTEST:



SHIRLEY GARVEL, City Secretary

CITY OF ELGIN

Public Safety Advisory Committee

Organization:

- A. The Public Safety Advisory Committee shall consist of seven (7) members.
- B. The members thereof shall be appointed by the City Council. All members shall be appointed for staggered terms of two (2) years beginning January 1st. Considerations for appointment to the committee should be given to residents outside the City of Elgin when function of the committee serves residents outside city boundaries.
- C. Quorum: Four (4) members shall constitute a quorum, and action taken at a meeting shall require the affirmative vote of a majority of the members in attendance.
- D. The Chairperson, Vice Chairperson and Secretary of the Committee shall be elected by a majority of the members of the Committee. The first Chairperson, Vice Chairperson shall be elected at the beginning of the first meeting held after the members are appointed and each successive Chairperson, Vice Chairperson and Secretary shall be elected at the first meeting after new appointments to the board are made beginning January 1st of each year.
- E. Each member shall continue to serve until his/her replacement is appointed. Vacancies shall be filled for an expired term in the manner in which original appointments are required to be made.

CITY OF ELGIN

Public Safety Advisory Committee

Established-Purpose

The Public Safety Advisory Committee is established for the purpose of advising and making recommendations to the Elgin City Council regarding public safety needs within the City of Elgin and its urban growth boundary. The Committee shall be responsible for, but not limited to, the following activities:

- A. It shall encourage the development of adequate public safety services for the residents of the City of Elgin.
- B. Review and make recommendations on community concerns related to the Police, Fire and EMS departments of the City of Elgin.
- C. Review and make recommendations for Public Safety - Community Partnerships.
- D. Promote public education and awareness.
- E. Collaborate with local, county and state government agencies to develop strategies to mitigate negative community livability concerns.
- F. Such other activities as the Council may assign. It shall follow the rules and regulations prescribed by the City Council for the conduct of its business. The initial rules and regulations shall be prepared by the Committee and approved by the Council.

CITY OF ELGIN

Public Safety Advisory Committee

Operation:

- A. The Committee shall meet at least quarterly and shall meet on the call of the chairperson or on a call by the majority of its members. The Committee shall meet with advance notice posted in accordance with the Texas Open Meeting Law, as amended (article 6252-17, V.T.C.S.)
- B. Authority to Bind: The Committee as a whole, or any member or members individually or collectively, shall not exercise authority to bind the city, its officers or agents to financial commitment or obligations. Any funding for projects must be budgeted by the Council and authorized expenditures presented to the staff for payment. The City may enter into agreements with other public agencies, associations and individuals for services, which will assist the Committee.
- C. Bylaws: The Council shall adopt bylaws for the Public Safety Advisory Committee meetings and the performance of its duties. These bylaws shall be reviewed and updated annually by the Committee. Bylaw revisions shall be reviewed and accepted by the City Council.
- D. The City will provide for necessary staff support for the Committee including, but not limited to, postage, meeting place, secretarial service, etc.
- E. It (the Committee) may solicit for the City gifts, revenues, bequests, or endowments of money or property as donations or grants from persons, firms, or corporations, subject to the approval and acceptance by the City Council.