



**LA SALLE COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
AGENDA MINUTES
Thursday, January 26, 2017**

Presiding: Chairperson Deonicio Ramirez, Jr.

Present: Brenda Wright Mike Whitwell
Elizabeth Martinez Richard Maldonado
Dora Gonzales

In Attendance: Annie Garcia Joe Zepeda
Thomas Gonzales David Oehler
Isabel Ramirez Dr. Jack Seals
Joel Rodriguez Marcus Walker
Michael Shaunessy
Gary Zietler

The following items will be considered:

- I. MEETING CALLED TO ORDER. (Presenter: Deonicio Ramirez, Jr.)
Chairperson Ramirez calls the meeting to order at 5:32 p.m.
- II. DETERMINATION THAT A QUORUM IS PRESENT. (Presenter: Deonicio Ramirez, Jr.)
Chairperson Ramirez recognized that a quorum was present.
- III. CITIZEN'S COMMENTS.
- Citizen's Comment from Marcus Walker regarding the rollbacks on the oil pad sites, discussed measuring acreage with pictometry; stated that this was not cost-effective and it would be a total wash for the appraisal district to invest into these rollbacks; Annie responded to Mr. Walker and stated that site inspections and market value will be used to make these assessments.
- Citizen's Comment from Mark Cochran who stated that what the appraisal district is doing is unprecedented in Texas and that this will have far reaching effect; he argued that these pad sites have no real value since most are land locked and that the fences around most of the pad sites can be removed. He further stated that the Texas Comptroller has oversight and is not known to say that these pad sites are being under assessed. He finally

stated that his office can provide information to the appraisal district and the board about how other counties are giving discounts on these pad sites.

Citizen's Comment from Hon. Joel Rodriguez, La Salle County Judge who stated that he wants the appraisal district to look at everyone and not piecemeal and that we need a plan from the appraisal district. He requested an agenda item to discuss taxation of pad sites and industrial sites.

Citizen's Comment from Dr. Seals stating that he would also like an agenda item as proposed by the Judge.

Citizen's Comment from Pritchard & Abbott reminding the Board that they are here to offer to talk to the Board if they should have any questions.

IV. The following items on the agenda are subject to discussion, consideration, and/or possible action:

Receive concerns from Chief Appraiser concerning correspondence sent by the La Salle County.

To consult with the district's Attorney regarding pending or contemplated litigation or a settlement.

The Board enters into executive session at 5:48 p.m.

The Board recesses executive session and returns to open session at 6:23 p.m.

Consideration, Discussion, and/or Action on matters discussed in Executive Session, including the consulting with the district's Attorney regarding pending or contemplated litigation or a settlement.

The Board was addressed by Michael Shaunessy, Attorney for La Salle County regarding valuations and taxation, stating that they both must be fair, he stated that Annie had promised the taxing entities plan over two years ago and has never provided such a plan and that the taxation system in place is wrong in La Salle County; if any progress has been made by the appraisal district it is due to the County's help and not Annie, he feels that the job is not getting done and thus landowners are paying too much and some not enough.

No Action Taken at this time.

B. To approve the Check signers for 2017.

Chief Garcia states to the Board the need to add the current board members as check signers for 2017. Elizabeth Martinez made the motion that the 2016 check signers be removed from the appraisal district checking account and that the present board members be added as the check signers for 2017. Brenda

Wright seconded the motion and when voted on, the motion passed unanimously.

- C. To approve the 2017 Holiday Calendar for the appraisal district.

Motion by Mike Whitwell to approve the 2017 holiday calendar as presented to the Board and Brenda Wright seconded the motion and when voted on, the motion passed unanimously. (2017 Holiday Calendar attached hereto)

- D. To approve the mileage reimbursement from .54 down to .53.5 cents per mile as stated by the IRS mileage.

Motion by Mike Whitwell to approve the .53.5 cents per mile as stated by the IRS mileage reimbursement and Richard Maldonado seconded the motion and when voted on, the motion passed unanimously. financial reports and list of paid Accounts.

- E. To approve and/or reappoint the Appraisal Review Board Members.
Motion made by Mike Whitwell to appoint Jay Watson as the new Appraisal Review Board member. Elizabeth Martinez seconded the motion and when voted on, the motion passed unanimously.

- F. To appoint the Chairperson and Secretary for the Appraisal Review Board.

Motion by Mike Whitwell to appoint Paul Brown as the Chairperson and ET Page as the Secretary for the Appraisal Review Board. Brenda Wright seconded the motion and when voted on, the motion passed unanimously.

- G. To reapprove/update the La Salle County Appraisal District Disaster Plan.

Motion by Elizabeth Martinez to reapprove the La Salle County Appraisal District Plan. Brenda Wright seconded the motion and when voted on, the motion passed unanimously.

- H. To approve the minutes of December 14, 2016.

Motion by Elizabeth Martinez to approve the minutes as read with the correction to Item B of the minutes. Brenda Wright seconded the motion and when voted on, the motion passed unanimously.

- I. To approve the financial reports and list of paid accounts.

The financial reports and list of paid Accounts were presented to the Board. Brenda Wright made a motion to approve the financial reports and list of paid accounts. Mike Whitwell seconded the motion and when voted on, the motion passed unanimously.

- X. CLOSED SESSION.

Convene Executive Session pursuant to Texas Government Code, Chapter 551, Open Meetings Act, Section 551.074 Personnel matter for the following purpose(s):

1. To deliberate the evaluation, duties, and/or salary of the Chief Appraiser.

The Board enters into executive session at 6:40 p.m.

The Board recesses executive session and returns to open session at 7:33 p.m.

No action taken.

IX. CHIEF APPRAISER'S REPORT. (*Presenter: Annie Garcia*)

1. Appraisal Update.
2. Supplement Update.
3. Training on Pictometry for Entities, Emergency Management, Fire, Police, 911 and Code Enforcements.

Chief Garcia updates the Board on the Training on Pictometry- that was held on January 10, 2017. Ms. Garcia informed the Board that Hilda Benavides with the CISD and Dora Gonzales were in attendance.

Chief Garcia also updated the Board on the letter sent by Sandy Goodrum regarding the deed information sent by SBI.

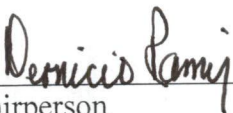
*Attached Copies.

XV. ADJOURN.

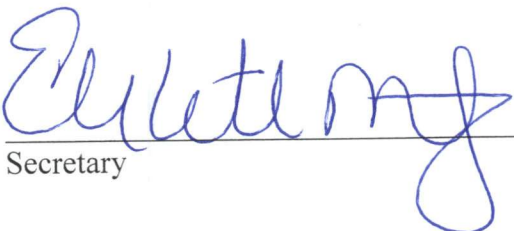
Brenda Wright made a motion to adjourn at 7:35p.m.

Elizabeth Martinez seconded the motion and when voted on, the motion passed unanimously.

Meeting Adjourned.



Chairperson



Secretary

LA SALLE CAD BOARD OF DIRECTORS PUBLIC COMMENTS ANNOUNCEMENT SHEET

THE BOARD WILL HEAR COMMENTS FROM THE FIRST TEN PEOPLE TO SIGN IN; EACH PERSON IS LIMITED TO A FIVE MINUTE PRESENTATION

PLEASE CHECK IF YOU WISH TO ADDRESS THE BOARD

<u>PRINT NAME</u>	<u>SIGNATURE</u>	<u>ENTITY/COMPANY</u>	<u>PLEASE CHECK IF YOU WISH TO ADDRESS THE BOARD</u>
<i>Jay ...</i>	<i>[Signature]</i>		
Michael Shawney	<i>[Signature]</i>	Ad. for LaSalle County TX	
Tudk Benavides	<i>[Signature]</i>	Cotulla ISD	
Laura Sisti	<i>[Signature]</i>	Cotulla ISD	



**La Salle County Appraisal District
Disaster Recovery Plan**

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Authority

The Chief Appraiser with the assistance of the Board of Directors in all phases of emergency preparedness, response and recovery efforts will determine whether any of the following are deemed necessary in order to mitigate the effects of a disaster:

- 1. Secure rented office space or available entities' space:
(With assistance of the entities-on available space).
Emergency Operating Center, 247 Mars Drive, Cotulla, Texas
School building.**
- 2. Purchase or lease needed equipment and supplies to restore district operations.**
- 3. Hire needed security.**
- 4. Hire recovery personnel to salvage records and equipment.**
- 5. Determine whether any outside governmental assistance is necessary or beneficial to the district.**
- 6. Supplemental employee pay for services rendered beyond normal scope of time and duties.**
- 7. Any other coordination of emergency recovery action or plan deemed necessary or beneficial to the district**

Emergency and Disaster Recovery Plan

I. Purpose

The purpose of this plan is to provide for emergency and disaster recovery for the La Salle County Appraisal District office.

This plan seeks to mitigate the effects of a disaster, to prepare staff members for measures to be taken which will preserve life and minimize damage, to provide a recovery system in order to return the La Salle County Appraisal District office to its normal state of affairs. Also, with annual staff training meeting to update the La Salle County Appraisal District employees' on the emergency and disaster recovery plan process.

This plan defines, who does what, when, where and how, in order to mitigate, prepare for, respond to, and recover from the effects of war, natural disaster, technological accidents, and other major incidents.

The County of La Salle has in existence a complete comprehensive Emergency Management Basic Plan. In areas of overlap, the La Salle County Appraisal District Board of Directors and Chief Appraiser will default to the county-wide Emergency Management Basic Plan for direction and assistance.

II. Situation and Assumptions

A. SITUATION

La Salle County and the City of Cotulla and the City of Encinal are exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include flood, tornadoes, fires and winter storms. There is also the threat of war-related incidents such as nuclear, biochemical, terrorism and civil disorder.

B. ASSUMPTIONS

1. La Salle County Appraisal District will continue to be exposed to the hazards noted above as well as others which may develop in the future.
2. Outside assistance will be available in most emergency situations affecting the La Salle County Appraisal District. Although this plan defines procedures for coordinating such assistance, it is essential for the La Salle County Appraisal District to be prepared to carry out disaster response and short-time actions on an independent basis.

3. It is possible for a major disaster to occur at any time and at any place in La Salle County. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can, and will occur with little or no warning.
4. Local government officials recognize and accept their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of an emergency management plan.
5. Proper implementation of this plan will reduce or prevent disaster related losses.
6. Because of the geographical location, topography and industrial and facilities, the La Salle County Appraisal District is subject to any of the following emergency or disaster situations:
 - a. Tornadoes
 - b. Flooding
 - c. Transportation accidents, Hazardous material spills, fires, explosions, radioactive material accidents
 - d. Civil disturbances
 - e. Prolonged electrical outages
 - f. Major fires
 - g. Nuclear war
 - h. Winter Storms
 - i. Biochemical or conventional attack
 - j. Terrorism
7. It can be assumed that in the event of a nuclear attack, the La Salle County Appraisal District will receive as other various county, cities, schools, and communities varied levels of radioactive fallout.
8. The La Salle County Appraisal District, as well as La Salle County and/or the City of Cotulla and/or the City of Encinal, may be isolated for several weeks in the event of nuclear warfare, or for several hours or days in the event of a large scale natural disaster.

III. OPERATIONAL CONCEPT

A. General

It is the responsibility of the County Appraisal District property from the effects of hazardous events. This plan is based upon the concept that the emergency functions for various City of Cotulla/Encinal agencies involved in the emergency management will generally parallel day-to-day functions. Day-to-day

functions that do not contribute directly to the emergency may be suspended for the duration of any emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of the disaster recovery tasks for the La Salle County Appraisal District and the City of Cotulla/Encinal.

A local state of disaster may be declared by the City of Cotulla Mayor and/or the City of Encinal Mayor. The La Salle County Appraisal District Chief Appraiser will be in contact with these officials for direction to activate staff in the recovery aspects of the plan.

B. Direction and Control

The La Salle County Appraisal District Chief Appraiser is responsible for the development and maintenance of an emergency and disaster recovery response plan and measures. The basic functions of the plan are to coordinate activities for utmost efficiency and effectiveness and to assure that any skills not normally available in the staff is obtained from other resources. The La Salle County Appraisal District Chief Appraiser will be the lead contact during any emergency or disaster for the La Salle County Appraisal District.

C. Emergency Operations Centers

The La Salle County Appraisal District Chief Appraiser will coordinate with the County of La Salle Office of Emergency Management (OEM). The Chief Appraiser will receive direction and notification of a possible or actual emergency from this office.

D. Organization For Emergencies or Disaster

1. The La Salle County Appraisal District Emergency/Disaster organization chart parallels the normal day-to-day district's organization chart.
2. The Chief Appraiser shall prepare, through planning and callout list, the staff and contractors to perform emergency/disaster recovery functions over an extended period of days or weeks.

E. Phases of Management

The emergency and disaster recovery plan follows an all hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, this plan accounts for activities before and after, as well as during emergency operations; consequently, all phases of emergency management are addressed, as shown below:

1. Readiness

Readiness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

2. Response

Response is the actual provision of an emergency plan during a crisis that helps to reduce casualties and damage and speed the recovery process.

3. Recovery

Recovery is both a short-term and long-term process. Short term operations seek to restore the office to the county and provide for the basic needs of the public and emergency management offices. Long-term recovery focuses on restoring the office to its normal, or improved, state of affair.

IV. ORGANIZATION & ASSIGNMENT OR RESPONSIBILITIES

The La Salle County Appraisal District Board of Directors and the Chief Appraiser are responsible to do everything possible to minimize damage and help to restore the office of the La Salle County Appraisal District in the event of a natural disaster, manmade incident, or national emergency, including nuclear attack, accidental missile launch, or threat thereof.

A. Board of Directors

1. The La Salle County Appraisal District Board of Directors is made up of representation from taxing jurisdictions.

The responsibilities of the Board of Directors are:

- a. Work with the Chief Appraiser in all types of planning and emergency actions.
- b. Establish policy and procedure for the operation of the La Salle County Appraisal District, should an emergency or disaster situation occur.

B. Chief Appraiser

1. The Chief Appraiser is the district's chief administrative officer.

The responsibilities of the Chief Appraiser are to:

- a. Work with and assist the Board of Directors in all phases of emergency preparedness effort as the Emergency and Disaster Recovery Management Coordinator.
- b. Serve as the liaison officer between the Board of Directors and the OEM, County Judge and/or Mayor.
- c. Establish a program to prepare, review, revise, distribute and maintain the La Salle County Appraisal District Emergency and Disaster Recovery plan.
- d. Coordinate with vendors, contractors, and professional service providers.
- e. Arrange for disaster preparedness and response to meet the needs of staff and property.
- f. Coordinate emergency and recover actions for the Board of Directors and staff.
- g. Keep in contact with the OEM, County Judge and Mayor to receive preparedness status and anticipate the needs of the district.
- h. Maintain liaison with organized emergency volunteer groups and private agencies.
- i. Keep in contact with the OEM, County and cities to increase the readiness actions in case of warnings, shelter in place, radiological protection, evacuation, fire and rescue, terror threat, civil disturbances, biochemical attack.

V. INCREASED READINESS PROCEDURES

A. General

Most emergencies follow some recognizable build-up period during which actions can be taken to achieve a state of maximum readiness and recovery.

1. READINESS

The La Salle County Appraisal District Chief Appraiser shall provide overall direction for readiness actions and will:

- a. Contact the Board of Directors and staff of the pending or predicted emergency or disaster.

- b. Contact the district's current software provider True Automation and BIS Consulting to secure off-site software and hardware protection.
- c. Notify the district's current insurance carrier of the pending or predicted emergency or disaster.
- d. The Chief Appraiser and staff will take preventative and protective measures to insure the integrity of the La Salle County Appraisal District office building by:
 1. Raising furniture and electronics when possible above the projected flood water levels.
 2. Secure valuable items in waterproof containers and/or bring items to the safety deposit box located in the district's bank depository.
 3. Board and tape all windows and doors.
 4. Turn off electricity to building.

2. Response Actions

The La Salle County Appraisal District Board of Directors, Chief Appraiser and staff shall follow the City of Cotulla, City of Encinal or the County Emergency Management Coordinator's order to evacuate and return only when the evacuation order has been lifted.

3. Recovery Actions

The La Salle County Appraisal District Chief Appraiser shall provide overall direction for recovery actions and will:

- a. Contact the Board of Directors and Staff to re-establish communications.
- b. Assess extent of damage of office and property.
- c. Contact, direct or perform emergency cleanup and debris removal of office and/or property.
- d. Contact outside vendor, contractors and professional service providers requesting assistance or service as needed.
- e. Establish the needs and resources needed to resume business activities.

- f. Designate areas restricted to staff as necessary.
- g. Ensure orderly operation of the La Salle County Appraisal District, provide the necessities to the extent possible to staff and patrons of the district.
- h. Perform an inventory of personnel and equipment for the La Salle County Appraisal District's disaster recovery efforts.

4. Recovery Timeline

24 Hours

If small in scope, begin cleanup and minor repairs:

- Assess damage and determine length of outage
- Secure alternation location if needed
- Move computers and equipment
- Determine scope of damage for servers and workstations
- Obtain backup computer equipment
- Gather offsite backup tapes or Doubletake files
- Restore the network
- Determine requirements for voice and data communications
- Contact phone company to redirect voice service to alternate location
- Restore telecommunications
- Contact utility companies to assess and restore services
- Remove vital records subject to damage or exposure
- Secure building, doors and broken windows
- Make arrangements with police to secure/patrol the damaged area if necessary
- Notify employees and board members of situation

48-72 Hours

- Contact internet provider
- Restore internet connection at alternate location
- Reinstall software as necessary
- Restore data as necessary
- Prepare statements/contact media and the public of situation
- Notify key customers of situation
- Notify all vendors and delivery services of change of location
- Remove/secure all documents and records
- Notify insurance company
- Document all facility damage
- Order supplies and equipment required at alternate site
- Notify post office of new address to deliver mail
- Provide counseling to those employees that request or require it
- Keep employees and board members informed of recovery process

1-2 weeks

If moderate in scope, complete repairs as necessary while operating at alternate site
Inventory damaged and destroyed equipment
Salvage equipment and supplies
Arrange for offsite storage if needed

3-4 weeks

If severe in scope, set up and operate at temporary facility while completing repairs
Secure financial backing as needed for the recovery effort
Settle property claims with the insurance company
Determine if new permanent operating site is required
Prepare media statements
Report on final disaster recovery expenses to board members
Update disaster recovery plan based on lessons learned

VI. EMERGENCY & EVACUATION PROCEDURES

- A. Fire – When an emergency arises, stay calm. When you hear a fire alarm; proceed immediately to the nearest clear exit and leave the building. All employees must leave the building and meet in the parking lot away from the building. Roll call will be conducted to ensure that all employees are present or accounted for. A supervisor will advise when it is safe to return to the building.
- B. Medical Emergency – Remain calm. Call or have someone else call 911. Be prepared to tell the 911 operator the following information: Specific location, type of injury or problem, individuals' present condition, events leading up to the emergency and whether or not CPR is being performed. Notify or have someone notify your supervisor of the situation. The Appraisal District is equipped with a basic first aid kit. Know where this kit is located prior to any emergency and advise the Chief Appraiser if an item has been used so that it can be restocked.
- C. Bomb Threat (Other Threat) – Remain calm. If the threat is delivered directly to the Appraisal District by telephone, the person taking the call should make note of the following: description of the threat (what did the caller say about the bomb, where it may be located, or what time it is set to go off, etc.), description of the caller's voice (male, female, old, young, slurred, angry, etc.), description of any background noises (was there any music, laughter, traffic, etc), any other information that is relayed by the caller or picked up by the receiver. 911 should be notified of the call and employees should exit the building and wait for the arrival of the Police Department. The Chief Appraiser or staff will communicate with the officer in charge and will coordinate with the Police

Department as a determination as to the credibility of the threat is determined. The Chief Appraiser will inform when it is safe to re-enter the building.

- D. Suspicious Situation – When encountering a suspicious situation, keep a clear head, be observant and use sound judgment. Use the option that best fits the circumstance: Notify your supervisor or utilize a panic button OR call 911 and report the situation.

VII. ADMINISTRATION AND SUPPORT

A. Administration

1. Reports and Records

Maintain a list of Board of Directors and contact numbers. Maintain a list of employees and contact numbers. Maintain a list of service providers, contractors, and professional services and contact numbers.

2. Relief Assistance

Maintain a list of the La Salle County Appraisal District insurance providers. Maintain a list of Federal, State, County, and local entities who deal with disaster relief provisions.

B. Support

1. Maintain a list of local and state offices to provide assistance to help with the disaster relief.

VIII. CONTINUITY OF GOVERNMENT

The La Salle County Appraisal District is a separate political entity from the local government, but under the cases of emergency or disaster the Board of Directors and Chief Appraiser will follow the lines of succession within the County of La Salle.

The lines of succession are:

- A. County Judge
Office of Emergency Management
Police Chief
County Department Heads including La Salle County Appraisal District
City Mayor

- B. Preservation of Records

The financial records (QuickBooks back-up) is done daily by Intuit and saved online with Intuit.

The district performs daily back-up of its database and is kept in a fire file cabinet located in the office. In addition, the district's software provider True Automation will be notified and BIS Consulting will also be notified to create an off-site backup of the complete software system in Farmers, Texas in the event that an expected natural disaster.

IX. DEVELOPMENT, MAINTENANCE & IMPLEMENTATION

- A. If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The staff and Board of Directors shall be provided a briefing concerning their role in emergency and disaster recovery management and ensure proper distribution of the plan to the staff and board.
- B. The Chief Appraiser will be responsible for contacting all vendors, contractors, and professional service providers of the duties and responsibilities associated with the plan.
- C. The plan will be reviewed annually and updated, as necessary, based upon new emergency and disaster recovery management information received from the County of La Salle Office of Emergency Management.
- D. This plan supersedes and rescinds all previous editions of the La Salle County Appraisal District Emergency and Disaster Recovery Plan.

Effective this _____ day of _____, 200__.

Chief Appraiser

Date

Damage Assessment Worksheet

(Use additional pages if required)

Location _____ Employee Occupying Space: _____
(Use one worksheet for each office/room)

Hardcopy:

1. _____ Damage Code _____
2. _____ Damage Code _____
3. _____ Damage Code _____
4. _____ Damage Code _____
5. _____ Damage Code _____
6. _____ Damage Code _____
7. _____ Damage Code _____
8. _____ Damage Code _____
9. _____ Damage Code _____

Electronic:

1. _____ Damage Code _____
2. _____ Damage Code _____
3. _____ Damage Code _____
4. _____ Damage Code _____
5. _____ Damage Code _____
6. _____ Damage Code _____
7. _____ Damage Code _____
8. _____ Damage Code _____
9. _____ Damage Code _____

Damage Codes (use as many as apply):
B – Burned D-Damp
Damaged SW – Sewage S – Soaked

DM – Dirt/Mud
SD – Smoke

FL – Scatted on Floor
PD – Physically Damaged

M – Moldy
SW – Still under water

Disaster Recovery Kit

Essential Supplies:

Disaster Plan
Clear Plastic Sleeves
Batteries
Dust Mask
First Aid Kit
Disposable Cameras
Duct Tape
Heavy Duty Extension Cords
Flashlights
Gloves
Hard Hats
Paper Clips
Plastic Drop Cloth
Sponges
String
ID Badges
Paper Towels
Scissors
Masking Tape
Permanent Markers
Scrub brushes
Heavy Duty Trash Bags
Twist Ties
Mop and Buckets
Writing Tablets
Lighting
Fungicides
Small Hand tools
Rope

Contact Name and Numbers

Employees

Chief Appraiser Annie Garcia	(830) 483-0701 (Mobile)
Deputy Appraiser Joe Zepeda	(830) 483-0704 (Mobile)
Mineral/Industrial Clerk Jacqueline Canales	(956) 206-5115 (Mobile)
Clerk Roxana Frausto	(830)483-0767 (Mobile)
Deed Clerk Mary Sobrevilla	(830) 202-7913 (Mobile)
Appraiser Gloria Isabel Ramirez	(830) 483-0400 (Mobile)
Deed/ARB Clerk Jodie Cantu	(956)436-2314 (Mobile)
Mapping Clerk Thomas Gonzales	(830)879-2691 (Mobile)
Receptionist/Clerk Zenieda Perales	(830-486-0408 (Mobile)

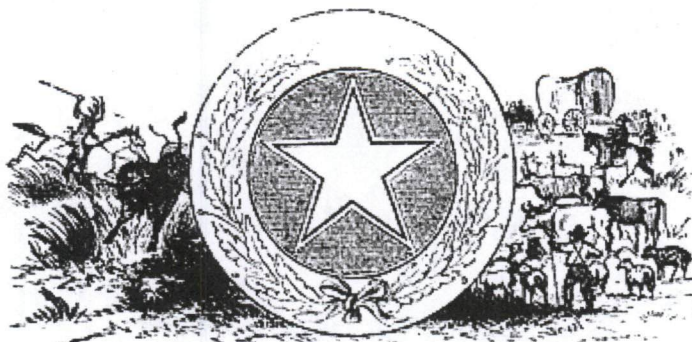
Board of Directors

Board of Directors Mike Whitwell	(830)317-8240 (Mobile)
Board of Directors Deonicio Ramirez	(210)508-3419 (Mobile)
Board of Directors Brenda Talbert	(830)879-5765 (Mobile)
Board of Directors Elizabeth Martinez	(830)752-5240(Mobile)
Board of Directors Richard Maldonado	(956)286-4764 (Mobile)

Board of Directors/Tax Assessor/Collector Dora Gonzales	(830)483-5134(Office)
Chief Les A. Simmons La Salle County Office of Emergency Management/OEM	(830)483-7703(Mobile)
Peter William Low (Legal Counsel)	(512) 302-3403 (Work) (512) 970-0847 (Mobile)
City of Cotulla Mayor Javier Garcia	(830) 879-2367 (Office)
City of Encinal Mayor Sylvano Sanchez	(956) 948-5226 (Office)
La Salle County Judge Joel Rodriguez, Jr.	(830) 483-5140 (Office)
Cotulla ISD Superintendent Superintendent Jack Seals	(830) 879-3073 (Office)
State Comptroller's Office	(800) 252-9121 (Office)

Vendors and Suppliers

Ambulance	911
Fire Dept	911
Police	911
EMS	
Rosemary Spring (Insurance Agent)	(210) 805-5917 (Office)
Intuit (Bookkeeping)	(800) 825-8168 (Office)
BIS Consulting (Mapping and Software Backup)	(800)247-9045 (Office)
Pritchard & Abbott, Inc. (Software/Hardware Vendor)	(817)926-7861 (Office)
Xerox (Copier)	(830) 591-0500 (Office)





La Salle County Appraisal District

BUILDING SECURITY

Situation Awareness: The hardest job in establishing a secure workplace is training all workers to be aware of their surroundings and responding to the needs of other employees.

It is critical, especially in a government building at any level, municipal, county, state, or federal; that the employees have a security plan and that all employees are kept up to date on the plan.

Who do you call?

- First, Management.
- Second, 911

(If for any instance an emergency occurs; Call 911)

Who makes the call?

- If you can do so without escalating the problem, do it yourself.
- If you cannot then a coworker needs to make the call.

If you feel uncomfortable describing what is happening then use a code. Use the word "**BLUE**" in a sentence and that will tell the La Salle County Appraisal District office staff that assistance is needed but it is not critical at the moment. If we use the word "**RED**" a sentence, then it is immediately seen as a critical incident and that the individual using it needs help immediately.

What do you tell your operator, associate, or the 911 operator?

- Describe what is happening if possible. Who is causing the problem? Description of all **individuals** that may be involved.
- Do they have anyone with them? How many?
- Are they carrying anything? Briefcases, tote bags, purses, etc.!
- **Do you see a weapon of any kind?** If so describe it. This is an officer safety issue and helps plan their approach to an individual. Is it a knife, a club, a can of Mace, or a gun? If it is a gun. Is it blue or silver, in the person's hand, his pocket, or belt?

What to do until the cavalry arrives?

- What is your departmental plan for security situation?
- Do you have a secure place for excess personnel to retreat to?

- Do not argue with problem people, but talk calmly with them if you can.
- If they want to leave, let them. If possible note names so that Police Department or Sheriff Department can contact them after the fact to discuss their behavior.

When the cavalry arrives:

- Move out of the immediate area of the problem, but remain close enough to respond to questions.
- Do not interject any comments into the interaction between the law enforcement officers and the person causing the disturbance no matter what you or your department is accused of.
- Respond only to direct questions from the law enforcement officers.

Bomb Threats:

- Attached is a bomb threat checklist prepared by the Bureau of Alcohol, Tobacco, and Firearms. Be sure to take it with you when leaving the building.
- If you take the call, ask questions in the order they are listed.
- DO NOT ASK THE CALLERS NAME. This normally causes them to hang up.
- As soon as the caller does hang up, immediately institute the bomb threat plan for the building. Notify police, fire, and institute your building's call tree so that all departments in the building are notified of the threat.
- Evacuate the entire building to a predetermined site and do not use your cell phone while leaving the building.
- Hold a roll call to make sure all the staff left the building. Do not leave your predetermined site until the police/fire agencies have had an opportunity to talk to you.
- Do not return to the building until cleared to do so by police/fire departments.

Conclusion

Be prepared to make a written statement of events as soon as any incident is concluded. It is extremely important that everything you saw or heard be put in writing while it is still fresh on your mind, especially if the individual is arrested.

CRITICAL INCIDENT INFORMATION

Please fill out as soon as individual causing incident leaves.
Give to first responding law enforcement officer.

Date: _____

Time: _____

Place: _____

Name: If know _____

Address: If known _____

Race: _____

Sex: _____

Height: _____

Weight: _____

Hair: _____

Eyes: _____

Eyewear: _____ Color: _____

Style: _____

Facial Hair: _____

Scars/Mask/Tattoos: _____

Earrings/Piercings:

Ear/Left _____

Right _____

of _____

Nose/Left _____

Right _____

Eyebrow/Left _____

Right _____

Lip _____

Tongue _____

Clothing:

Shirt/Blouse

Color _____

Pattern _____

Polo _____

Collard _____

T-shirt _____

Logo/Writing _____

Skirt

Color _____

Pattern _____

Length _____

Hat/Cap: _____ Color _____

Logo _____

Pants:

Color _____

Pattern _____

Slacks _____

Work Pants _____

Jeans _____

Jacket:

Color _____

Pattern _____

Length _____

ATF BOMB THREAT CHECKLIST

Exact time of call: _____

Exact words of caller:

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE: (Circle all that apply)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If the voice is familiar, whom does it sound like? _____

Where there any background noises? _____

Remarks:

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call Immediately to Supervisor & 911

Guidelines Issued for Handling Suspicious Letters or Packages

In light of the anthrax-related incidents and scares around the country. The Texas Department of Health (TDH) is providing the following steps for handling suspicious letter and packages. The steps are from a health advisory issued by the U.S. Centers for Disease Control and Prevention (CDC).

Though several instances involving suspicious letters or packages have been reports and investigated in Texas, TDH officials say no anthrax bacteria has been found in any of them.

Steps for handling a suspicious unopened letter or packaged:

- Do not shake or empty the contents of the envelope or package.
- Put the envelope or package in a plastic bag or other container to prevent leakage the contents. If a bag or container is not available, cover the envelope or package with anything (clothing, paper, trash can). Do not remove the covering. Leave the room and close the door or section off the area. Keep others from entering.
- Wash your hands with soap and water.
- Report the incident to local police or other law enforcement officials. If the incident occurs in the workplace, also notify building security or a supervisor. Make a list of all people in the room or area when the letter or package was recognized. Provide the list to law enforcement and public health officials.

Steps to follow if powder from a suspicious envelope or package has spilled out:

- Do not try to clean up the powder.
- Cover the spilled contents immediately with anything (clothing, paper, trash can). Do not remove the covering.
- Leave the room and close the door or section off the area. Keep others from entering.
- Report the incident to local police or other law enforcement officials. If the incident occurs in the workplace, also notify building security or a supervisor.
- Remove heavily contaminated clothing as soon as possible. Place it in a plastic bag or other container that can be sealed. Give the bag of clothing to emergency responders.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of all people in the room or area when the letter or package was recognized. Provide the list to law enforcement and public health officials.

In incidents where aerosolization of biological agent is suspected:

- Turn off local fans or ventilation units in the area.

- Leave the room and close the door or section off the area. Keep others from entering.
- Dial 911 to report the incident to local police and the local FBI field office in the incident occurs in the workplace; also notify building security or a supervisor. Shut down the air handling system.
- Make a list of all people in the room or area when the letter or package was recognized. Provide the list to law enforcement and public health officials.

CDC tips for identifying suspicious letters or packages are the following:

Some characteristics of suspicious packages and letters are the following...

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspelling of common words Oily stains, discolorations or odor No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"