

DATE: March 27, 2018

TO: City Clerk

FROM: City Representative Cassandra Hernandez Brown

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0003

Please place the following item on the (Check one): CONSENT X REGULAR \_\_\_\_\_

Agenda for the Council Meeting of April 3, 2018

Item should read as follows: Appointment of Frank Hernandez to the Building and Standards Commission by Representative  
Cassandra Hernandez Brown, District #3

### **BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Building and Standards Commission – Alternate for Community Affairs

NOMINATED BY: City Representative Cassandra Hernandez Brown DISTRICT: 3

NAME OF APPOINTEE Frank Hernandez  
(Please verify correct spelling of name)

E-MAIL ADDRESS: \_\_\_\_\_ f \_\_\_\_\_

BUSINESS \_\_\_\_\_

ADDRESS: CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: \_\_\_\_\_ NO X

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: NO

**HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES:** N/A

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Al Jurado

EXPIRATION DATE OF INCUMBENT: 2/15/2017

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X  
RESIGNED \_\_\_\_\_  
REMOVED \_\_\_\_\_

DATE OF APPOINTMENT: 4/3/2017

TERM BEGINS ON : 2/16/2017

EXPIRATION DATE OF NEW APPOINTEE: 2/15/2019

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: X

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

# Frank Hernandez

## Experience

### **El Paso Downtown Management District (DMD) (December 2012-Present)**

#### Operations Manager

- DMD program management as it relates to the physical environment that includes oversight of special event permitting, downtown façade program, downtown security, downtown sanitation program and supervision of sanitation crews and cleanup operations; assist with maintenance and physical condition of downtown; assures safe operational practices including fleet management
- Manages public improvement projects and special event permit processing; assist in contract management
- DMD account management and general office administration; oversee purchasing/procurement and budget/financial records; oversee records management
- Assist the Executive Director in implementing the Board's policies, procedures, goals and objectives; act as manager on duty and provide front-line support as needed in all areas of operations
- Assist with developing and maintaining partnerships and relationships with the City and other entities
- Other duties as assigned by the Executive Director

### **El Paso Convention Center and Performing Arts (May 2011-December 2012)**

#### **El Paso Convention and Visitors Bureau**

#### **Plaza Theatre Performing Arts Centre**

#### **McKelligon Canyon Amphitheatre and Pavilion**

#### Safety and Security Manager

- Manage staff of 18 Safety and Security Officers
- Develop policy and procedures for the safe operations of all facilities
- Monitor and ensure that all facilities meet city, state and federal safety laws and requirements
- Ensure a safe environment for all employees and patrons during normal working hours and scheduled events
- Ensure proper documentation and investigation of all incidents and develop proactive measures and initiatives to minimize occurrences
- Analyze data and develop measures to maintain effective and efficient use of human resources
- Monitor and maintain department budget
- Ensure and maintain proper credentialing of all Safety and Security Officers

### **El Paso Fire Department 1981-May 2011 (Lieutenant, 1996-2011)**

#### Strategic Planning Division-Lieutenant

- Duties; monitoring of internal and external stakeholder input/feedback for development of Strategic Plan, complete assessment of department for accreditation, Continuity of Operations Planning, Succession Planning, development of annual report

# Frank Hernandez

## Fire Marshal Office-Lieutenant

### Lieutenant Code Enforcement

- Duties; section leader of 8 Certified Fire Inspectors ensuring Fire/Life Safety Code compliance of new and existing buildings, assisting in preparation and management of office budget and performance measures, schedule and assign fire marshal request for special events, large crowd/capacity events, develop new fee schedule and ordinance as needed.

### Investigations Section-Lieutenant

- Duties; section leader of 8 Certified Texas Peace Officers/Arson Investigators ensuring proper and complete investigation and documentation of scenes determining origin and cause, crime scene documentation.

### Operations-Lieutenant

- Duties; managed shift of 8 personnel whose primary duties were responding to and mitigation of various emergency scenes ranging from medical, minor fires, large scale multi-level building fires and hazardous material incidents, ensuring that all certification levels (structure/medical) were maintained by all personnel, annual building and business inspections completed in designated areas, hydrant inspections, ensuring personal protective equipment and apparatus is serviced and maintained to department standards.

## Personal Skills

- Firmly focused and proficient on internal/external team building to deliver the utmost of customer service to exceed company goals
- Possess strong interpersonal and communication skills.
- Ability to identify new opportunities for business growth and expansion.
- Strong networking and the ability to maintain external working relationships
- Continuously identify and implement ways for effective and efficient management of resources through comparative analysis, strategic planning and peer assessor site visits.
- Fluent in the Spanish Language
- Incident Action Plan preparation

## Education

University of Texas at El Paso Master of Public Administration May 2016

- Public Policy
- Urban and Regional Planning
- Management

University of Texas at El Paso B.S. College of Liberal Arts-Multidisciplinary Studies May 2014

- Criminal Justice
- Administration

El Paso Community College Fire Technology 1982-1985

# **Frank Hernandez**

## **Credentials**

Certified Texas Peace Officer-(TCLEOSE)  
Certified Texas Department of Public Safety Private Security License  
Certified Texas Commission Fire Protection Code Inspector  
Certified Texas Commission Fire Protection Arson Investigator  
Certified Texas Commission Fire Protection Instructor 1  
Center for Public Service Excellence Peer Assessor (Accreditation, Strategic Planning)  
FEMA/Texas Forrester Service- All Hazards Incident Management Team  
Greater El Paso Chamber of Commerce Leadership Class 38  
International Association of Venue Safety and Security Management  
National Fire Academy Executive Planning  
National Fire Academy Fire Inspector  
YISD 2015 Bond Oversight Committee Chair