

DATE: 12.21.20

TO: City Clerk

FROM: City Representative Cassandra Hernandez

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 1.5.21

Reappointment of Frank Hernandez to the Building and Standards Commission

by Item should read as follows: Representative Cassandra Hernandez, District #3

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Building and Standards Commission

NOMINATED BY: City Representative Cassandra Hernandez DISTRICT: 3

NAME OF APPOINTEE Frank Hernandez

(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS _____

ADDRESS: CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

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

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED

APPOINTEE: REBECCA ESTRADA QUINN, ASSISTANT ATTORNEY, SISTER

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: NO

LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS):

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

NAME OF INCUMBENT: Paulina Lagos

EXPIRATION DATE OF INCUMBENT: 10.31.21

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

DATE OF APPOINTMENT: 1.5.21

TERM BEGINS ON : 1.5.21

EXPIRATION DATE OF NEW APPOINTEE: 10.31.21

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: _____

2nd TERM: X

UNEXPIRED TERM: _____

Frank Hernandez

Experience

SERCO-El Paso HERO Program

Highway Emergency Response Operator (March 2019 to Present)

Training Manager

- Responsible for the coordination of employee training programs.
- Consults with management regarding training needs of the organization, coordinates with outside vendors, ensures availability of all training materials and ensures that all employees are aware of training requirements.
- Assists in other administrative and budgeting tasks associated with training programs.
- Must stay abreast of new training methods and determine relevancy to company employees.
- Familiar with a variety of the field's concepts practices, and procedures.
- Relies on experience and judgment to plan and accomplish goals along with a certain degree of creativity and latitude.

U.S. Census Bureau (April 2019-March 2020)

Partnership Specialist

- Responsible for planning, developing, and coordinating the partnership agreements with federal, tribal, state, local government, and/or local businesses and community groups to develop specific strategies to eliminate enumeration barriers in specific regions in support of the Decennial Census
- Plan, develop, and coordinate the partnership agreements to ensure activities at all levels are carried out, resolves problems encountered, and determines the need for renegotiation
 - Address questions, concerns and issues related to current and potential partners and stakeholders
 - Establish partnership agreements with federal, state, local, and tribal governments, and/or local businesses and community groups to develop specific strategies to eliminate enumeration barriers in specific regions in support of the Decennial Census
 - Develop presentations, give briefings, conduct meetings and promote partnerships with various governments, local businesses and community groups

El Paso Downtown Management District (DMD) (December 2012-April 2019)

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

Frank Hernandez

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, downtown stakeholders and various agencies and 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 and implement 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
- Present monthly safety training to all staff
- 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

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

Frank Hernandez

- 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 state required 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

- Strategic Planning-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 (read, write)
- First Responder Emergency Medicine
- Incident Action Plan preparation

Frank Hernandez

Education

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

- Public Policy
- Management
- Urban and Regional Planning

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

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)

National Fire Academy Executive Planning

National Fire Academy Fire Inspector

All Hazards Incident Management Team-FEMA/Texas Forrester Service

International Association of Venue Safety and Security Management

YISD 2015 Bond Oversight Committee Chair

City of El Paso Building and Standards Commissioner (2017-2019)

El Paso Chamber Leadership El Paso Class 41 Co-Chair (2019)