



**Notice of Meeting  
Special Called Meeting of the Keene City Council**

**Tuesday, April 7, 2020**

**Gary Heinrich  
Mayor**

**Lisa Parrish  
Place I**

**David Bass  
Place II**

**James Belz  
Place III**

**Rob Foster  
Ward I**

**Gwen Beeson  
Mayor Pro Tem (Ward II)**

**Robert Cooper  
Ward III**

***Notice is hereby given that a Special Called Meeting of the City Council of the City of Keene will be held on Tuesday, April 7, 2020 at 6:00 PM via Zoom Meeting online or over the phone.***

***To access the meeting online visit <https://zoom.us/j/228513365>***

***To access the meeting by phone visit:***

***+1 312 626 6799 US (Chicago)***

***+1 346 248 7799 US (Houston)***

***Meeting ID: 228 513 365***

Physical attendance will not be permitted.

Citizens are encouraged to listen in on the meetings and anyone wishing to address the City Council may submit comments on any topic or agenda item electronically by utilizing the Citizen Participation Form at: [www.keenetx.com/Admin/FormCenter/Item/Edit/65?categoryID=7](http://www.keenetx.com/Admin/FormCenter/Item/Edit/65?categoryID=7) or by dropping off a letter in the payment drop box on the south side of the City Hall building.

All forms or letters must be received by 5:00 p.m. on the date of the meeting.

Reasonable accommodations to furnish auxiliary aids or assistance to assist persons with special needs will be provided when forty-eight (48) hours advance notice is given. Please contact the City Secretary at 817-641-3336.

Call to order and certification of quorum

Invocation & Pledge of Allegiance

1. Public Comments

*(Citizens are invited to speak on any topic; however, unless the item is specifically noted on this agenda, the City Council is required under the Texas Open Meetings Act to limit its response to one of the following: Responding with a statement of specific factual information or reciting the City's existing policy on that issue; or Directing the person making the inquiry to visit with City Staff about the issue. (No Council deliberation is permitted.) Citizens are required to stand when speaking, state their name and address and the comment time is limited to three (3) minutes.)*

***The amount of time given to the public to speak may be changed at any time at the Mayor's discretion.***

2. Mayor's Comments

3. Discussion and possible action related to the Coronavirus (Covid-19) outbreak.

4. Deliberation and possible action regarding the appointment for the Chief of Police.

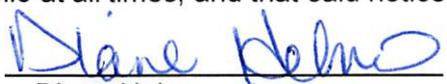
5. Discussion and possible action related to cancelling the Regular City Council Meeting scheduled for April 9, 2020, and April 23, 2020.

6. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (real property), 551.073 (prospective gifts), 551.074 (personnel matters), 551.076 (security matters), •551.087 (economic development). Executive Session may be held, under these exceptions, at the end of the Regular Session, Workshop and/or Special Session, or at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council Meeting.

7. Reconvene into Open Session for possible action resulting from any item posted discussed in Executive Session.

8. Adjourn

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of Keene, Texas is a true and correct copy of said Notice and that I posted a true and correct copy of said notice on the official bulletin board of City Hall, a place convenient and readily accessible to the general public at all times, and that said notice was posted on or before 4:00 P.M., Friday, March 6, 2020.

By: 

Diane Helms  
Interim City Secretary

Confirmation of Agenda removed by \_\_\_\_\_ at \_\_\_\_ a.m./p.m. on \_\_\_\_\_, 2020



# City Council Agenda Item Report

April 7, 2020

Michael Boese, City Manager  
817-641-3336  
CITYMANAGER@KEENETX.COM

**SUBJECT: CORONAVIRUS COVID-19 OUTBREAK**

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## 1. BACKGROUND/HISTORY

Novel coronavirus, now designated SARS-Co V2 which causes the disease COVID-19, has been declared a global pandemic by the World Health Organization. The symptoms of COVID-19 can range from mild to severe illness and cause further complications including death. COVID-19 virus mainly spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes. On March 13, 2020, the Governor of the State of Texas issued a proclamation certifying that COVID-19 poses an imminent threat of disaster in the state and declaring a state of disaster for all counties in Texas; and Johnson County, Texas, is taking extraordinary measures to prevent the spread of the potentially devastating disease in our community.

## 2. FINDINGS/CURRENT ACTIVITY

Mayor Heinrich declared a local state of disaster for the City of Keene on March 31, 2020. That declaration will expire on April 7, 2020, unless extended by City Council.

Direction from City Attorney:

**Is a city required to declare a local state of disaster in order to be eligible for federal reimbursement of expenses?**

Yes. Although the president and the governor have issued an emergency declaration and a state of disaster, respectively, state regulations provide that the mayor must have declared a local state of disaster before a city may request disaster recovery assistance. 37 TAC §7.41. Thus, if a city anticipates requesting financial assistance in response to the COVID-19 pandemic (see below), the mayor should declare a state of local disaster and submit it as soon as possible to the governor, via the Texas Division of

Emergency Management (TDEM) by email to [soc@tdem.texas.gov](mailto:soc@tdem.texas.gov) or facsimile at 512-424-5587. Requests for recovery assistance must be made by the mayor in writing to the governor through TDEM. Id. §7.42. The request must indicate that the disaster is of such magnitude that local resources are inadequate to deal with it and the affected locality cannot recover without state and/or federal assistance.

Beyond the need to seek disaster recovery assistance, a declaration of local disaster also allows a city to exercise extraordinary emergency powers, to activate the appropriate recovery and rehabilitation aspects of all applicable local or interjurisdictional emergency management plans, and, in certain instances, it allows for additional liability protection to employees, officers, or volunteer emergency workers. Tex. Gov't Code §§418.006; 418.185(e).

**3. FINANCIAL IMPACT**

There financial impact could be significant depending upon the infection rate and impact to public safety personnel in the City.

**4. ACTION OPTIONS/RECOMMENDATION**

Staff recommends extending the disaster declaration until May 1, 2020.

**5. ENCLOSURES**

None



# City Council Agenda Item Report

April 7, 2020

Michael Boese, City Manager  
817-641-3336  
CITYMANAGER@KEENETX.COM

**SUBJECT: CHIEF OF POLICE APPOINTMENT**

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**1. BACKGROUND/HISTORY**

The resignation of Chief Jackson from the Keene Police Department was effective January 1, 2020. Chief Robert Sherwin was appointed as the Interim Chief of Police and has done an excellent job leading the department. Chief Sherwin has also assisted City Staff with the Chief of Police selection process.

**2. FINDINGS/CURRENT ACTIVITY**

The City received thirty-six (36) applications from well qualified candidates for the Chief of Police position. Eight (8) candidates were selected for an interview. The interview panel consisted of Mayor Heinrich, Councilman Belz, Chief Robert Severance (Cleburne Police), Chief Shaun Short (Joshua Police), and Interim Chief Robert Sherwin (Keene Police). Bradford Hunt was selected as the top candidate by the interview panel. City Manager Michael Boese then conducted final interviews with the top three (3) candidates and selected Bradford Hunt as the sole finalist for the position.

**3. FINANCIAL IMPACT**

There will be no additional financial impact for the City. Mr. Hunt has accepted the same exempt salary rate as Chief Jackson in the FY 20 budget.

**4. ACTION OPTIONS/RECOMMENDATION**

The City Manager recommends appointing Bradford Hunt as the next Chief of Police for the Keene Police Department.

**5. ENCLOSURES**

Letter of Interest and Resume for Bradford Hunt

## **Bradford W. Hunt**

February 7, 2020

Chief of Police Executive Search - Keene, Texas

Attn: Human Resources Department, City of Keene, Texas

As a 25-year veteran of the Temple Police Department, I am prepared to lead the Keene Police Department with a servant's heart and am excited to be a part of the growing, diverse community of Keene, Texas.

As you will see, my resume reflects a career as an experienced supervisor with extensive field, administration, tactical and communication-oriented assignments. My educational background, experience and practical training meet the skills required for this position. I have held the position of Division Commander for seven years and I have served as a supervisor for a total of sixteen years. I have led and managed positive organizational change in the areas of Administration, Investigations, K-9, Animal Services, and the only multi-agency (at the time) Regional Air Unit. I was the first full-time Public Information Officer for the Temple Police Department and charted the course for that role. As a result, I have a great deal of experience in dealing with the media and being on camera.

I continually seek opportunities to select and retain true professionals, and am committed to their ongoing training and development through mentorship. I believe in leading by example, with a strong work ethic and empathy toward the needs of others. I was the Program Coordinator for our initial and successful endeavor to become a Recognized Agency in the Texas Police Chief's Association (TPCA) Best Practices Program. This role enabled me to become knowledgeable regarding the details and importance of every function in the Department and how each function of the Department affects the other.

In all of my assignments, my focus on community interactions has helped me reach the goal of improving and sustaining positive relations with community leaders, the media and regional law enforcement leadership. It is my belief that no police department is an island and that concerns ranging from a city-wide focus to neighborhood-specific focus can only be completely addressed via cooperative efforts to achieve common goals. Honest, frequent engagements with local stakeholders and regional law enforcement agencies, as well as department-wide commitment to the community policing philosophy, are the keys to establishing and maintaining that cooperative spirit.

It would be my honor to become your next Chief of Police. If selected, one of my principal goals would be to work toward Recognized status with the TPCA and advance the Keene Police Department into a model agency in the state of Texas for best practices-based training, procedures, and community engagement.

I ask you to accept the enclosed resume for the position of Chief of Police for the city of Keene. Thank you for your consideration and I hope to meet with community members, city leadership and department members regarding this respected position.

Sincerely,

**Lt. Bradford W. Hunt**  
Commander, Special Operations Division  
Temple, Texas Police Department

# **Bradford W. Hunt**

## **Professional Summary**

A dedicated Division Commander with 25 years in Law Enforcement at the Temple Police Department, including 17 years supervisory experience. Extensive field work, administration experience and communication skills. Expertise in unit management, large-scale budgeting for equipment and training, project coordination and administration, policy/procedure analysis, as well as media relations, community engagement, animal control, event planning, and hiring practices. Successful in conveying a strong work ethic and proven decision-making skills to the role of leading the department towards professional growth and service to the community.

- Guided major organizational changes by leading with a positive, enabling management style encouraging individual buy-in and empowering creativity.
- Strong written and verbal communication skills and adept at creating professional relationships which inspire a spirit of cooperation with the community, city leadership, and regional, state, and federal partners.
- Leads with a caring, servant-based presence which reflects in high-quality performance and customer service.
- Proficient in managing resources to ensure all personnel are able to function in a safe, efficient, constructive environment.

## **Experience**

### **Police Cadet, 04/1995 to 07/1995 - Temple Police Department**

Completed last six weeks' course work for Bachelor's Degree at Stephen F. Austin State University in Nacogdoches, TX while simultaneously beginning first six weeks' work at Basic Police Academy at Central Texas College.

### **Police Officer, 07/1995 to 05/2003 - Temple Police Department**

Joined SWAT in 1996 and performed duties in Patrol, General Investigations and Community Oriented Police. Promoted to Senior Police Officer (currently the Corporal rank) in April, 1999. Became an FTO and TCOLE-certified Basic Instructor. Instructed Patrol Procedures at Basic Police Academy from 1999 to 2012. Nominated several times for Officer of the Year.

### **Police Sergeant, 05/2003 to 03/2013 - Temple Police Department**

Supervised day and night Patrol teams and served in specialized units, including:

- Refined Regional Air Unit operations from 2003 to 2006 as the Unit Coordinator, focusing on safe, efficient flight practices. The Air Unit was a cooperative effort between four agencies in Bell County and was one of the only of its kind in Texas. Promoted the value of risk assessment and management in all decisions regarding missions and aircraft maintenance.
- Founded the Department's first full-time Public Information Officer position in 2008 and established professional relationships with many local government leaders at the city, county, and regional level. Appeared in TV and print media several times a week. Founded the Department's first social media pages (Facebook and Twitter, 2009) and edited website pages.

**Police Lieutenant, 03/2013 to present - Temple Police Department**

Recently assigned as the Special Operations Division Commander in charge of 45 sworn personnel in: Community Oriented Police; School Resource Officers; Traffic Unit; Violent Crime Enforcement Squad; Honor Guard; and, SWAT/Negotiator Team.

Previously spent three years in the role of Administrative Division Commander, with the primary duty to achieve Texas Police Chief's Association (TPCA) Best Practices Program Recognition and:

- Supervised 30 sworn and non-sworn personnel in Animal Services, Records, Evidence, Front-Desk/Call-Takers, Training/Recruiting/Police Academy and Support Services while gaining knowledge of the intricacies of city government processes and Department-wide procedure analysis.
- Innovated numerous positive changes to the Animal Services Department, including re-writing all SOPs, procuring new uniforms, procuring radios to enhance field officer safety and communications, giving input on the proposed remodel of Animal Shelter and re-organizing personnel into Shelter and Field sub-sections of the Unit.
- Engaged in regular involvement in the budgeting of, and accounting for, the equipment necessary to allow efficient, safe operations at the Temple Police Department. Responsible for an annual Administrative budget of over \$3.5M, including personnel, building maintenance, vehicles, and training.
- Wrote and edited over twenty (20) Standard Operating Procedures manuals for individual units in the Department.
- Coordinated all command-level supervisors' tasks to ensure completion of the Recognition Program.
- Supervised the Property and Evidence Unit, to include complete inventory and compliance with TPCA Standards.
- Supervised the Training and Recruiting Unit, to include the Field Training Program and the Temple Police Department Basic Peace Officer Course in conjunction with Temple College.
- Advised the Animal Services Board, City Council, Executive Leadership, Department media personnel and Department leadership on the TPCA Recognition Program, Administration functions, and Animal Services topics or concerns.
- Managed fleet vehicle maintenance along with the Department-wide change-over to Axon systems for In-Car Cameras, Body-Worn Cameras, and Tasers for all 154 sworn personnel.
- Managed the Department's changeover to the Intergraph Records Management System throughout Beta Testing and implementation. Concurrently managed the changeover from UCR-based crime reporting to the Texas and National Incident-Based Reporting System (TIBRS and NIBRS).
- Implemented new building maintenance and custodial services protocols by bringing in outside help for the first time in Department history, from the City's Facilities Maintenance Department.
- Researched and procured innovative vehicle solutions for specialized functions including Crime Scene Technicians, Traffic Unit Investigations, K-9, and Evidence.
- Instructed various topics in Roll-Call and In-Service training modules, including all Recognition-oriented changes and such major policy changes as the Pursuit Policy.
- Served as an Assessor for Promotional Assessment Centers in Georgetown, San Angelo, Conroe, and Tyler, Texas.
- Served as a Facilitator for a Promotional Assessment Center in Sugar Land, Texas.
- Coordinated the complete overhaul and expungement of all outdated equipment in the department, including furnishings, infrastructure, electronics, office equipment, and vehicle equipment.

Supervised each of the four Patrol teams, providing guidance and motivation to the Department's younger officers and mentoring Sergeants in the Watch Commander role. Performed extensive research into patrol schedule systems.

Continuing to focus on community involvement through opportunities within and outside normal job description, including Event Command for the all special events in the city and peripheral involvement in, or attendance at, community events as: National Night Out: the Special Olympics Torch Run: the MLK Parade: Coffee with a Cop: Juneteenth celebration: Blue Santa: Special Olympics Tip-a-Cop, and; other events as they are presented.

## **Education**

- May, 1995 Bachelor of Science, Stephen F. Austin State University Nacogdoches, Texas
- July, 1995 Graduate, Central Texas College Basic Peace Officer Course Killeen, Texas
- September, 2017 Graduate, FBI National Academy, Session #269 Quantico, Virginia

## **Professional Development**

- TCOLE Master Peace Officer's License
- FBI National Academy Graduate - 269th Session, gaining 12 hours' credit from the University of Virginia toward Master's Degree with emphasis on Psychology of Leadership principles and Intelligence Theory
- U.S. Department of Home Land Security - Advanced Incident Command Systems (ICS course curriculum 100, 200, 300, 400, 700 & 800)
- Advanced Public Information Officer and Freedom of Information Act courses
- Active Threat Integrated Command Course from Louisiana State University
- SWAT Commander Course from the National Tactical Officers Association
- Basic SWAT + nine years' Team experience
- Basic Instructor with 13 years' BPOC Instructor experience
- Advanced Explosives Handler/Explosive Entry
- Advanced Post-Blast Investigation - Bureau of Alcohol, Tobacco, and Firearms
- Field Training Officer
- Background Investigator
- Intoxilyzer Operator
- Advanced Tactical Flight Officer
- Air Unit Management and 10-33 Government Surplus program management/budgeting
- Basic Supervisor and Advanced Scene Management courses

## **Professional Memberships**

- Federal Bureau of Investigation (FBI) National Academy Associates
- International Association of Chiefs of Police (previous)
- Texas Police Chief's Association
- National Tactical Officer's Association
- Airborne Law Enforcement Association (previous)
- National Public Information Officer's Association (previous)

## **Personal Connection**

Devoted husband and father of five children, ages one to 21. Community volunteer through Belton Youth Baseball Association, Special Olympics, the Temple I.S.D. Mentoring Program, and soon to be involved in the FC Belton Youth Soccer Association.