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§25.53 EMERGENCY OPERATIONS PLAN

EXECUTIVE SUMMARY

Executive Summary

The Medina Electric Cooperative, Inc. (MEC) Emergency Operations Plan (EOP) was developed to comply with 16 Tex. Admin. Code §25.53. Electric Service Emergency Operations Plan Rule, that was approved by the Texas Public Utility Commission on February 25, 2022. 16 TAC §25.53 made several significant changes to the existing rule based on issues identified after the Winter Storm Uri / ERCOT Load Shed Emergency during February-2021.

The EOP is intended to provide the Cooperative with a clear set of guidelines, policies, and procedures intended to guide preparations, responses, and actions related to all phases and types of electric system emergencies. This document satisfies the requirements of the Public Utility Commission of Texas (PUC) Emergency Operations Plan (16 TAC §25.53) and is intended to guide the organization in the preparation for system emergencies and to provide a framework for important tasks and actions required during a system emergency.

MEC maintains the EOP in anticipation of a natural disaster or situation involving curtailment or major interruptions in electrical service. The plan sets forth organizational and personnel assignments, describes emergency communications procedures and includes emergency contacts. Overall, the primary goals for the plan include:

- Provide the structure, policies, and procedures to guide the organization during all types of emergency conditions and situations.
- Enable MEC, other utility and governmental entities, members, and stakeholders to coordinate and communicate effectively during emergency situations and events.
- Establish procedures for the restoration of electrical service in a systematic and efficient manner by effectively utilizing MEC's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that MEC maintains compliance with the regulatory requirements related to emergency operations and emergency response.

The EOP is organized in the following Sections and Annexes:

EOP Sections

(Section-1) Approval and Implementation Section:

This section begins on page 7 of the EOP and corresponds to §25.53(d)(1).

This Section of the EOP provides the formal plan approvals and tracks all plan revisions. This section also includes an introduction and purpose of the plan and a statement regarding the applicability of the EOP. And to emphasize the commitment of the Cooperative's senior leadership, this section includes a "Message from the CEO" that underscores the importance of the plan and encourages all MEC personnel to learn the plan and work with their respective supervisors and teams to understand all relevant parts of the plan. This first section addresses the EOP training policy for MEC and prescribes the responsibilities of the EOP Plan Administrator assigned to ensure the plan is maintained and reviewed on a regular basis.

(Section-2) Communications Plan:

This section begins on page 14 of the EOP and corresponds to §25.53(d)(2).

The second section of the EOP is the Communications Plan section. This section of the plan includes the strategies, key policies, roles, and communications steps that MEC undertakes in an emergency event. Key

policies include tracking and coordination of external communications, the designation of spokesperson(s) for the Cooperative, and guidance for all employees regarding media interactions. The remainder of the Communications Plan addresses all the requirements in 16 TAC §25.53 regarding communications with the public, the media, MEC members, the PUC, OPUC, local and State Governmental Entities, Officials, and (County) Emergency Operations Centers, ERCOT, and Critical Load members. The final part of this section sets forth procedures to ensure accurate and timely internal communications, which is critical to an effective emergency response.

(Section-3) Pre-Identified Supplies for Emergency Response Plan:

This section begins on page 19 of the EOP and corresponds to §25.53(d)(3).

This section of the EOP provides information on Pre-Identified Supplies for Emergency Response. This section identifies the policies and guidelines for the management of materials, supplies and resources that MEC may need during emergency events and details regarding the internal roles and responsibilities. MEC utilizes Texas Electric Cooperatives Materials and Supply Division materials and warehouse services program. This service provided by TEC includes logistical planning and support service for all distribution facilities and materials related to all levels of system emergency events.

(Section-4) Staffing During Emergency Response Plan:

This section begins on page 21 of the EOP and corresponds to §25.53(d)(4).

This section of the EOP provides information regarding Staffing During Emergency Response and the roles and assignments for MEC personnel during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that MEC will utilize and addresses work schedule for MEC personnel that MEC shall use in significant and major system emergency events.

(Section-5) Weather-Related Hazards Identification Plan and EOP Activation Procedure:

This section begins on page 23 of the EOP and corresponds to §25.53(d)(5).

The final section of the EOP is the Weather-Related Hazards Identification Plan and EOP Activation Procedure section. MEC has a series of policies, procedures, and information resources to monitor all types of weather situations and forecasted emergency conditions. This section also provides the policies and procedures related to the activation of the EOP, and the series of emergency levels that have been developed, with criteria for moving to the emergency levels identified in the plan.

EOP Annexes

Weather Emergency Annex:

This section begins on page 28 of the EOP and corresponds to §25.53(e)(1)(A).

The Weather Emergency Annex addresses preparation for both hot and cold weather emergencies. The key policies in this section set forth the requirement for MEC to develop and utilize a checklist for MEC to activate in extreme weather situations.

Load Shed Annex:

This section begins on page 31 of the EOP and corresponds to §25.53(e)(1)(B).

The Load Shed Annex contains information regarding MEC preparations and actions for ERCOT Emergency Event Alerts (EEA) levels and include details for the EEA Level-3 load shed events. The load shed plan contains the policies and procedures in place between South Texas Electric Cooperative (STEC) and MEC regarding the

planning and preparation for load shed events and contains detailed information regarding other operational information for EEA events. This Annex also contains information on the MEC procedure for restoration coordination with STEC following a load shed event, and key policies and procedures that MEC utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on MEC's Critical Load Registry and information related to the maintenance of the registry, communication procedures to these members, and other relevant information regarding Critical Loads.

Pandemic and Epidemic Annex

This section begins on page 38 of the EOP and corresponds to §25.53(e)(1)(C).

In the Pandemic and Epidemic Annex, MEC has provided the Cooperative's policies, procedures, and guidelines that are designed to prepare for pandemic and epidemic outbreaks, and to effectively deal with operations, restoration and communications circumstances presented by a widespread pandemic event. Key policies in this section address the steps MEC takes regarding prevention and preparation, policies related to remote work for MEC personnel, and steps MEC takes to ensure MEC adheres to policies implemented by state and local agencies.

Wildfire Annex:

This section begins on page 42 of the EOP and corresponds to §25.53(e)(1)(D).

The Wildfire plan provides the guidelines, procedures and best practices related to wildfire mitigation and document MEC's policies and practices related to fire prevention and pre-planning, threat mitigation, responses to fire incidents and post incident recovery. This section includes wildfire mitigation actions along with steps MEC would take to respond to any wildfire events.

Hurricane Annex:

This section begins on page 44 of the EOP and corresponds to §25.53(e)(1)(E).

MEC's service area includes Hurricane Evacuation Zones (HEZ) and hurricanes and tropical storms pose a significant risk to MEC. This section of the EOP has well developed policies and procedures based on experience and best practices developed by the Cooperative over many years. The policies and procedures in this section track the various stages of development and landfall of these storms and sets for the organizational approach to managing these events, and the roles and responsibilities of all cooperative management and non-management personnel. This section also contains procedures for contacting and utilizing outside contractors and resources to assist with damage assessment and restoration tasks.

Cyber Security Annex:

This section begins on page 50 of the EOP and corresponds to §25.53(e)(1)(F).

The Cyber Security Annex provides the guidelines, procedures and best practices related to cyber security for the MEC office facilities and electric distribution system. Based on MEC's facility ownership profile, cyber security policies and measures are focused on network security, anti-virus security and employee education.

Physical Security Incident Annex:

This section begins on page 54 of the EOP and corresponds to §25.53(e)(1)(G).

The Physical Security Annex provides information regarding the policies and procedures MEC has implemented to protect the office complex and other facilities that are critical to the operation of the MEC electric distribution system. Based on MEC's facility ownership profile this Annex establishes the security policies, guidelines, and requirements for MEC's facilities, visitors, and surveillance.

Plan Distribution and Training

The table below documents the distribution list of the EOP and the associated training document to MEC personnel and the date the training was completed by each employee:

| Name | Title | Date EOP Distribution and EOP Training |
|------------------|---------------------------------------|---|
| Keith Calle | Chief Engineering Division Officer | 4/13/2022 |
| Leonard Geyer | Chief Operations Division Officer | 4/13/2022 |
| Doug Kindred | Chief IT Officer | 4/13/2022 |
| Patti Taylor | Chief Administrative Officer | 4/14/2022 |
| Laurie Van Damme | Chief Financial Officer | 4/13/2022 |
| Norby Salazar | Manager of Northern Region Operations | 4/14/2022 |
| Scott Schulte | Hondo Area Line Foreman | 4/14/2022 |
| Tony Banda | Dilley Area Line Foreman | 4/14/2022 |
| Raymond Sendejo | Uvalde Area Line Foreman | 4/14/2022 |
| Raymond Schawe | Devine Area Line Foreman | 4/14/2022 |
| Oscar Chapa | Manager of Southern Region Operations | 4/14/2022 |
| Albert Vela | Bruni Area Line Foreman | 4/14/2022 |
| Allen Boehme | System Operator | 4/14/2022 |
| Chris Muennink | System Operator | 4/14/2022 |
| Deborah DeLeon | System Operator | 4/14/2022 |
| | | |

PROJECT NO. 53385

**AFFIDAVIT OF CHIEF EXECUTIVE OFFICER OF
MEDINA ELECTRIC COOPERATIVE, INC.
PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53**

STATE OF TEXAS §

COUNTY OF MEDINA §

BEFORE ME, the undersigned authority, on this day personally appeared, and who, after being duly sworn, stated on his or her oath he or she is entitled to make this Affidavit, and that the statements contained below are true and correct.

I, Herbert Grebe III, swear or affirm that as an Electric Cooperative operating in the State of Texas and the Electric Reliability Council of Texas (ERCOT) region and control system, confirms the following:

“I am the Chief Executive Officer of Medina Electric Cooperative, Inc. (MEC), which is a Texas electric cooperative corporation.

MEC operates an electric distribution utility system in the State of Texas and the Electric Reliability Council of Texas power region.

The Emergency Operations Plan (EOP) developed to comply with the updated 16 TAC §25.53. Electric Service Emergency Operations Plan Rule, has been distributed to MEC Managers and Operations personnel;

MEC executives, and Operations personnel have received training on the updated EOP;

In accordance with the updated 16 TAC §25.53. Electric Service Emergency Operations Plan Rule, a drill (tabletop exercise) for MEC Operations personnel is scheduled for a date and time in CY2022 before July 31, 2022;

MEC will notify Commission Emergency Management Personnel and regional TDEM representative(s) prior to the drill;

MEC has distributed the EOP to local Jurisdictions, including regional TDEM personnel and all Counties in the MEC service area;

MEC has a Business Continuity Plan related to returning to normal operations after an emergency event or situation;

MEC’s emergency management personnel who are designated to interact with local, state, and federal emergency management officials during emergency events have received the latest IS-100, 20 IS-200, IS-700, and IS-800 National Incident Management System training.

Robert Dale III

{Signature of Officer of the Cooperative}

Chief Executive Officer

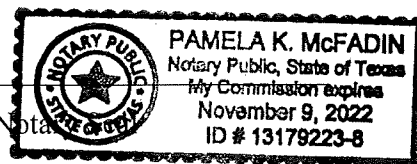
Medina Electric Cooperative, Inc.

Sworn and subscribed before me on this 13TH day of APRIL, 2022.

Pamela K. McFadin

Notary Public in and for the State of Texas

(Must be notarized by a notary public in and for the State of Texas)





Emergency Contact Information Update

Background

16 Texas Administrative Code §25.53(e) and §26.51(b)(4) require electric market entities and telecommunications utilities to provide emergency contact information to the Commission. In addition, should this information change, these entities must provide the updated information to the Commission within 30 days. This information may be sent to the Commission using either mail or email at the addresses below: (Please complete this form in its entirety)

Public Utility Commission of Texas

Attention: Emergency Management Coordinator

1701 Congress Ave., PO Box 13326

Austin, TX 78711-3326

emc@puc.texas.gov – Subject line: "Emergency Contact Information"

Entity Information

| | | |
|---|-------------------|---|
| Entity Name: Medina Electric Cooperative, Inc. | | Certificate or Registration #: 30126 |
| Texas Address: 2308 18th Street | | |
| City: Hondo, TX | ZIP: 78861 | Customer Service Phone #: 866-632-3532 |

Emergency Contact Information

| | | |
|--|--------------------|-------------------|
| Primary Emergency Contact: | | |
| Name: Herbert (Trey) Grebe, III | | Title: CEO |
| Address: 2308 18th Street | | |
| City: Hondo | State: TX | ZIP: 78861 |
| Email: | | |
| Office Phone: | Cell Phone: | Fax: |

| | | | |
|-------------------------------------|---------------------------------|--|-------------------|
| Secondary Emergency Contact: | | | |
| Name: Keith Calle | | Title: Chief Engineering Division Officer | |
| Address: 2308 18th Street | | | |
| City: Hondo | | State: TX | ZIP: 78861 |
| Email: keithc@medinaec.org | | | |
| Office Phone: 830-741-7388 | Cell Phone: 830-538-8413 | Fax: 830-426-2796 | |
| Tertiary Emergency Contact: | | | |
| Name: Leonard Geyer | | Title: Chief Operations Division Officer | |
| Address: 2308 18th Street | | | |
| City: Hondo | | State: TX | ZIP: 78861 |
| Email: leonardg@medinaec.org | | | |
| Office Phone: 830-741-7216 | Cell Phone: 210-260-7127 | Fax: 830-426-2796 | |