

**FORT BEND COUNTY    FY 2010**  
**COMMISSIONERS COURT AGENDA REQUEST FORM**  
 Return Completed Form to: Agenda Coordinator, County Judge's Office

Date Submitted: 3/3/10  
 Court Agenda Date: 3/23/10

Submitted By: Jeff D. Braun  
 Department: Office of Emergency Management  
 Phone Number: 281-342-6185

**SUMMARY OF ITEM:** Take all appropriate action to approve the travel and the signing of an approval letter required by the State of Texas for OEM employee, Doug Barnes, to attend the HAZUS-MH training at the Emergency Management Institute in Emmitsburg, Maryland on May 17-21, 2010. The travel will be paid from 2008 UASI grant funds. Travel dates will be May 16, 2010 with a return date of May 21, 2010.

RENEWAL AGREEMENT/APPOINTMENT      YES ☐      NO ☒  
 REVIEWED BY COUNTY ATTORNEY'S OFFICE:    YES ☐      NO ☒

List Supporting Documents Attached: *FEMA acceptance letter*

**FINANCIAL SUMMARY:**

BUDGETED ITEM:    YES ☐                      NO ☒

FUNDNG SOURCE: Accounting Unit: 100580999 Account Number: 23300  
 Activity (If Applicable): G580-08UASI

REQUIRES AUDITOR TO CERTIFY FUNDS:      YES ☐      NO ☒

**Instructions to submit Agenda Request Form:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

**DISTRIBUTION:**

Original Form Submitted with back up to County Judge's Office ☒ (✓ when completed)

If by E-Mail to [ospindon@co.fort-bend.tx.us](mailto:ospindon@co.fort-bend.tx.us)

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input checked="" type="checkbox"/> Auditor	(281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1	(281-342-0587)
<input checked="" type="checkbox"/> Budget Officer	(281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2	(281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning	(281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3	(281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent	(281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4	(281-980-9077)
<input checked="" type="checkbox"/> Information Technology	(281-341-4526)	<input checked="" type="checkbox"/> County Clerk	(281-341-8697)
<input checked="" type="checkbox"/> Other:		<input checked="" type="checkbox"/> County Atty	(281-341-4557)

**RECOMMENDATION / ACTION REQUESTED:**

Please return original signed letter to the Office of Emergency Management to the attention of Bob Stone.

Special Handling Requested (specify):



## COUNTY JUDGE

Fort Bend County, Texas

Robert E. Hebert  
County Judge

(281) 341-8608  
Fax (281) 341-8605

March 23, 2010

Jeff Braun  
Fort Bend County  
Office of Emergency Management  
307 Fort Street  
Richmond, Texas 77469

Re: Out of State Travel Authorization

Dear Jeff,

I am approving the request for Doug Barnes, Fort Bend County GIS Planning Coordinator, to attend the Basic HAZUS-MH (E313) course at the Emergency Management Institute in Emmitsburg, Maryland. The travel will be funded through the 2008 Regional Planning Coordination Grant.

Class: Basic HAZUS-MH (E313)  
Location: Emmitsburg, Maryland  
Dates: May 17-21, 2010  
Attendee: Doug Barnes  
Estimated Cost: Approximately \$400.00

The class is designed for GIS specialists and provides participants with an understanding of the multi-hazard applications of HAZUS-MH toward mitigation, response, recovery, and risk management for earthquake, flood and hurricane hazards. Authorization for travel to this training is approved.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Hebert", with a stylized flourish at the end.

Robert E. Hebert  
County Judge



FEMA

February 2, 2010

Mr. Douglas A Barnes Jr  
4204 Riley  
Houston, TX 77005

Dear Mr. Barnes Jr:

Welcome to the Department of Homeland Security – United States Fire Administration's National Emergency Training Center (NETC) – home of the National Fire Academy and Emergency Management Institute. We are pleased to inform you that you have been accepted for:

**E313: BASIC HAZUS MULTI-HAZARDS**  
**May 17, 2010 To May 20, 2010**

Enclosed is information that you need to plan your travel (TRAVEL DATES) and training. **Please read it carefully. If you are eligible to receive a stipend, please note that there are changes in our reimbursement policies.**

Students staying on campus must purchase a meal ticket. To find the total cost of the meals please go to [http://www.usfa.dhs.gov/downloads/pdf/NETC\\_Welcome\\_Package.pdf](http://www.usfa.dhs.gov/downloads/pdf/NETC_Welcome_Package.pdf) Click on "Food Service" in the Bookmarks to the left of your screen or go to page 17. **For additional information please contact Guest Services as indicated in the Welcome Package. The Welcome Package contains information on lodging, transportation, reimbursement, dress code, etc. PLEASE BE SURE TO READ THIS PACKAGE PRIOR TO MAKING YOUR TRAVEL ARRANGEMENTS.**

Since you have been accepted into a class at NETC, lodging has been reserved for you. If you are a non-DHS Federal employee, lodging will be reserved for you on the NETC campus. Please refer to the NETC Welcome Package for the cost of lodging as well as the procedures for housing non-DHS Federal employees. If you are a DHS employee, you must present a copy of your travel authorization at registration. Please refer to FEMA instructions, policies, and comptroller grants pertaining to travel to NETC. If you are a foreign student, private sector representative, or contractor to a State or local government entity, you are responsible for your own travel and per diem costs, and lodging, payable upon arrival to NETC. USFA accepts credit card payment (VISA, MasterCard, Discover, or American Express) for lodging. **PLEASE REFER TO THE NETC WELCOME PACKAGE FOR ADDITIONAL HOUSING INFORMATION.**

If you are not able to attend this course, please notify us in writing at least 1 month prior to your course start date. We have a waiting list of your colleagues who will take your place. Failure to notify us in writing may result in your restriction from NETC and NTC classes. In addition, if your responsibilities or organization change, please notify us in writing immediately. It may affect your eligibility to attend the course.

If you have any questions, please call (301) 447-1035 or [NETC-Admissions@dhs.gov](mailto:NETC-Admissions@dhs.gov).

Sincerely,

Jo Ann Boyd  
Admissions Specialist  
NETC Management Operations and Support Services

Enclosures