

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

Date Submitted: 10-21-10

Submitted By: Jeff D. Braun

Court Agenda Date: 10-26-10

Department: Office of Emergency Management  
 Phone Number: 281-342-6185

**SUMMARY OF ITEM:** Take all appropriate action to re-sign an agreement between Fort Bend County and the Texas Engineering Extension Service (TEEX) to conduct the Jurisdictional Crisis Emergency Management, Emergency Operations Center Course. This course was approved in Commissioner's Court on October 5, 2010. The contracted price of \$75,000 remains the same. The changes are in the deliverables of the course.

**RENEWAL AGREEMENT/APPOINTMENT**

YES ☐ NO ☒

**FINANCIAL SUMMARY:**

BUDGETED ITEM: YES ☐ NO ☒

FUNDNG SOURCE: Accounting Unit: 1005809999 Account Number: 64500  
 Activity (If Applicable): G580-08UASI

DESCRIPTION OF LAWSON ACCOUNT: \_\_\_\_\_

**Instructions to submit Agenda Request Form:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should 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 type="checkbox"/> Other:	<input checked="" type="checkbox"/> County Atty (281-341-4557)

**RECOMMENDATION / ACTION REQUESTED:**

Special Handling Requested (specify): Please return to Bob Stone, FBC OEM when completed.

10-27-10 copy received



## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is entered into by and between Fort Bend County, Texas Office of Emergency Management and the Texas Engineering Extension Service (TEEX) shown below as Contracting Parties.

### I. CONTRACTING PARTIES

The Receiving Party:

Fort Bend County, Texas  
Office of Emergency Services  
307 Fort Street  
Richmond, TX, 77469

The Performing Party:

Texas Engineering Extension Service (TEEX)  
301 Tarrow, College Station, TX 77840-7896

### II. STATEMENT OF SERVICES PERFORMED

See Statement of Services dated October 13, 2010, and attached hereto and incorporated as Attachment A.

### III. AGREEMENT AMOUNT

The total amount of this agreement is:  
 \$75,000 (SEVENTY-FIVE THOUSAND DOLLARS).

### IV. PAYMENT FOR SERVICES

Payment for services performed shall be billed lump sum with payment due within thirty (30) days of service delivery.

### V. TERM OF AGREEMENT

This Agreement is to begin as of the date of the last signature and shall be completed by December 30, 2010.

If this Agreement is not executed by all parties within 60 days of date of the first signature, then this Agreement will be null and void and of no further effect.

### VI. ALTERNATIVE DISPUTE RESOLUTION

The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by Customer and TEEX to attempt to resolve any claim for breach of contract made by Customer that cannot be resolved in the ordinary course of business. Customer shall submit written notice of a claim of breach of contract under this Chapter to the Deputy Director of TEEX, who shall examine Customer's claim and any counterclaim and negotiate with Customer in an effort to resolve the claim.

### VII. RIGHT TO TERMINATE

Both Parties reserve the right to terminate this agreement for reasonable cause or if it is determined the objectives of this program cannot be accomplished. Party wishing to terminate this program must notify the other Party in writing thirty (30) days in advance and arrange for a mutual settlement of expenses incurred.

The undersigned Parties bind themselves to the faithful performance of this Agreement.

For the Customer: Fort Bend County

Signed: \_\_\_\_\_

Name: Robert Hebert

Title: County Judge

Date: October 26, 2010

Texas Engineering Extension Service:

Signed: \_\_\_\_\_

Name: Sue Shahan

Title: Deputy Director

Date: 10-19-10



**ATTACHMENT “A”**  
**Fort Bend County Office of Emergency Management**  
**TEEX/NERRTC, Jurisdictional Crisis Emergency Management –**  
**Emergency Operations Center (J CEM-EOC) Course**  
**Statement of Services**

**Course Overview:** The Jurisdictional Crisis Emergency Management – Emergency Operations Center (J CEM-EOC) Course provides jurisdictional teams with incident management and decision-making skills required to safely and effectively manage any “All Hazards” large scale or catastrophic incident (man-made or natural) in their specific jurisdiction/region. The course provides an overview of emergency response considerations and methodologies of the Incident Command System (ICS) in an EOC, followed by twelve (12) hours of computer-driven exercise. The third day of the course will include a four (4) hour After Action Review (AAR) and discussion of lessons learned. This course, using a multidiscipline, jurisdictional team building approach, focuses on the EOC critical decision-making requirements within the EOC. The course exercises incident management skills, staff responsibilities, and related decision-making requirements. Each staff position is integrated into a management structure within the EOC. During the simulations, participants may train in a fixed, assigned position, or opt to train in several positions during simulation exercises. Over 60% of the course is hands-on computer-driven simulation training activities, designed to reinforce and hone their emergency management and decision-making skills during the simulated response to a large scale or catastrophic incident.

**Course Scope:** The scope of this course addresses a number of priorities and capabilities that the Department of Homeland Security is encouraging state and local jurisdictions to establish. This training course assists with establishing priorities for the National Planning Scenarios, National Preparedness Goals, the Universal Task List, and the Target Capabilities List.

**Participants:** Emergency managers who are in management or supervisory positions that may be required to perform in an emergency operations center, or other multiagency coordination entity, for a jurisdiction during a response to any “All Hazards” incidents. Each course is designed for a maximum of 45 participants – and may be represented from the following disciplines or services:

- Fire Services
- Emergency Medical Services (EMS)
- Hazardous Materials (Hazmat)
- Law Enforcement
- Public Health
- Health Care
- Public Works
- Emergency Management
- Governmental Administration
- County, State, and Federal agency personnel who will respond with a local jurisdiction during any All Hazards or CBRNE/terrorism incident
- Private/Corporation

**Course Length:** 2 1/2 days (20 hours).

**Course Delivery Dates:** 14-16 December 2010

**Course Delivery Location:** This training will be delivered at the Fort Bend County Emergency Operations Center (EOC), 307 Fort Street, Richmond, TX, 77469 at a time determined by the requesting jurisdiction. NERRTC provides the instructors and the training materials, and the host jurisdiction provides the course participants and classroom facilities.

**Course Specifics:** The half day of the JCEM-EOC course delivery includes a refresher on the roles, responsibilities, and functions of an EOC with activities designed to emphasize important concepts. Topics include information management processes; EOC planning process, using the Coast Guard Planning "P" model as applied to the EOC; and resource management processes. The next day and a half of the course includes a 12-hour exercise tailored to and selected by the jurisdiction. The final day of the course will include a 4-hour after action review and course wrap-up.

**Deliverables:**

- 2 1/2 day J CEM-EOC course consisting of:
  - One half day of lecture focused on the roles, responsibilities, and functions of an EOC, Information Management processes; EOC Planning Process, using the Coast Guard Planning "P" model as applied to the EOC; Resource Management Processes.
  - One (1) 12-hour exercise using a scenario selected by the jurisdiction
  - One (1) 4-hour after action review and course wrap-up. Results of this review will be provided to Ft Bend County by 30 December 2010.

**Total Delivery Costs for J CEM-EOC:** **\$ 75,000.00**



## MEMORANDUM OF AGREEMENT

Agreement No. \_\_\_\_\_

Rescind from  
Court Date: 10-5-2010  
AGENDA ITEM 21

This Memorandum of Agreement (MOA) is entered into by and between FT Bend County, Texas Office of Emergency Management (Customer) and the Texas Engineering Extension Service (TEEX) shown below as Contracting Parties.

### I. CONTRACTING PARTIES

The Receiving Party:

Ft Bend County, Texas  
Office of Emergency Services

The Performing Party:

Texas Engineering Extension Service (TEEX)  
301 Tarrow, College Station, TX 77840-7896

### II. STATEMENT OF SERVICES PERFORMED

See Statement of Services dated September 27, 2010, and attached hereto and incorporated as Attachment A.

### III. AGREEMENT AMOUNT

The total amount of this agreement is:  
\$75000.00 (seventy-five thousand, dollars)

### IV. PAYMENT FOR SERVICES

Payment for services performed shall be billed lump sum with payment due within thirty (30) days of service delivery.

This Agreement is to begin as of the date of the last signature and shall terminate as of August 31, 2010

If this Agreement is not executed by all parties within 60 days of date of the first signature, then this Agreement will be null and void and of no further effect.

### VI. ALTERNATIVE DISPUTE RESOLUTION

The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by Customer and TEEX to attempt to resolve any claim for breach of contract made by Customer that cannot be resolved in the ordinary course of business. Customer shall submit written notice of a claim of breach of contract under this Chapter to the Deputy Director of TEEX, who shall examine Customer's claim and any counterclaim and negotiate with Customer in an effort to resolve the claim.

### VII. RIGHT TO TERMINATE

Both Parties reserve the right to terminate this agreement for reasonable cause or if it is determined the objectives of this program cannot be accomplished. Party wishing to terminate this program must notify the other Party in writing thirty (30) days in advance and arrange for a mutual settlement of expenses incurred.

### V. TERM OF AGREEMENT

The undersigned Parties bind themselves to the faithful performance of this Agreement.

For the Customer: FORT BEND COUNTY

Texas Engineering Extension Service:

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: Robert Hebert

Name: \_\_\_\_\_

Title: County Judge

Title: \_\_\_\_\_

Date: October 5, 2010

Date: \_\_\_\_\_



**ATTACHMENT "A"**  
**Ft Bend County Office of Emergency Management**  
**TEEX/NERRTC, Jurisdictional Crisis Emergency Management –**  
**Emergency Operations Center (J CEM-EOC) Course**  
**Statement of Services**

**Course Overview:** The Jurisdictional Crisis Emergency Management – Emergency Operations Center (J CEM-EOC) Course provides jurisdictional teams with incident management and decision-making skills required to safely and effectively manage any "All Hazards" large scale or catastrophic incident (man-made or natural) in their specific jurisdiction/region. The course provides an overview of emergency response considerations and methodologies of the Incident Command System (ICS) in an EOC, followed by eight (8) hours of computer-driven exercise. This course, using a multidiscipline, jurisdictional team building approach, focuses on the EOC critical decision-making requirements within the EOC. The course exercises incident management skills, staff responsibilities, and related decision-making requirements. Each staff position is integrated into a management structure within the ICP. During the simulations, participants may train in a fixed, assigned position, or opt to train in several positions during simulation exercises. Over 30% of the course is hands-on computer-driven simulation training activities, designed to reinforce and hone their emergency management and decision-making skills during the simulated response to a large scale or catastrophic incident.

**Course Scope:** The scope of this course addresses a number of priorities and capabilities that the Department of Homeland Security is encouraging state and local jurisdictions to establish. This training course assists with establishing priorities for the National Planning Scenarios, National Preparedness Goals, the Universal Task List, and the Target Capabilities List.

**Participants:** Emergency managers who are in management or supervisory positions that may be required to perform in an emergency operations center, or other multiagency coordination entity, for a jurisdiction during a response to any "All Hazards" incidents. Each course is designed for a maximum of 45 participants – supervisors and managers - in a balanced representation of the following disciplines or services:

- Fire Services
- Emergency Medical Services (EMS)
- Hazardous Materials (Hazmat)
- Law Enforcement
- Public Health
- Health Care
- Public Works
- Emergency Management
- Governmental Administration
- County, State, and Federal agency personnel who will respond with a local jurisdiction during any All Hazards or CBRNE/terrorism incident
- Private/Corporation

**Course Length:** Three days (24 hours).

**Course Delivery Dates:** TBD

**Course Delivery Location:** This training will be delivered at a location selected by the requesting jurisdiction and at a time determined by the requesting jurisdiction. NERRTC provides the instructors and the training materials, and the host jurisdiction provides the course participants and classroom facilities.

**Course Specifics:** The first two days day of the JCEM-EOC course delivery includes a refresher on the roles, responsibilities, and functions of an EOC with activities designed to emphasize important concepts. Topics include information management processes; EOC planning process, using the Coast Guard Planning "P" model as applied to the EOC; and resource management processes. The third day of the course includes an 8-hour exercise tailored using a scenario selected by the jurisdiction.

**Deliverables:**

- Three day J CEM-EOC course consisting of:
  - Day one will consist of lecture and activities focused on the roles, responsibilities, and functions of an EOC, Information Management processes; EOC Planning Process, using the Coast Guard Planning "P" model as applied to the EOC; Resource Management Processes.
  - Day two will consist of two four hour notional exercises.
  - Day three will consist of One (1) 8-hour exercise using a scenario selected by the jurisdiction
  - Final details and scheduling will be determined after approval of the project

**Total Delivery Costs for J CEM-EOC:**           **\$75,000**