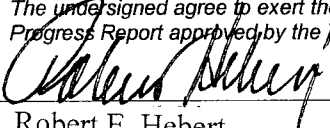


FISCAL YEAR 2012 EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION

1. APPLICANT NAME (Jurisdiction): Fort Bend County	
2. COUNTY: Fort Bend County	3. DISASTER DISTRICT: Sub 2c
4. EMPG STATUS: <input checked="" type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant	
5. PROGRAM PARTICIPANTS: (List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have joined or withdrawn from your program in the last year) Fort Bend County, Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Missouri City, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Thompsons, and Weston Lakes	
6. CHECKLIST OF APPLICATION ATTACHMENTS: (See the FY 2012 <i>Emergency Management Performance Grant (EMPG) Guide</i> for information on completing these forms)	
<input checked="" type="checkbox"/> Designation of Grant Officials (TDEM-17B) <input checked="" type="checkbox"/> Statement of Work & Cumulative Progress Report (TDEM-17A) - This form shall be signed by the EMC <input checked="" type="checkbox"/> Application for Federal Assistance (TDEM-67) -The Authorized Official shall sign this form <input checked="" type="checkbox"/> EMPG Staffing Pattern (TDEM-66) - The Authorized Official shall sign this form <input checked="" type="checkbox"/> EMPG Staff Job Description (TDEM-68) - A current job description is required for each staff member listed in the FY 2011 EMPG Staffing Pattern (TDEM-66) <input checked="" type="checkbox"/> FEMA Form 20-16 Summary Sheet for Assurances & Certifications - Shall be signed by an Authorized Official Attached: <input checked="" type="checkbox"/> FEMA Form 20-16A, Assurances – Non-Construction Programs <input checked="" type="checkbox"/> FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension, & Other Responsibility Matters; and Drug-Free Workplace Requirements <input checked="" type="checkbox"/> FEMA Form SF LLL, Disclosure of Lobbying Activities - Signed by the Authorized Official <i>required only if the applicant performs lobbying to influence federal actions</i> <input checked="" type="checkbox"/> Direct Deposit Authorization (form 74-146) or Application for Payee ID Number (form AP-152) - The Grant Financial Officer shall sign this form <input checked="" type="checkbox"/> Travel Policy Certification (TDEM-69) - The Grant Financial Officer shall sign this form	
7. CERTIFICATION: This Application, together with the approved EMPG Statement of Work & Cumulative Progress Report (TDEM-17A), constitutes the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the Statement of Work & Cumulative Progress Report approved by the Texas Division of Emergency Management.	
 Robert E. Hebert, Fort Bend County Judge	1-24-2012 Date Emergency Management Coordinator (Original Signature) Jeff Braun Date 1/19/12
TDEM USE ONLY	
8. APPROVAL: The attached Fiscal Year 2012 Statement of Work & Cumulative Progress Report is approved	
<input type="checkbox"/> Assistant Director/Chief	Date
<input type="checkbox"/> State Coordinator for Preparedness and Operations	

TDEM-17
12/11

Mail completed forms and application materials to:

Grant Coordinator
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety
PO Box 4087
Austin, TX 78773-0223

1-31-12 copy received

FISCAL YEAR 2012 EMPG STATEMENT OF WORK & CUMULATIVE PROGRESS REPORT

APPLICANT NAME (Jurisdiction): Fort Bend County				
Document	Submitted By	Date	TDEM Review By	Date
Statement of Work	JDB			
Progress Report #1				
Progress Report #2				
TASK 1—WORK PLAN & SEMIANNUAL PROGRESS REPORT				
<input checked="" type="checkbox"/> Work Plan	Our jurisdiction will submit an EMPG Application, two Progress Reports, two Staffing Commitment Certifications, and four Quarterly Financial Reports Our jurisdiction has appointed a NIMSCAST point of contact, established a NIMSCAST account, and is 100% compliant with FY 2009 NIMSCAST objectives and metrics			
<input type="checkbox"/> Progress Report #1	<input type="checkbox"/> This Progress Report # 1 is being submitted to the TDEM Preparedness Section <input type="checkbox"/> First & Second Quarter Financial Reports have been submitted to TDEM Support Services			
<input type="checkbox"/> Progress Report #2	<input type="checkbox"/> This Progress Report # 2 is being submitted to the TDEM Preparedness Section <input type="checkbox"/> Third & Fourth Quarter Financial Reports have been submitted to TDEM Support Services			
TASK 2—LEGAL AUTHORITIES FOR EMERGENCY MANAGEMENT PROGRAM				
<input checked="" type="checkbox"/> Work Plan	Our jurisdiction will maintain current legal documents establishing our emergency management program <input checked="" type="checkbox"/> Our NIMSCAST account is 100% compliant with all objectives and metrics <input checked="" type="checkbox"/> Our TRRN registration completed and resources entered <input checked="" type="checkbox"/> Our legal documents are current & on file with TDEM; no additional action is required <input type="checkbox"/> Our jurisdiction will prepare or update & submit to TDEM: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:			
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Our NIMSCAST account is 100% compliant with all objectives and metrics <input type="checkbox"/> Our TRRN registration completed and resources entered <input type="checkbox"/> Our legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> Our jurisdiction completed & submitted to TDEM: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:			
<input type="checkbox"/> Progress Report #2 April 1- September 30	<input type="checkbox"/> Our NIMSCAST account is 100% compliant with all objectives and metrics <input type="checkbox"/> Our TRRN registration completed and resources entered <input type="checkbox"/> Our legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> Our jurisdiction completed & submitted to TDEM: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:			

TASK 3—PUBLIC EDUCATION/INFORMATION

<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Option 1: Our jurisdiction will conduct 30 hours of hazard awareness activities for local citizens <p align="center">-OR A COMBINATION OF -</p> <input type="checkbox"/> Option 2: Our jurisdiction will prepare & distribute public education/information materials to a <u>substantial portion</u> of the community. In the space below, describe the materials to be distributed: <p align="center">**You may provide a combination of both options.</p>
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Our jurisdiction completed the following hazard awareness and/or public education/information activities:
<input type="checkbox"/> Progress Report #2 April 1 – September 30	<input type="checkbox"/> Our jurisdiction completed the following hazard awareness and/or public education/information activities:

TASK 4—EMERGENCY MANAGEMENT PLANNING DOCUMENTS

<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Our jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Our emergency management plan and all annexes are current and NIMS compliant <input checked="" type="checkbox"/> We will develop, update, or change these planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input checked="" type="checkbox"/> H <input type="checkbox"/> I <input checked="" type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input checked="" type="checkbox"/> M <input type="checkbox"/> N <input checked="" type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input checked="" type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: NOTE: Plans & annexes dated prior to September 30, 2005, must be revised or updated this year. All Plans and Annexes must be NIMS compliant.
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Our jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Our emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> We updated by revision or change these planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents:
<input type="checkbox"/> Progress Report #2 April 1 – September 30	<input type="checkbox"/> Our jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Our emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> We updated by revision or change these planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents:

TASK 5—EXERCISE PARTICIPATION & SCHEDULE

Work Plan

Submit the jurisdiction's TEP no later than 60 days after the conduct of the TEP Workshop, or with the EMPG application package/work plan

1. Each **jurisdiction** receiving EMPG funding must:
 - a. Conduct two (2) discussion-based exercises and one (1) operations-based exercise demonstrating a progressive exercise program. A full-scale exercise must be conducted and evaluated at least every three years. Actual incident response is NOT eligible for substitute exercise credit. Exercise program must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP).
 - b. Develop and submit a multi-year Training and Exercise Plan (TEP), not less than three years, to the TDEM Exercise unit.
2. Each **individual** funded through the EMPG program must actively participate in a minimum of three exercises within the performance period

[Redacted]

TDEM-17A
11/10

TASK 6—TRAINING FOR EMERGENCY MANAGEMENT PERSONNEL

<input checked="" type="checkbox"/> Work Plan	ALL EMPG-funded emergency management personnel will participate in the following training during FY 2012:	
	Position/Name	Course Name or Number
	EMC/Jeff Braun	O-375-All Hazards IMT Course G-975-EOC Operations & ICS Interface
	Deputy EMC/Alan Spears	G-305-All Hazards Incident Management Team AWR213-48-Critical Infrastructure Key Resources Awareness
	Sr. Planning Coord/Miles Tollison	G-628-Infrastructure Damage Assessment G-975-EOC Operations and ICS Interface
	Admin. Manager/April Redix Clerk III/Valerie Regalado	PDS Series PDS Series

<input type="checkbox"/> Progress Report #1 October 1 – March 31	Emergency management personnel completed the following training and documentation is attached:		
	Position/Name	Course Name or Number	Date Completed
	Empty space for data entry		

<input type="checkbox"/> Progress Report #2 April 1 – September 30	Emergency management personnel completed the following training and documentation is attached:		
	Position/Name	Course Name or Number	Date Completed
	Empty space for data entry		

TASK 7—EMERGENCY MANAGEMENT TRAINING FOR OTHER PERSONNEL

<input checked="" type="checkbox"/> Work Plan	Our jurisdiction will conduct or arrange emergency management related training for elected officials, other local officials, & support agencies.			
<input type="checkbox"/> Progress Report #1 October 1 – March 31	The following formal training courses were taught or contracted:			
	Date	Course Title	Class Description	# Trained
<input type="checkbox"/> Progress Report #2 April 1 – September 30	The following formal training courses were taught or contracted:			
	Date	Course Title	Class Description	# Trained

TASK 8—EMERGENCY MANAGEMENT ORGANIZATIONAL DEVELOPMENT

<input checked="" type="checkbox"/> Work Plan	Our jurisdiction will participate in the following emergency management organizational development activities: Nat'l. Hurricane Conference (Annual), State Hurricane Conference (Annual), FBC-PIO Network Mtgs., (Monthly) Houston/Galveston PIO Network Mtgs. (Quarterly), FBCCC Mtgs. (Monthly), LEPC Mtgs.(Monthly), TGCRVOAD Mtgs. (Quarterly), ATAC Mtgs. (Quarterly), Texas Homeland Security Mtgs. (As Needed), County Public Health Preparedness Mtgs. (Quarterly), Evacuation Plan Mtgs. (Hurricane Season), CERT Mtgs., UASI Homeland Sec. Mtgs
<input type="checkbox"/> Progress Report #1 October 1 – March 31	Our jurisdiction completed the following staff development activities:
<input type="checkbox"/> Progress Report #2 April 1 – September 30	Our jurisdiction completed the following staff development activities:

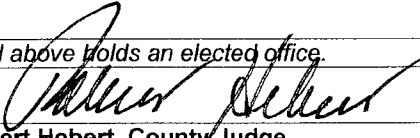
APPLICANT NAME:

REMARKS
(Use an Additional Sheet if Necessary)

**FISCAL YEAR 2012
DESIGNATION OF EMPG GRANT OFFICIALS**

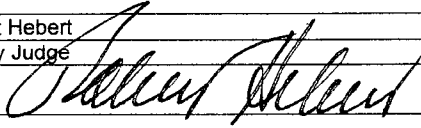
APPLICANT NAME (Jurisdiction): Fort Bend County	
EMERGENCY MANAGEMENT COORDINATOR*	
NAME	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Jeff D. Braun *If newly appointed attach form DEM-147
Official Mailing Address	307 Fort Street Richmond, TX 77469
Daytime Phone Number	(281) 342-6185
Fax Number	(281) 342-4798
E-mail Address	Jeff.braun@co.fort-bend.tx.us
GRANT FINANCIAL OFFICER (CANNOT BE EMC)	
NAME	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Robert Sturdivant
Title	County Auditor
Official Mailing Address	309 South 4 th Street #533 Richmond, TX 77469
Daytime Phone Number	(281) 341-3760
Fax Number	(281-) 341-3774
E-mail Address	sturdob@co.fort-bend.tx.us
AUTHORIZED OFFICIAL (MAYOR, COUNTY JUDGE, CITY MANAGER)	
NAME	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Robert Hebert
Title	County Judge
Official Mailing Address	309 South 4 th Street #719 Richmond, TX 77469
Daytime Phone Number	(281) 341-8608
Fax Number	(281) 341-8609
E-mail Address	hebertb@co.fort-bend.tx.us

FISCAL YEAR 2012 EMPG STAFFING PATTERN

1. APPLICANT NAME (as it appears on EMPG Application): Fort Bend County				2. COUNTY: Fort Bend County				
3. FULL-TIME EMPLOYEES (including those who work all or only a portion of their time in emergency management duties)		4. Gross Annual Salary	5. Gross Annual Benefits	6. Gross Salary & Benefits (4+5)	7. % Work in EM Duties	8. Salary & Benefits for EM (6x7)	9. Est. EM Travel Costs	
Name: Jeff Braun		\$89,569	\$27,473	\$117,132	100%	\$117,132		
Position: EMC								
Name: Alan Spears		\$76,254	\$24,495	\$100,749	100%	\$100,749		
Position: Deputy EMC								
Name: Miles Tollison		\$76,254	\$24,369	\$100,623	100%	\$100,623		
Position: Sr. Planning Coord								
Name: April Redix		\$33,554	\$16,318	\$49,872	100%	\$49,872		
Position: Admin. Manager								
Name: Valerie Regalado		\$27,081	\$14,841	\$41,922	100%	\$41,922		
Position: Clerk III								
Name:								
Position:								
A. SUBTOTAL								
10. PART-TIME EMPLOYEES		11. % of Full Time	12. Gross Annual Salary	13. Gross Annual Benefits	14. Gross Salary & Benefits (12+13)	15. % Work in EM Duties	16. Salary & Benefits For EM (14x15)	17. Est. EM Travel Costs
Name:								
Position:								
Name:								
Position:								
Name:								
Position:								
Name:								
Position:								
Name:								
Position:								
B. SUBTOTAL								
TOTAL Add Subtotals in A & B above						18. \$410,298	19.	
CERTIFICATION: I certify that no individual listed above holds an elected office.								
Signature of Authorized Official:								
Date Signed: 1-24-2012				Robert Hebert, County Judge				

FISCAL YEAR 2012 APPLICATION FOR FEDERAL ASSISTANCE

(Instructions on Reverse)

NAME OF PROGRAM/ ASSISTANCE: EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	1. CFDA NUMBER: <p style="text-align: center;">97.042</p>	2. APPLICANT STATUS: New Applicant <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>				
3. FEDERAL FISCAL YEAR: FY 2012	4. START DATE: OCTOBER 1, 2011	5. END DATE: SEPTEMBER 30, 2012				
6. APPLICANT INFORMATION						
a. Legal Name of Applicant Organization (as it appears on the EMPG Application (TDEM-17): Fort Bend County	b. Name & Telephone Number of Emergency Management Coordinator: Jeff D. Braun 281-342-6185					
c. Mailing Address: 307 Fort Street Richmond, TX 77469 Employer Identification Number/Tax ID# <u>746001969</u>	d. Physical Address (if different from Mailing Address):					
7. EMPG PERSONNEL SUMMARY (include only those staff that will be paid with EMPG funds):						
a. Number of EMPG Staff & Percentage of Time Worked in Emergency Management Duties:						
	# Staff	Percent	# Staff	Percent	# Staff	Percent
1) Full Time:	5	100%				
2) Part Time						
b. Total Number of EMPG-Funded Personnel						
8. ESTIMATED EXPENSES:						
a. Salary & Benefits (from line 18, form TDEM-66)				\$410,298		
b. Travel Expenses (from line 19 form TDEM-66)						
c. Other Expenses (from section 11 on reverse)						
d. Total Expenses (A + B + C)						
e. Federal Share (D x .50)				\$205,149		
9. CERTIFICATION: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.						
a. Typed Name of Authorized Official:		Robert Hebert				
b. Title of Authorized Official:		County Judge				
c. Original Signature of Authorized Official:						
d. Date Signed:		1-24-2012				

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Fort Bend County
Staff Member Name	Jeff D. Braun
Position Title	Emergency Management Coordinator
Description Prepared By	April Redix
Date Prepared	01/17/2011

JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.
See Attachment

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

Fort Bend County Job Description

Job Title: Emergency Management Coordinator Job Code: J15027

Department: Office of Emergency Management Department Number: 5801

Supervisor: Commissioners Court FLSA Status: E

Supervises: Assistant Emergency Management Coordinator
CERT Coordinator
Administrative Coordinator
Sr. Planning Coordinator
Clerk II Job Grade: 15

SIP/DOT: SIP Policy Group: EM

Job Summary: Under direction of the County Judge, is responsible for organizing and administering the Office of Emergency Management. Coordinates the Emergency Operation Plan for Fort Bend County and jurisdictions within the county to mitigate, prepare, respond and recover from natural or man-made disasters. Participates in planning of programs, policies or objectives for own work group and department

Essential Duties and Responsibilities:

- Develop, implement, update, and maintain the Emergency Operation Plan for the County.
- Responsible for activation of the Emergency Operation Center (EOC), initiating and monitoring increased readiness actions of the County; Responsible during disaster operations for implementing the applicable part of the EOC plan and for overseeing elements involved including evaluating resources and coordinating activities of all departments and agencies involved.
- Direct and coordinate response to large-scale emergencies.
- Develops and directs emergency preparedness training programs; Acts as liaison between Fort Bend County and other city, state and federal jurisdictions and assists County departments, other agencies and businesses within the County with development of emergency operation plans and procedures.
- Responds and investigates hazardous substance incidents and ensures proper procedures are followed during clean-up phase in coordination with other agencies and County departments; identify public hazards and analyze effect to the community.

Created: _____
Modified: April 2010
Replaced by: _____

Page 1 of 5

Department Review: _____

Fort Bend County Job Description

Job Title: Emergency Management Coordinator Job Code: J15027

Department: Office of Emergency Management Department Number: 5801

- Serve as advisor to the County Judge and Commissioners on emergency planning matters by keeping informed on latest developments in methods, techniques, equipment, and facilities regarding emergency operations.
- Prepares and monitors budget expenditures. Recommends and approves equipment expenditures.
- Directs daily operation of staff and training of volunteers; Approves selection of new employees, employee transfers/promotions, disciplining/discharging and salary increases.
- Coordinating and directing the County Hazardous Materials Response Team and development and training of volunteers to assist during emergency operations.
- Insure all reports required by DEM and FEMA are filed in a timely manner; Prepares reports as required for state and federal agencies. Develops and maintains necessary records.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

Knowledge: Bachelor's Degree; Knowledge of principles and practices of organization, administration, and training and knowledge of principles and methods of plans development.

Experience: 7 years experience in Emergency Management or similar responsibilities.

Created: _____
Modified: April 2010
Replaced by: _____

Page 2 of 5

Department Review: _____

Fort Bend County Job Description



Job Title: Emergency Management Coordinator Job Code: J15027

Department: Office of Emergency Management Department Number: 5801

Skills and Abilities: Strong computer, management and supervisory, and organizational skills. Strong interpersonal skills and ability to deal effectively with the public, other employees, and officials. Completion of required courses established by FEMA and the State of Texas DEM for Emergency Management. Ability to analyze and resolve problems and differences. Ability to use good judgment in making quick decisions under pressure. Must be able to speak and write effectively as well as present material clearly and concisely.

Special Requirements: Must be able to obtain Texas Emergency Management Certification within one year of employment. Requires willingness to work unusual hours and on Saturdays, Sundays, and holidays. Must be available for travel.

Essential Behavioral Expectations: Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

<u>Equipment Used</u>	Telephone	Photocopier
	Camera	Automobile
	Typewriter	Calculator
	Personal Computer	Fax Machine
	Mainframe Computer	Video and Audio Recording Equipment
	Laboratory Equipment	Gas Testing and Air Monitoring Devices

Hazardous material monitoring and clean-up equipment

Created: _____
Modified: April 2010
Replaced by: _____

Page 3 of 5

Department Review: _____

Fort Bend County Job Description



Job Title: Emergency Management Coordinator Job Code: J15027

Department: Office of Emergency Management Department Number: 5801

Contacts: Daily to occasional contact with department employees, employees in other departments, the public, elected officials, contractors, vendors, regulatory agencies and outside community organizations in writing, in person or on the telephone to negotiate, persuade, provide service and/or information, exchange routine information, interpret or explain complicated information, make presentations or provide instructions and establish or maintain relationships.

Supervision Required: Sets standards and establishes guidelines subject to organizational parameters.

Physical Demands: Requires daily lifting, moving, pushing, or pulling of objects up to 10 pounds; frequent standing, walking, sitting, talking, listening, use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, climbing, balancing, and reaching with hands or arms to lift objects up to 100 pounds; occasional stooping, kneeling, crouching or crawling, reaching with hands and arms, smelling and lifting of objects up and over to 100 pounds; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception, and ability to adjust focus..

Work Environment: Work is performed primarily in a climate controlled private office. Job requires exposure to wet, humid, extreme hot and cold non-weather conditions, moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock, working with explosives, risk of radiation, and vibration. Worker is subject to physical hazards from traffic. Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Created: _____
Modified: April 2010
Replaced by: _____

Page 4 of 5

Department Review: _____

Fort Bend County Job Description



Job Title: Emergency Management Job Code: J15027
 Coordinator
Department: Office of Emergency Management Department Number: 5801

Created: _____
Modified: April 2010
Replaced by: _____

Department Review: _____

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Fort Bend County
Staff Member Name	Alan Spears
Position Title	Deputy Emergency Management Coordinator
Description Prepared By	April Redix
Date Prepared	01/17/2011

JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.
See Attachment

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

Fort Bend County Job Description



Job Title:	Deputy Emergency Management Coordinator	Job Code:	J13048
Department:	Office of Emergency Management	Department Number:	5801
Supervisor:	Emergency Management Coordinator	FLSA Status:	E
Supervises:	N/A	Job Grade:	13
SIP/DOT:	SIP	Policy Group:	P/M
Job Summary:	Responsible for implementing the Emergency Operations Plan for Fort Bend County and it's joint resolution jurisdictions, managing the County's Emergency Operations Center (EOC), and coordinating emergency management activities, such as mitigation, preparedness, response and recovery, from natural or man-made disasters. . Participates in planning of programs, policies or objectives for own work group and department		

Essential Duties and Responsibilities:

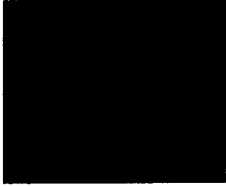
- Responsible for the Emergency Operations Center (EOC) including information technology systems (including necessary software systems), telephone and radio communications systems, and office equipment, including maintenance and troubleshooting of such equipment/systems and periodic readiness verification checks.
- Responsible for the day-to-day operation of the EOC, including during times of natural or man-made emergencies/disasters; coordinates the activation of the EOC with prior consultation with the Emergency Management Coordinator and Emergency Management Director (County Judge) in all emergencies, with all support annexes and outside agencies as necessary.
- Assists in development and coordination of the County's Emergency Operations Plan to mitigate, prepare, respond and recover from natural or man-made emergencies/disasters, including such activities as updating the Plan as required, conducting hazard/risk analysis, developing public education programs, developing/writing grant applications, preparing budget requests, reviewing development plans, conducting analysis of OEM operations, preparing reports/memos, and coordinating damage assessments.

Created: _____
Modified: January 2009
Replaced by: _____

Page 1 of 4

Department Review: _____

Fort Bend County Job Description



Job Title: Deputy Emergency Management Coordinator Job Code: J13048

Department: Office of Emergency Management Department Number: 5801

- Coordinates with jurisdictions within County, as well as neighboring counties, state/local agencies, and County departments, on development and coordination of emergency operation plans, mutual aid agreements, and interlocal agreements, including such activities as serving on committees (e.g. Local Emergency Planning Committee, Ham Radio group, bio-terrorism committees), communicating policies and procedures, maintaining databases of information and resources, and developing the emergency skills of Fort Bend County forces.
- Develops and implements plans and support for training exercises and actual events; evaluates emergency management capabilities through regular tests and exercises to facilitate readiness and to maintain compliance with state and federal regulation.
- Establishes, supports and maintains a citizens volunteer program; coordinate and supervise volunteers and "information phone bank" during EOC activation to ensure that citizen calls are handled and processed in a timely manner.
- Serve as advisor to the Emergency Management Coordinator in emergency matters, and in the absence of the Emergency Management Coordinator, this position will assume all of the Coordinator's duties.
- As directed by the Emergency Management Coordinator, performs other duties as assigned or required for the efficient and effective operation of the Office of Emergency Management and Fort Bend County.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

Created: _____
Modified: January 2009
Replaced by: _____

Page 2 of 4

Department Review: _____

Fort Bend County Job Description



Job Title: Deputy Emergency Management Coordinator Job Code: J13048

Department: Office of Emergency Management Department Number: 5801

Knowledge: Associates Degree in Public Administration, Emergency Management, Fire Safety, Law Enforcement, Emergency Response, or a directly related field and actual applied experience including any combination of the above is highly desirable; or six years of applied experience in any combination of the above disciplines.

Experience: 3 years job related experience; at least 1 year of public sector experience preferred. Experience with HAM radio operation preferred.

Skills and Abilities: Strong computer, verbal and written communication, and organizational skills. Strong interpersonal skills and ability to deal effectively with the public, other employees, and officials.

Special Requirements: Must be available to be on-call 24 hours a day, 7 days a week.

Essential Behavioral Expectations: Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Equipment Used:

Telephone	Personal Computer
Typewriter	Fax Machine
Camera	Cell Phone
Two-way Radio	Calculator
Photocopier	Video/Audio Equipment
Automobile	

Created: _____
Modified: January 2009
Replaced by: _____

Page 3 of 4

Department Review: _____

Fort Bend County Job Description

Job Title: Deputy Emergency Management Job Code: J13048
Coordinator

Department: Office of Emergency Management Department Number: 5801

Contacts: Daily contact with co-workers, the public, regulatory agency personnel, and fire departments to persuade, negotiate, provide/exchange service and/or information, explain or provide instruction; frequent contact with other department employees, vendors, and outside community organizations to provide/exchange routine service and/or information; explain or provide instruction; occasional contact with elected officials to provide service and/or information. Contact may be in person, writing, or by telephone.

Supervision Required: Sets standards and establishes guidelines subject to organizational parameters.

Physical Demands: Requires daily lifting, moving, pushing, or pulling of objects up to 10 pounds; frequent standing, walking, sitting, talking, listening, use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, climbing, balancing, and reaching with hands or arms to lift objects up to 100 pounds; occasional stooping, kneeling, crouching or crawling, reaching with hands and arms, smelling and lifting of objects up and over to 100 pounds; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: Office work is performed in a climate controlled private office open to other employees. Job requires exposure to wet, humid, extreme heat and cold non-weather conditions, weather, fumes or airborne particles, and toxic or caustic chemicals. Worker is subject to physical hazards from traffic. Noise level is moderate to very loud.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Created: _____
Modified: January 2009
Replaced by: _____

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Department Review: _____

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Fort Bend County
Staff Member Name	Miles Tollison
Position Title	Sr. Planning Coordinator
Description Prepared By	April Redix
Date Prepared	01/17/2011

JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.
See Attachment

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

Fort Bend County Job Description

Job Title: Senior Planning Coordinator Job Code: J13053
Department: Office of Emergency Management Department Number: 5801
Supervisor: Emergency Management Coordinator FLSA Status: E
Supervises: Planning Coordinator Job Grade: 13
Regional Planning Coordinator
Regional Public Information & Crisis
Communication System Administrator
SIP/DOT: SIP Policy Group: P/M

Job Summary: Provides specific focus and professional support and planning to assist on activities designed to minimize the effects of emergencies and disasters. Participates in planning of programs, policies or objectives for own work group and department

Essential Duties and Responsibilities:

- Evaluates, develops, maintains and revises comprehensive emergency management plans, in areas such as hazards mitigation, preparedness, disaster response, debris management, volunteer recruitment, recovery response, and homeland security.
- Participates in the coordination, development and maintenance of portions of the County's Emergency Operation Plan, annexes and procedures, and provides guidance and technical assistance to other staff members, agencies, organizations and jurisdictions, including conducting hazard/risk analysis, updating the County's Emergency Operation Plan and annexes, analyzing the emergency skills needed by Fort Bend County forces, and assisting in development of emergency response plans for County departments.
- Participates in obtaining, documenting, organizing, analyzing, integrating, publishing and distributing a wide variety of data, planning guidance, operational concepts, methodologies, and strategies for accomplishing multi-disciplined, comprehensive, emergency management goals and objectives.
- Oversees and manages the implementation of the Fort Bend County Community Emergency Response Training (CERT) program. Oversees the OEM positions of CERT Coordinator and Planning Coordinator (grant funded).

Created: _____
Modified: August 2010
Replaced by: _____

Page 1 of 4

Department Review: _____

Fort Bend County Job Description



Job Title: Senior Planning Coordinator Job Code: J13053
Department: Office of Emergency Management Department Number: 5801

- Communicates regularly with emergency management representatives of local, state and federal agencies, the general public, representatives of various organizations and the media concerning emergency management issues, including acting as a liaison between County and other jurisdictions, assisting in the development of public education programs, updating of the OEM website, and conducting training classes or facilitated meetings to gather or disseminate data, information, or plans.
- Assists in preparation of annual operating budget, grant applications/submissions, develops specifications for purchases of equipment and services required for OEM; assists in studies and consulting contracts for evaluations, programs, and improvements of OEM operations.
- Responsible for completion of IS 100, 200, 300, 400, 440, 700 and 800 courses and completion of FEMA Emergency Management Institute (EMI) Professional Development Series. Responsible for becoming NIMS certified and understands the importance of the use of the Incident Command System.
- Participates in all activities and duties related to emergency management during an EOC activation, serving as the Planning Section Chief in NIMS structure.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

Knowledge: Bachelor's Degree or Associates Degree in Public Administration, Emergency Management, Fire Safety, Law Enforcement, Emergency Response, Journalism or a directly related field or four years of directly applied experience in any of the disciplines above may substitute for the degree requirement.

Experience: Two (2) years of related work experience in research, planning, program administration, or resource management actual applied experience including any combination of the above is preferred. (in addition to the experience required for the knowledge substitution) Supervisory experience required.

Created: _____
Modified: August 2010
Replaced by: _____

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Department Review: _____

Fort Bend County Job Description



Job Title: Senior Planning Coordinator Job Code: J13053
Department: Office of Emergency Management Department Number: 5801

Skills and Abilities:

Considerable knowledge of planning methods and techniques, plan formulation, coordination techniques, and planning implementation strategies. Knowledge of methods and techniques used in fact finding, analysis and interpretation of basic information, and projection of these facts into comprehensive plans, programs, and recommendations to meet future needs. Computer, verbal and written communication, organizational skills; interpersonal skills and ability to deal effectively with the public, other employees, and elected officials; ability to work other than normal working hours during emergencies. Emergency Management coursework, with some meteorological knowledge and experience is desirable.

Special Requirements:

Requires 24-hour on-call availability with extended periods of work possible due to emergency situations.

Essential Behavioral Expectations:

Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Equipment Used

Telephone	Typewriter
Personal Computer	Mainframe Computer
Fax Machine	Calculator
Photocopier	Automobile

Contacts:

Daily contact with co-workers and the public in person or on the telephone to exchange, interpret or explain information and provide service; Frequent contact with employees in other departments and vendors in person or on the telephone to provide information and/or instruction; Occasional contact with elected officials, contractors, regulatory agencies and community organizations in person or on the telephone to provide service and/or information and to make occasional presentations on behalf of the department.

Created: _____
Modified: August 2010
Replaced by: _____

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Department Review: _____

Fort Bend County Job Description

Job Title: Senior Planning Coordinator Job Code: J13053
Department: Office of Emergency Management Department Number: 5801

Supervision
Required:

Uses independent judgment within established guidelines; needs assistance only for unusual, non-routine situations.

Physical
Demands:

Duties require: daily lifting, moving, pushing or pulling of objects up to 100 pounds, use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, reaching with hands or arms, talking and listening; frequent stooping, kneeling, crouching or crawling; standing, walking and sitting; occasional climbing or balancing; close vision, distance vision, ability to distinguish colors, peripheral vision, depth perception, and ability to adjust focus.

Work
Environment:

Work is performed primarily in a climate controlled private office, open to other employees. Job requires exposure to wet, humid, extreme hot and cold weather conditions, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock, working with explosives, risk of radiation, and vibration. Worker is subject to physical hazards from traffic. Noise level is moderate to very loud.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Created: _____
Modified: August 2010
Replaced by: _____

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Department Review: _____

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Fort Bend County
Staff Member Name	April Redix
Position Title	Administrative Manager
Description Prepared By	April Redix
Date Prepared	01/17/2011

JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.
See Attachment

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

Fort Bend County Job Description

Job Title: Administrative Manager Job Code: J09104
Department: Office of Emergency Management Department Number: 5801
Supervisor: Emergency Management Coordinator FLSA Status: NE
Supervises: Clerk III Job Grade: 9
Clerk I
SIP/DOT: N/A Policy Group: P/M

Job Summary: Performs a variety of administrative and clerical duties to facilitate effective coordination and operation of the Office of Emergency Management. Participates in planning of programs, policies or objectives for own work group and department

Essential Duties and Responsibilities:

- Provides administrative support; schedules staff meetings, coordinates schedules and office calendars, maintains office supplies and scheduling maintenance of office equipment.
- Performs duties of the Office Manager; manages daily administrative workflow and activities of the office including preparation of correspondence and reports, collecting and processing bi-weekly payroll, reconciling financial statements and monitoring office budget, preparation and processing of purchase requisitions and maintenance of office files and records.
- Responsible for processing all procurement paperwork for department.
- Performs administrative/clerical support tasks, including providing consistent office communications (with telephone, e-mail, fax, radio) to County management, other County agencies, state and federal agencies, other jurisdictions, private industry, private emergency support organizations and the public.
- Performs fiscal functions relating to federal and state grant programs, including preparing, maintaining, and coordinating federal and state grant programs, including interpreting grant guidelines/regulations, working with fiscal and operational staff within other agencies for grant application and management purposes, monitoring grant compliance, preparing periodic compliance reports on fiscal status of grants as required, and assisting with budget preparations.
- Assists with development and coordination of, and participates in emergency drills in conjunction with County departments and external organizations.

Created: _____
Modified: January 2009
Replaced by: _____

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Department Review: _____

Fort Bend County Job Description



Job Title: Administrative Manager Job Code: J09104
Department: Office of Emergency Management Department Number: 5801

- Assists with development and management of the resource library for all OEM documents for use by both the OEM, other departments and organizations, and the public.
- Responsible for monitoring conditions which could develop into an area emergency and alerting office personnel regarding conditions.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

Knowledge: High School Diploma/GED

Experience: 3 years job-related administrative/clerical experience; specific emergency management or emergency response experience is preferred

Skills and Abilities: Strong computer and typing skills (minimum of 35 WPM), verbal and written communication, and organizational skills; interpersonal skills and ability to deal effectively with the public, other employees, and elected officials; ability to work other than normal working hours during emergencies.

Created: _____
Modified: January 2009
Replaced by: _____

Page 2 of 4

Department Review: _____

Fort Bend County Job Description



Job Title: Administrative Manager Job Code: J09104

Department: Office of Emergency Management Department Number: 5801

Special Requirements:

This position requires 24-hour on-call availability with extended periods of work possible due to emergency situations.

Essential Behavioral Expectations:

Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Equipment Used:

Telephone
Personal Computer
Photocopier
Camera
Two-way Radio
Automobile

Typewriter
Fax Machine
Calculator
Medical Equipment
Video/Audio Equipment

Contacts:

Daily contact with co-workers, department employees, and the general public to provide service and/or information; frequent contact with elected officials and outside community organizations to provide service and/or information; occasional contact with regulatory agency personnel and contractors/vendors to provide service and/or information. Contact may be in person, writing, or by telephone.

Supervision Required:

Job duties/responsibilities are performed independently within established guidelines and procedures. Unusual or non-routine situations are referred to and handled by the supervisor.

Physical Demands:

Requires daily sitting, talking, listening, and use of hands and/or fingers to grasp, handle, pick-up, pinch, type, or feel; frequent standings, walking, climbing, balancing, stooping, crawling, kneeling, crouching, and reaching with hands or arms; occasional lifting of objects up to 10 pounds; close vision, ability to distinguish colors, and ability to adjust focus.

Created: _____
Modified: January 2009
Replaced by: _____

Fort Bend County Job Description



Job Title: Administrative Manager Job Code: J09104
Department: Office of Emergency Management Department Number: 5801

Work Environment: Work is performed primarily in a climate controlled open, work area shared with other employees and is open to public and office traffic. Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Created: _____
Modified: January 2009
Replaced by: _____

Department Review: _____

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Fort Bend County
Staff Member Name	Valerie Regalado
Position Title	Clerk III
Description Prepared By	April Redix
Date Prepared	01/17/2011

JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.
See Attachment

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

Fort Bend County Job Description

Job Title: Clerk III Job Code: J07008
Department: Office of Emergency Management Department Number: 5801
Supervisor: Administrative Manager FLSA Status: NE
Supervises: N/A Job Grade: 7
SIP/DOT: N/A Policy Group: A/C

Job Summary: Provides administrative and clerical support to the department. Participates in planning of programs, policies or objectives for own work group and department.

Essential Duties and Responsibilities:

- Provides administrative support to the department, including preparing paperwork for various functions such as departmental HR actions, Commissioners Court agenda items, budget preparation and purchasing.
- Prepares correspondence and ensures all notifications, filings, and related paperwork is properly completed.
- Prepares and distributes mail.
- Maintains files and records for the department, including databases and hard files and plans. Maintains emergency contact database.
- Assists with purchasing activities including processing requisitions and maintaining a purchase order tracking spreadsheet. Assists in tracking department inventory and supplies.
- Participates in activations of the Emergency Operations Center. Assists with administrative tasks associated with the activation of the EOC such as travel arrangements, reimbursements, and supplies. Assists the department during emergency activations.
- Assists in preparing scenarios and coordinates schedule for annual exercises and training.
- Supports staff to ensure compliance of grants purchases and requirements are monitored and met.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

Created: _____
Modified: January 2009
Replaced by: _____

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Department Review: _____

Fort Bend County Job Description



Job Title: Clerk III Job Code: J07008
Department: Office of Emergency Management Department Number: 5801

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

Knowledge: High School Diploma/GED

Experience: 2 years job related experience.

Skills and Abilities: Strong computer and typing skills (minimum of 35 WPM), verbal and written communication, and organizational skills; interpersonal skills and ability to deal effectively with the public, other employees, and elected officials; ability to work other than normal working hours during emergencies.

Special Requirements: This position requires 24-hour on-call availability with extended periods of work possible due to emergency situations.

Essential Behavioral Expectations: Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Equipment Used: Telephone
Personal Computer
Photocopier
Camera
Typewriter
Fax Machine
Calculator
Medical Equipment

Created: _____
Modified: January 2009
Replaced by: _____

Page 2 of 3
Department Review: _____

Fort Bend County Job Description



Job Title: Clerk III Job Code: J07008
Department: Office of Emergency Management Department Number: 5801

Two-Way Radio
Automobile

Video/Audio Equipment

Contacts: Daily contact with co-workers, department employees, and the general public to provide service and/or information; frequent contact with elected officials and outside community organizations to provide service and/or information; occasional contact with regulatory agency personnel and contractors/vendors to provide service and/or information. Contact may be in person, writing, or by telephone.

Supervision Required: Works under general instructions, following established standards. Results are reviewed at completion of assigned job or project.

Physical Demands: Requires daily sitting, talking, listening, and use of hands and/or fingers to grasp, handle, pick-up, pinch, type, or feel; frequent standings, walking, climbing, balancing, stooping, crawling, kneeling, crouching, and reaching with hands or arms; occasional lifting of objects up to 10 pounds; close vision, ability to distinguish colors, and ability to adjust focus.

Work Environment: Work is performed primarily in a climate controlled open, work area shared with other employees and is open to public and office traffic. Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Created: _____
Modified: January 2009
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Department Review: _____

TRAVEL POLICY CERTIFICATION

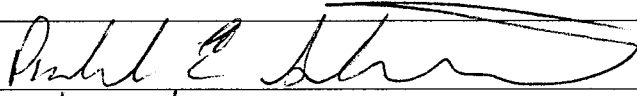
Jurisdiction Name:	Fort Bend County
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Check one of the two blocks below

This jurisdiction has no qualifying travel regulations. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with State of Texas travel regulations and reimbursement rates as published by the Texas Comptroller of Public Accounts. State travel regulations are available at <https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php>

OR

This jurisdiction has its own qualifying travel policy, a copy of which is attached. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with that policy.

Name of Grant Financial Officer (Printed or Typed)	Robert E. Sturdivant
Original Signature of Grant Financial Officer	
Date Signed	11/30/2012

Fort Bend County Travel Policy

Approved in Commissioners' Court on November 3, 2009

Effective November 4, 2009

Revised September 7, 2010

The Commissioners' Court allocates funds annually for the payment of travel expenditures for county employees and officials within the individual departmental budgets. Travel expenditures paid from these budgets must serve a public purpose for Fort Bend County. These expenditures may be paid directly to the vendor or provided as a reimbursement to the employee/official upon completion of their travel. Advance payments to vendors may be accommodated by issuance of a check or use of a County procurement card. Eligible expenditure categories under this policy include: Lodging, meals, transportation, registration fees, and other fees (with justification). Each category is further defined below.

CONTRACT RATES:

Fort Bend County is a 'Cooperative Purchasing Participating Entity' with the State of Texas. This program is also known as TPASS (Texas Procurement and Support Services) State Travel Management Program (STMP). This gives County employees and officials access to the contract rates negotiated by the State for hotels and rental cars. Procurement procedures for these contract services are explained within the categories below.

OUT OF STATE TRAVEL:

Authorization: The traveler must obtain Commissioners' Court approval for out-of-state travel before departure. The duration must include travel days along with the event scheduled days. To prevent delays in processing travel reimbursement, ensure that the travel duration is accurately defined when submitting the agenda request.

Documentation: The traveler must provide an excerpt from the Commissioners' Court minutes (<http://www.co.fort-bend.tx.us/getSitePage.asp?sitePage=7269>) with the travel reimbursement form.

LODGING:

Hotel:

Texas: Hotel reimbursements are limited to contract hotel rates near the event site. Participating contract hotels are listed at http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm. When making a reservation the traveler must ask for the State of Texas Contract rate and be prepared to provide the County's agency #: C0790. Contract hotels must be used unless a non-contract hotel provides a lower total cost or no contract hotel is available. If the organizer of a conference/seminar has negotiated discount rates with a hotel(s), the traveler may choose these lodging services without penalty. The traveler will be responsible for the excess charge over the contract hotel rates near the event site if they choose not to stay at a contract hotel or a conference

sponsored discounted hotel. The traveler may choose any hotel that is less than the contract hotel rates near the event site to save additional county funds. If no contract hotels are listed for the destination city, the traveler is required to choose lodging services near the event site that meet their needs at an economical rate.

Out-of-State: The traveler is required to choose lodging services near the event site that meet their needs at an economical rate.

Travel Days: If the traveler must leave before 7:00AM to arrive at the start of the event and/or return to the County after 6:00PM after the event concludes, an additional night's lodging is allowable before and/or after the event.

Additional fees: Fees for additional services (internet, telephone, valet, parking...) require justification to be allowable.

Gratuities: Gratuities are not reimbursable for any lodging services.

Overpayments by County: Any lodging overpayment by the County must be reimbursed by the hotel before processing a reimbursement to the traveler for any of the categories addressed in this policy. Prepaid lodging services should be accurately calculated or underestimated by excluding the taxes to prevent delays in processing travel reimbursements.

Procurement Card: The traveler may use the procurement card to make lodging reservations. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: The original itemized hotel statement must be submitted with the travel reimbursement claim showing a zero balance. A copy of the itemized hotel statement must be submitted with the travel reimbursement claim if the traveler used a County procurement card to purchase lodging services or prepaid by County check. Event agenda/documentation or a letter from the traveler describing the event/meeting is required. If utilizing conference negotiated hotel rates, documentation of rates is required.

MEALS:

Texas: Meals including gratuities will be reimbursed to the traveler at a flat rate of \$36/day. If a traveler departs after 2:00PM or returns by 12:00PM the reimbursement rate will be \$18/day for that day.

Out-of-state: Meals including gratuities will be reimbursed to the traveler at a flat rate of \$48/day. If a traveler departs after 2:00PM or returns by 12:00PM the reimbursement rate will be \$24/day for that day.

Day trips: Meals will not be reimbursed for trips that do not require an overnight stay.

Procurement Card: No meal purchases are allowed on any County procurement card.

Documentation: No meal receipts are required for reimbursement. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

TRANSPORTATION:

Personal Vehicle: Use of personal vehicle will be reimbursed at the current rate/mile set by Commissioners' Court. Mileage should be calculated using the County

office location of the traveler and the event location. Mileage may not be calculated using the traveler's home. Mileage should be calculated using an employee's vehicle odometer reading or by a readily available online mapping service for travel out of Fort Bend County. If using the mileage of an online mapping service, state which mapping service was used or provide a printout of your route detailing the mileage. For local travel, odometer readings or mapping service details are not required. Departments should develop a mileage guide for employees for local travel points, if a department does not have a mileage guide, the Auditor's Office will determine if the mileage listed is reasonable.

County Vehicle: Fuel purchases when using a County vehicle must be made with the County fuel card. Original receipts must be provided with reimbursement request.

Airfare: Airfare is reimbursable at the lowest available rate based on 14 day advance purchase of a discounted coach/economy full-service seat. The payment confirmation and itinerary must be presented with the travel reimbursement form. Trip insurance is not an allowable expense.

Rental Car: Rental cars are limited to the negotiated TPASS rates listed at: <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/vendor-comparison/>. The contact information for Avis is listed here: <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/Avis/>. The contact information for Enterprise is listed here: <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/Enterprise/>. You will need to make your reservations at least 14 days in advance and provide the County's agency #: C0790. The instructions for reserving with each agency are explained at the individual web sites above. The traveler will not be reimbursed for any amount over the negotiated contract rates if a non-contract company is used at a higher rate. The traveler may use a non-contract vendor at a rate lower than the contract rates with no penalty. The original contract/receipt must be presented with the travel reimbursement form or a copy if a County procurement card is used. Optional rental car fees are not reimbursable such as GPS, prepaid fuel, premium radio, child safety seats and additional insurance.

Other Transportation: Other forms of transit (bus, taxi, train) are reimbursable with an original receipt.

Additional fees: Fees for additional services (tolls, parking...) require justification to be allowable. Optional rental car fees are not reimbursable (GPS, prepaid fuel, premium radio, additional insurance, child safety seats...). Original receipts or documentation are required for allowable fees.

Gratuities: Gratuities are not reimbursable for any transportation services.

Procurement Card: The traveler may use a County procurement card to make transportation reservations for air travel and rental car services. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: Original receipts are required for all transportation reimbursements paid by the traveler. Transportation services obtained with a County procurement card require a copy of the receipt. Additional requirements are noted within each

category above. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

REGISTRATION:

Registration fees: Registration fees are reimbursable for events that serve a Fort Bend County purpose.

Procurement Card: The traveler may use a County procurement card to register for an event. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: An original receipt must be obtained upon registration and submitted with the reimbursement request if paid by the traveler. A copy of the receipt must be provided if registration is paid on a County procurement card. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

GRANTS:

Travel expenditures from Federal and State grants must also conform to the granting agency's funding requirements.

PACKAGE AND GROUP TRAVEL RATES:

The traveler may obtain a package travel rate for airfare, hotel, and/or rental car services for a combined rate of less than the individual rates pursuant to the category requirements above without penalty. The traveler may also participate in group lodging or rental car services for a combined rate of less than the individual per person rates pursuant to the category requirements without penalty.

TRAVEL REIMBURSEMENT FORM:

The traveler must use the current travel reimbursement form (http://cww.co.fort-bend.tx.us/departments/auditor/auditor_forms.htm) for all travel related services addressed in this policy. No other expenditures may be submitted for reimbursement on the travel reimbursement form. After completing all required information, the travel form must be signed/dated by the traveler and the department head/elected official.

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

O.M.B. No. 1660-0025
Expires July 31, 2007

FOR FY <u>2012</u>	CA FOR (Name of Recipient) Fort Bend County
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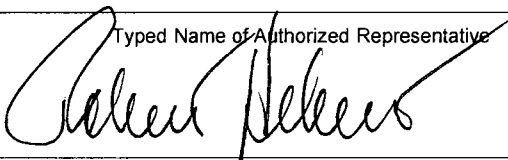
This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

An applicant must check each item that they are certifying to:

- Part I FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II FEMA Form 20-16B, Assurances-Construction Programs
- Part III FEMA Form 20-16C, Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part IV SF LLL, Disclosure of Lobbying Activities (*If applicable*)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Robert Hebert

Typed Name of Authorized Representative


Signature of Authorized Representative

County Judge

Title

1-24-2012

Date Signed

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472. You are not required to complete this form unless a valid OMB control number is displayed in the upper corner on this form. **Please do not send your completed form to the above address.**

38-12 copy received

U. S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

*O.M.B. No. 1660-0025
Expires July 31, 2007*

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distributions
- (b) Establishing an on-going drug free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

- (1) Abide by the term of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring ion the workplace no later than five calendar days after such convections;

(e) Notifying the agency, in writing, with 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a),(b),(c),(d),(e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Check If there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

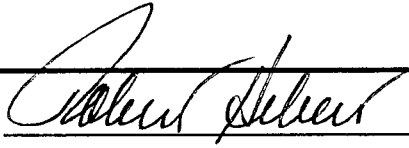
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application b. initial award c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known : Congressional District, if known : _____		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known : _____
6. Federal Department/Agency: Fort Bend County	7. Federal Program Name/Description: CFDA Number, if applicable : _____	
8. Federal Action Number, if known :	9. Award Amount, if known : \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Robert Hebert</u> Title: <u>County Judge</u> Telephone No.: <u>281-341-8608</u> Date: <u>1-24-2012</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)