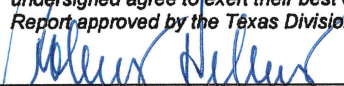


FISCAL YEAR 2016 EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION

1. APPLICANT NAME (Jurisdiction): Fort Bend County	
2. COUNTY: Fort Bend	3. DISASTER DISTRICT: Sun 2C
4. EMPG STATUS: <input checked="" type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant	
5. PROGRAM PARTICIPANTS: <i>(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 Identify any jurisdictions that have joined or withdrawn from your program in the last year.)</i> 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: <i>(See the FY 2015 Emergency Management Performance Grant (EMPG) Guide for information on completing these forms.)</i>	
<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"/> EMPG Staffing Pattern (TDEM-66) - The Authorized Official shall sign this form <input checked="" type="checkbox"/> Application for Federal Assistance (TDEM-67) - 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 2014 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 required only if the applicant performs lobbying to influence federal actions <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: <i>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.</i>	
 _____ Authorized Official (Original Signature) Robert E. Hebert County Judge _____ Printed Name	1-26-16 _____ Date  _____ Emergency Management Coordinator (Original Signature) Jeff D. Braun _____ Printed Name:
_____ Date 1/21/16	_____ Date

TDEM-17

Page 1 of 1

12/15

Mail completed forms and application materials to:

Grant Coordinator
 Office of Management and Budget
 Texas Division of Emergency Management
 Texas Department of Public Safety
 5805 N Lamar Blvd.
 Austin, TX 78752

or

Email: TDEM.EMPG@dps.texas.gov

**FISCAL YEAR 2016
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 Braun *If newly appointed, attach form TDEM-147
Official Mailing Address Please include mail stop code	307 Fort Street Richmond, TX
Daytime Phone Number	(281) 342-6185 Alternate Number ()
Fax Number	(281) 342-4798
E-mail Address	Jeff.Braun@fortbendcountytexas.gov

POINT OF CONTACT (RESPONSIBLE FOR APPLICATION)	
NAME	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. Colleena Payne
Title	Administrative Manager
Official Mailing Address Please include mail stop code.	307 Fort Street Richmond, TX 77469
Daytime Phone Number	(281) 342-6185 Alternate Number ()
Fax Number	(281) 342-4798
E-mail Address	Colleena.Payne@fortbendcountytexas.gov

GRANT FINANCIAL OFFICER (CANNOT BE THE SAME AS EMC)	
NAME	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Robert Sturdivant
Title	County Auditor
Official Mailing Address Please include mail stop code.	301 JACKSON STREET #533 RICHMOND, TX 77469
Daytime Phone Number	(281) 341-3760
Fax Number	(281) 341-3774
E-mail Address	Ed.Sturdivant@fortbendcountytexas.gov

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 Please include mail stop code.	301 JACKSON STREET #719 RICHMOND, TX 77469
Daytime Phone Number	(281) 341-8608
Fax Number	(281) 341-8609
E-mail Address	Robert.Hebert@fortbendcountytexas.gov

**FISCAL YEAR 2016
EMPG STATEMENT OF WORK & CUMULATIVE PROGRESS REPORT**

Applicant Name (Jurisdiction):

Jurisdiction DUN/SAM # Congressional District #

SAM Status Population

2014 census data available at: <http://quickfacts.census.gov/qfd/states/48000.html>

KEY DOCUMENT SUBMISSIONS AND APPROVALS				
Document	Submitter	Date	TDEM Reviewer	Date
Statement of Work	Jeff Braun	01-31-16		
Progress Report #1				
Progress Report #2				

TASK 1—WORK PLAN & SEMIANNUAL PROGRESS REPORT	
<input checked="" type="checkbox"/> Work Plan	Jurisdiction will submit an EMPG Application, two Progress Reports, four Quarterly FEMA Training matrices, and four Quarterly Financial Reports
<input type="checkbox"/> Progress Report #1	<input type="checkbox"/> Progress Report #1 is being submitted to TDEM OMB <input type="checkbox"/> First Financial Report has been submitted to TDEM OMB
<input type="checkbox"/> Progress Report #2	<input type="checkbox"/> Progress Report #2 is being submitted to the TDEM OMB <input type="checkbox"/> Second & Third Quarter Financial Reports have been submitted to TDEM OMB <input type="checkbox"/> Fourth Quarter Financial Report has been submitted to TDEM OMB

TASK 2—LEGAL AUTHORITIES FOR EMERGENCY MANAGEMENT PROGRAM	
<input checked="" type="checkbox"/> Work Plan	Jurisdiction will maintain current legal documents establishing emergency management program <input checked="" type="checkbox"/> TRRN registration completed and resources entered <input checked="" type="checkbox"/> Legal documents are current & on file with TDEM; no additional action is required <input type="checkbox"/> 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"/> TRRN registration completed and resources entered <input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> 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"/> TRRN registration completed and resources entered <input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> 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: Jurisdiction will conduct 30 hours of hazard awareness activities for local citizens <input type="checkbox"/> Option 2: Jurisdiction will prepare & distribute public education/information materials to a <u>substantial portion</u> of the community. Please describe the materials to be distributed in the remarks section found on page 6. <p style="text-align: center;">**Jurisdictions may present a combination of both options</p>
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Jurisdiction completed the following hazard awareness and/or public education/information activities: <input type="checkbox"/> No Task 3 progress was made this report period.
<input type="checkbox"/> Progress Report #2 April 1 – September 30	<input type="checkbox"/> Jurisdiction completed the following hazard awareness and/or public education/information activities: <input type="checkbox"/> No Task 3 progress was made this report period.

TASK 4—EMERGENCY MANAGEMENT PLANNING DOCUMENTS	
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Jurisdiction reviewed emergency management plan & annexes for currency and NIMS compliance <input checked="" type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> Jurisdiction will develop, update, 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: NOTE: Plans & annexes dated prior to September 30, 2010 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"/> Jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> Jurisdiction updated by revision or change the following 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"/> No Task 4 progress was made this report period.
<input type="checkbox"/> Progress Report #2 April 1 – September 30	<input type="checkbox"/> Jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> Jurisdiction updated by revision or change the following 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"/> No Task 4 progress was made this report period.

TASK 5—TEP, NOTIFICATION AND INDIVIDUAL EXERCISE PARTICIPATION

<input checked="" type="checkbox"/> Work Plan <input checked="" type="checkbox"/> TEP Date Submitted: 12/29/15	<p>Training and Exercise Plan</p> <p>Each jurisdiction must develop and submit a multi-year Training and Exercise Plan (TEP), not less than three years, to TDEM.EMPG@dps.texas.gov by January 31, 2016.</p> <p>Each jurisdiction must submit the Pre-Exercise Notification Form to the TDEM Exercise Unit not less than 45 days prior to a planned exercise event.</p> <p>Each jurisdiction must submit an After Action Report (AAR) and Improvement Plan (IP) for a minimum of two (2) discussion-based exercises and one (1) operations-based exercise. All AARs/IPs all exercise activities to the TDEM Exercise unit not more than 45 days after the conclusion of the exercise.</p> <p>One real world event is currently allowed per fiscal year.</p> <p>NOTE: A Full-Scale exercise must be conducted every three (3) years.</p> <p>**Each EMPG-funded person must complete and submit Individual Exercise Participation forms. All EMPG funded personnel must participate in at least three exercises per year.</p> <p>***Please include any additional information on page 6 of this form.</p>
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REQUIRED EXERCISE SCHEDULE

Performance Period	Exercise Type	Exercise Date & Name (List All)	Quarter of Year
Fiscal Year 2016 (October 1, 2015 - September 30, 2016)	Exercise 1	Kitty Hollow TTX 12/03/15	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Exercise 2	WebEOC Redundancy Drill 12/15/15	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Exercise 3	Highly Infectious Diseases 02/17/16	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Exercise 4	FEMA Flooding VTTX 03/24/16	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Exercise 5	Cyber Disruption Awareness 07/11/16	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4

Our last Full-Scale exercise was conducted on (date): 11/22/15

<input type="checkbox"/> Progress Report #1 October 1 – March 31 <input type="checkbox"/> TEP Date Submitted:	Conducted the following exercises and provided documentation to TDEM:		
	Exercise Type	Exercise Date and Name	EMPG Funded
	Exercise 1		Exercise 1
	Exercise 2		Exercise 2
	Exercise 3		Exercise 3
	<input type="checkbox"/> Our jurisdiction completed NO exercise and did not request credit for a real world event <input type="checkbox"/> Exercise approved documentation attached		

<input type="checkbox"/> Progress Report #2 April 1 – September 30 <input type="checkbox"/> TEP Date Submitted:	Conducted the following exercises and provided documentation to TDEM:		
	Exercise Type	Exercise Date and Name	EMPG Funded
	Exercise 1		Exercise 1
	Exercise 2		Exercise 2
	Exercise 3		Exercise 3
	<input type="checkbox"/> Jurisdiction completed NO exercise and did not request credit for a real world event <input type="checkbox"/> Exercise approved documentation attached		

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 2016:		
	Position & Name		Course Name or Number
	EMC Jeff D. Braun		PDS , NIMS, Effective Media Communication Skills
	Deputy EMC- Alan Spears		PDS, NIMS, Cyber Security Training
	Sr. Planning Coord. Doug Barnes		PDS, NIMS, Cyber Security Training, Effective Communication Skills
	Admin. Manager Colleena Payne		PDS, NIMS, Cyber Security Training
	Clerk III Kelley Large		PDS, NIMS, Cyber Security Training, Disaster Cost Recovery Training, IS120A
Clerk I Kristie Pena		PDS, NIMS, IS120A, IS 907, MGT314	
<input type="checkbox"/> Progress Report #1 October 1 – March 31 <input type="checkbox"/> No training took place this report period.	Emergency management personnel completed the following training and documentation is attached:		
	Position & Name		Course Name or Number Date Completed
<input type="checkbox"/> Progress Report #2 April 1 – September 30 <input type="checkbox"/> No training took place this progress report period.	Emergency management personnel completed the following training and documentation is attached:		
	Position & Name		Course Name or Number Date Completed

TASK 7—EMERGENCY MANAGEMENT TRAINING FOR OTHER PERSONNEL				
<input checked="" type="checkbox"/> Work Plan	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 <input type="checkbox"/> No training took place this progress report period.	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 <input type="checkbox"/> No training took place this progress report period.	The following formal training courses were taught or contracted:			
	Date	Course Title	Class Description	# Trained

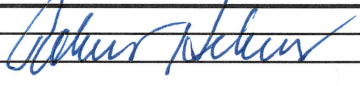
TASK 8—EMERGENCY MANAGEMENT ORGANIZATIONAL DEVELOPMENT	
<input checked="" type="checkbox"/> Work Plan	Jurisdiction will participate in the following emergency management organizational development activities: Our jurisdiction will participate in the following emergency management organizational development 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 1 October - March 31 <input type="checkbox"/> No progress this reporting period	Jurisdiction completed the following staff development activities:
<input type="checkbox"/> Progress Report #2 April 1 - September 30 <input type="checkbox"/> No progress this reporting period	Jurisdiction completed the following staff development activities:

**FISCAL YEAR 2016
EMPG STAFFING PATTERN**

1. APPLICANT NAME (as is appears on EMPG application) Fort Bend County				2. COUNTY Fort Bend		
3. FULL-TIME EMPLOYEES <i>(including those who work all or only a portion of their time in emergency management duties)</i>	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						
Position: Emergency Management Coordinator	104,420.88	9,059.76	113,480.64	100%	113,480.64	
Name: Alan Spears						
Position: Deputy Emergency Management Coordinator	87,883.92	9,059.76	96,943.68	100%	96,943.68	
Name: Doug Barnes						
Position: Senior Planning	69,697.44	9,059.76	78,757.20	100%	78,757.20	
Name: Colleena Payne						
Position: Administrative Manager	36,101.52	9,059.76	45,161.28	100%	45,161.28	
Name: Kelley Large						
Position: Clerk III	30,526.56	9,059.76	39,586.32	100%	39,586.32	
Name: Kristie Pena						
Position: Clerk I	26,726.40	9,059.76	35,786.16	100%	35,786.16	
Name:						
Position:			0.00		0.00	
A. SUBTOTAL:					409,715.28	0.00

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:							
Name:							
Position:							
Name:							
Position:							
B. SUBTOTAL:						0.00	0.00
TOTAL:						18. 409,715.28	19. 0.00

CERTIFICATION: *I certify that no individual listed above holds an elected office.*

Signature of Authorized Official: 

Printed name of Authorized Official: Robert Hebert

Date Signed: 1-26-16

FISCAL YEAR 2016 APPLICATION FOR FEDERAL ASSISTANCE

(Instructions on Reverse)

NAME OF PROGRAM/ ASSISTANCE: EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	1. CFDA NUMBER: 97.042	2. APPLICANT STATUS: New Applicant <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>
3. FEDERAL FISCAL YEAR: FY 2016	4. START DATE: OCTOBER 1, 2015	5. END DATE: SEPTEMBER 30, 2016

APPLICANT INFORMATION

a. Legal Name of Applicant Organization (as it appears on the EMPG Application (TDEM-17): FORT BEND COUNTY	b. Name & Telephone Number(s) of Emergency Management Coordinator: JEFF D. BRAUN (281) 342-6185
c. Mailing Address: 307 FORT STREET RICHMOND, TX 77469 Employer Identification Number/Tax ID# 746001969	d. Physical Address (if different from Mailing Address):

EMPG PERSONNEL SUMMARY (include only those staff that will be paid with EMPG funds)

e. Number of EMPG Staff & Percentage of Time Worked in Emergency Management Duties						
	# Staff	Percent	# Staff	Percent	# Staff	Percent
1) Full Time:	6	100				
2) Part Time						

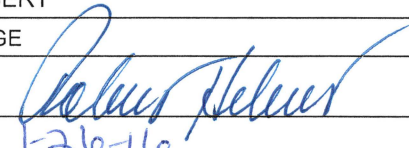
Total Number of EMPG-Funded Personnel: 6

ESTIMATED EXPENSES

f. Salary & Benefits (from line 18, form TDEM-66)	\$409,715.28
g. Travel Expenses (from line 19 form TDEM-66)	
h. Other Expenses (from section 11 on reverse)	
i. Total Expenses (F + G + H)	\$ 409,715.28
j. Federal Share (I x .50)	\$ 204,857.64

Note: If you cannot meet the cash match requirement, check the box below and attach a match proposal as specified in Section 2 of the *Local Emergency Management Performance Grant Guide*. TDEM must review and approve any exceptions made to the cash match requirement at the time of application. Cash Match Exception Requested

CERTIFICATION: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.

k. Typed Name of Authorized Official:	ROBERT HEBERT
l. Title of Authorized Official:	COUNTY JUDGE
m. Original Signature of Authorized Official:	
n. Date Signed:	Feb-16

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Fort Bend County
Staff Member Name	Jeff Braun
Position Title	Emergency Management Coordinator
Description Prepared By	Colleena Payne
Date Prepared	01/31/16

JOB DESCRIPTION

Current Job Description Attached

See Below

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

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

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.

Equipment Used

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: _____

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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	Colleena Payne
Date Prepared	01/31/16

JOB DESCRIPTION

Current Job Description Attached

See Below

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

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 its 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: _____

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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: _____

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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: _____

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Department Review: _____

Fort Bend County Job Description

Job Title: Deputy Emergency Management Coordinator **Job Code:** J13048

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	Doug Barnes
Position Title	Senior Planning Coordinator
Description Prepared By	Colleena Payne
Date Prepared	01/31/16

JOB DESCRIPTION

Current Job Description Attached

See Below

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

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 Regional Planning Coordinator Regional Public Information & Crisis Communication System Administrator	Job Grade:	13
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: _____

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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

- 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
Personal Computer
Fax Machine
Photocopier

Typewriter
Mainframe Computer
Calculator
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.

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Modified: August 2010
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