

**AGENDA  
 FERRIS CITY COUNCIL  
 CITY OF FERRIS  
 A GENERAL LAW MUNICIPAL CORPORATION OF THE  
 STATE OF TEXAS, ELLIS COUNTY  
 AT THE  
 COUNCIL CHAMBERS  
 215 W. SIXTH STREET, FERRIS, TEXAS 75125  
 6:00 P.M. MONDAY, DECEMBER 7, 2015**

**NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF FERRIS WILL MEET IN REGULAR SESSION AT 6:00 P.M. ON THE 7<sup>TH</sup> DAY OF DECEMBER, 2015 AT ITS REGULAR MEETING PLACE AT 215 W. SIXTH STREET, FERRIS, TEXAS FOR THE PURPOSE OF CONSIDERING:**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
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**COUNCIL BUSINESS**

- |    |                                                                                                |   |
|----|------------------------------------------------------------------------------------------------|---|
| 1. | Call to order.                                                                                 | 0 |
|    | <ul style="list-style-type: none"> <li>• Invocation</li> <li>• Pledge of Allegiance</li> </ul> |   |
| 2. | Roll call to determine the presence of a quorum.                                               | 1 |

**CONSENT AGENDA – CITY COUNCIL**

- |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 3. | <p>All matters listed under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. Approval of the Consent Agenda authorizes the Mayor/City Manager to execute all matters necessary to implement each item. Any item may be removed from the Consent Agenda for separate discussion and consideration by any member of the City Council.</p> <ul style="list-style-type: none"> <li>• Minutes of September 21, 2015, October 5, 2015, October 19, 2015, November 2, 2015, and November 16, 2015 City Council meetings.</li> </ul> | 2 |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|

- Expenditures for the periods ending November 5, 2015, November 6, 2015, November 13, 2015, November 25, 2015, and November 30, 2015.

Sep. Cov.

### PUBLIC COMMENT

4. The City Council welcomes comments from the public. Those wishing to speak must sign in with the City Secretary before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decisions at this time. Speakers must observe a three minute time limit. Total time allocation for Public Comments is fifteen minutes. Groups of individuals wanting to discuss the same item must select one spokesperson. Inquiries regarding matters not listed on the Agenda may be referred to Staff for research and possible future action.

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### NEW BUSINESS

5. Discussion, consideration, and action as may be appropriate regarding a proposed Veteran's Memorial Park.

27

➤ *Presented by Carl Sherman, City Manager.*

6. Discussion, consideration, and action as may be appropriate regarding the acceptance and approval of the Ellis County Emergency Basic Plan for 2016.

28

➤ *Presented by Tim Birdwell, Fire Chief.*

### INTERLOCAL AGREEMENT

7. Discussion, consideration, and action as may be appropriate regarding entering into an Interlocal Agreement with the City of Frisco for the purchase of various goods and services.

87

➤ *Presented by Tim Birdwell, Fire Chief.*

**PRESENTATION**

8. Presentation of Service Award checks to eligible employees. 91

➤ *Presented by Carl Sherman, City Manager.*

**CLOSING**

9. Adjourn. 0

**Executive Session Reservation**

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gift), 551.074 (Personnel Matters), 551.076 (Deliberations Regarding Security Devices or Security Audits) and 551.087 (Deliberation Regarding Economic Development Negotiations).

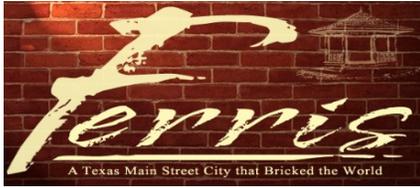
**Disability Assistance and Accommodation**

Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at (972) 544-2110 two working days prior to the meeting so that appropriate arrangements can be made.

I, DESTINY LUSK WRIGHT, HEREBY CERTIFY THE FOREGOING NOTICE WAS POSTED ON OR BEFORE THE 4<sup>TH</sup> DAY OF DECEMBER, 2015 BY 6:00 P.M.

*Destiny Wright*

DESTINY LUSK WRIGHT  
CITY SECRETARY



# City Council

## Meeting Attendance Record 2015-2016

City Council		Oct.		Nov.		Dec.		Jan.		Feb.		March		April		May		June		July		Aug.		Sept.	
Title	Name	5	19	2	16	7	21	4	19	1	16	7	21	4	18	2	16	6	20	5	18	1	15	6	19
Mayor	Micheal Driggars	P	P	P	P																				
Alderman, Place 1	James Starr	P	P	P	P																				
Mayor Pro Tem	Jay Walsh	P	P	P	P																				
Alderman, Place 3	Bobby Lindsey	P	P	P	P																				
Alderman, Place 4	Gary Ross	A	A	P	P																				
Alderman, Place 5	Carol Wright	P	P	P	P																				
	Total:	5	5	6	6																				

City Staff		Oct.		Nov.		Dec.		Jan.		Feb.		March		April		May		June		July		Aug.		Sept.	
Title	Name	5	19	2	16	7	21	4	19	1	16	7	21	4	18	2	16	6	20	5	18	1	15	6	19
City Manager	Carl Sherman	P	P	P	P																				
City Secretary	Destiny Wright	P	P	P	P																				
City Attorney	Kent Hofmeister	A	A	A	A																				
Fire Chief	Tim Birdwell	P	P	P	P																				
I.T. Director	Doug Childers	P	P	P	P																				
Finance Director	Melissa Gonzalez	P	P	P	P																				
Library Director	Kathy Harrington	P	P	P	P																				
Chief Building Official	Bill Jordan	P	P	P	A																				
Police Chief	Eddie Salazar	-	-	P	P																				
Pub. Wrks. Director	Red Taylor	-	P	P	P																				
	Total:	9	10	9	8																				

Mayor, "Will the City Secretary call the roll?"

*The City Secretary calls each Member's position and name.*

*They respond if they are present.*

City Secretary, "Mayor, a quorum is present."

P	Present
A	Absent

**STATE OF TEXAS  
COUNTY OF ELLIS**

**THE FERRIS CITY COUNCIL MET IN A REGULAR SESSION  
SEPTEMBER 21, 2015 AT 6:00 P.M. IN THE COUNCIL CHAMBERS  
LOCATED AT 215 W. SIXTH STREET, FERRIS, TEXAS.**

<b>MEMBER ATTENDANCE</b>		
Mayor	Micheal Driggars	P
Alderman, Place 1	James Starr	P
Mayor Pro Tem	Jay Walsh	P
Alderman, Place 3	Bobby Lindsey	P
Alderman, Place 4	Gary Ross	P
Alderman, Place 5	Carol Wright	P

<b>STAFF ATTENDANCE</b>		
City Manager	Carl Sherman	P
City Secretary	Destiny Wright	P
City Attorney	Kent Hofmeister	A
Fire Chief/Int. Police Cf.	Tim Birdwell	P
I.T. Director	Doug Childers	P
Eco. Dev. Coordinator	Chuck Dart	P
Finance Director	Melissa Gonzalez	P
Library Director	Kathy Harrington	P
Chief Building Official	Bill Jordan	P
Police Chief	Vacant	-
Public Works Supervisor	Eric Moss	P

**COUNCIL BUSINESS**

**1. Call to order.**

- **Invocation**
- **Pledge of Allegiance**

Mayor Driggars called the meeting to order at 6:00 P.M. The invocation was given by Doug Childers.

**2. Roll call to determine the presence of a quorum.**

City Secretary Destiny Wright called roll and determined that a quorum was present.

**CONSENT AGENDA – CITY COUNCIL**

**3. All matters listed under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. Approval of the Consent Agenda authorizes the**

**Mayor/City Manager to execute all matters necessary to implement each item. Any item may be removed from the Consent Agenda for separate discussion and consideration by any member of the City Council.**

- **Expenditures for the periods ending August 31, 2015 and September 4, 2015.**

Alderman Ross moved to approve the Consent Agenda. Seconded by Alderman Starr. For: Unanimous. Motion carried 5-0-0.

### **PUBLIC COMMENT**

4. **The City Council welcomes comments from the public. Those wishing to speak must sign in with the City Secretary before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decisions at this time. Speakers must observe a three minute time limit. Total time allocation for Public Comments is fifteen minutes. Groups of individuals wanting to discuss the same item must select one spokesperson. Inquiries regarding matters not listed on the Agenda may be referred to Staff for research and possible future action.**

No comments made.

### **PRESENTATION**

5. **Presentation by Utility Service Partners, Inc. regarding the National League of Cities Service Line Warranty Program.**
  - **Presented by Bonnie Cureton, Regional Area Manager.**

Bonnie Cureton, Regional Area Manager, gave a presentation regarding the National League of Cities Service Line Warranty Program. Ms. Cureton explained that the program provides homeowner repair protection for leaking, clogged, or broken water and sewer lines from the point of utility connection to the home exterior. The program is available to homeowners at affordable rates with multiple payment methods. An agreement will be presented to Council for approval at a future meeting date.

### **AGREEMENT**

6. **Discussion, consideration, and action as may be appropriate regarding entering into a contract for technical services with the Trinity River Authority of Texas.**

➤ **Presented by Eric Moss, Public Works Supervisor.**

Alderman Starr moved to enter into a contract for technical services with the Trinity River Authority of Texas. Seconded by Alderman Wright. For: Unanimous. Motion carried 5-0-0.

7. **Discussion, consideration, and action as may be appropriate regarding the approval of Addendum E to the Bank Depository Agreement.**

➤ **Presented by Melissa Gonzalez, Finance Director.**

Alderman Ross moved to approve Addendum E to the Bank Depository Agreement. Seconded by Mayor Pro Tem Walsh. For: Unanimous. Motion carried 5-0-0.

### DISCUSSION

8. **Discussion regarding the use of funds from the 2006 Bond Proceeds.**

➤ **Presented by Melissa Gonzalez, Finance Director.**

Melissa Gonzalez informed Council that the remaining fund balance of \$38,349.44 can be used for Water and Sewer Capital Improvements such as repairing the water line located on East Eighth Street between the Jack in the Box and Birch Street.

### PRESENTATION

9. **Presentation of Service Award checks to eligible employees.**

➤ **Presented by Carl Sherman, City Manager.**

Carl Sherman presented eligible employees with a service award check for their hard work, loyalty, and dedication in serving all Ferris citizens. The checks were provided to full time employees who have been employed with the City for more than six months, but did not include the City Manager and City Secretary.

**EXECUTIVE SESSION**

- 10. Announcement by the presiding officer that a closed meeting will take place as authorized by Section 551 of the Texas Government Code. Such closed meetings may be held only for the purpose of discussion and no action may be taken or votes cast to reach a decision by the City Council until the City Council has reconvened into open public session. Specifically, the section identified under Chapter 551 that allows a closed meeting to take be held is:**

- *Section 072, Deliberation Regarding Real Property, A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have detrimental effect on the position of the governmental body in negotiations with a third person.*

- 11. Adjourn the Public Meeting.**

Mayor Driggars called for a fifteen minute recess at 6:59 P.M. The public meeting was adjourned at 7:14 P.M.

- 12. Conduct Executive Session as authorized by Section 551.072 of the Texas Government Code – *Deliberation Regarding Real Property.***

- 13. Reconvene into Open Session.**

Mayor Driggars reconvened into open session at 8:44 P.M.

- 14. Action as a result of the above-listed Executive Session.**

No action taken.

**CLOSING**

- 15. Adjourn.**

Alderman Ross moved to adjourn the meeting. Seconded by Alderman Starr. For: Unanimous. The motion carried 5-0-0. With no further business to come before the council, Mayor Driggars adjourned the meeting at 8:45 P.M.

**APPROVED THIS THE 7<sup>TH</sup> DAY OF DECEMBER, 2015.**

\_\_\_\_\_  
Jay Walsh, Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Destiny Lusk Wright, City Secretary

\_\_\_\_\_  
Kent Hofmeister, City Attorney

**STATE OF TEXAS  
COUNTY OF ELLIS**

**THE FERRIS CITY COUNCIL MET IN A JOINT SESSION WITH THE PLANNING AND ZONING COMMISSION OCTOBER 5, 2015 AT 6:00 P.M. IN THE COUNCIL CHAMBERS LOCATED AT 215 W. SIXTH STREET, FERRIS, TEXAS.**

<b>COUNCIL ATTENDANCE</b>		
Mayor	Micheal Driggars	P
Alderman, Place 1	James Starr	P
Mayor Pro Tem	Jay Walsh	P
Alderman, Place 3	Bobby Lindsey	P
Alderman, Place 4	Gary Ross	A
Alderman, Place 5	Carol Wright	P

<b>STAFF ATTENDANCE</b>		
City Manager	Carl Sherman	P
City Secretary	Destiny Wright	P
City Attorney	Kent Hofmeister	A
Fire Chief	Tim Birdwell	P
I.T. Director	Doug Childers	P
Eco. Dev. Coordinator	Chuck Dart	P
Finance Director	Melissa Gonzalez	P
Library Director	Kathy Harrington	P
Chief Building Official	Bill Jordan	P
Police Chief	Vacant	-
Public Works Supervisor	Eric Moss	P

<b>COMMISSION ATTENDANCE</b>		
Chair	Jim Kay	P
Commissioner, Place 2	Rudy Amor	P
Commissioner, Place 3	Bill Malloy	P
Commissioner, Place 4	James Swafford	P
Vice Chair	Charles Hatfield	P
Commissioner, Place 6	Christi Farish	A
Commissioner, Place 7	Richard Barrett	P

**COUNCIL BUSINESS**

**1. Call to order.**

- **Invocation**
- **Pledge of Allegiance**

Mayor Driggars called the meeting to order at 6:00 P.M. The invocation was given by Doug Childers.

**2. Roll call of the City Council to determine the presence of a quorum.**

City Secretary Wright called roll and determined that a quorum of the City Council was present.

3. **Roll call of the Planning and Zoning Commission to determine the presence of a quorum.**

City Secretary Wright called roll and determined that a quorum of the Planning and Zoning Commission was present.

### **CONSENT AGENDA – CITY COUNCIL**

4. **All matters listed under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. Approval of the Consent Agenda authorizes the Mayor/City Manager to execute all matters necessary to implement each item. Any item may be removed from the Consent Agenda for separate discussion and consideration by any member of the City Council.**
- **Expenditures for the periods ending September 18, 2015 and September 30, 2015.**

Alderman Starr moved to approve the Consent Agenda. Seconded by Alderman Wright. For: Unanimous. Motion carried 4-0-0.

### **APPROVAL OF MINUTES – PLANNING AND ZONING COMMISSION**

5. **Consider approval of meeting minutes for the Joint City Council and Planning and Zoning meeting of August 17, 2015.**

Commissioner Swafford moved to approve the meeting minutes for the Joint City Council and Planning and Zoning meeting of August 17, 2015. Seconded by Commissioner Amor. For: Unanimous. Motion carried 6-0-0.

### **PUBLIC COMMENT**

6. **The City Council welcomes comments from the public. Those wishing to speak must sign in with the City Secretary before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decisions at this time. Speakers must observe a three minute time limit. Total time allocation for Public Comments is fifteen minutes. Groups of individuals wanting to discuss the same item must select one spokesperson. Inquiries regarding matters not listed on the Agenda may be referred to Staff for research and possible future action.**

No comments made.

### **COUNCIL BUSINESS - PROCLAMATIONS**

7. **Presentation of Proclamation recognizing November 2015 as “National Hospice and Palliative Care Month”.**

Mayor Pro Tem Walsh moved to recognize November 2015 as “National Hospice and Palliative Care Month”. Seconded by Alderman Lindsey. For: Unanimous. Motion carried 4-0-0.

8. **Presentation of Proclamation recognizing October 6, 2015 as “Ferris National Night Out”.**

Alderman Lindsey moved to recognize October 6, 2015 as “Ferris National Night Out”. Seconded by Alderman Starr. For: Unanimous. Motion carried 4-0-0.

### **PRESENTATION**

9. **Presentation by Bureau Veritas regarding a foodservice inspection program.**

Lisa Pomroy, Health & Safety Project Manager for Bureau Veritas, gave a presentation about how they can partner with the City to create a solid and quality foodservice inspection program. Bureau Veritas would verify that establishments within the City are in compliance with the Texas Food Establishment Rules.

### **DISCUSSION**

10. **Discussion regarding Ordinance No. O-15-806 repealing Section 10.117, “Short Form Plat Processing,” of the City’s Subdivision Ordinance and replacing with a new Section 10.117 that is entitled “Delegation of Approval Responsibility,” and that such other revisions should be made to the Subdivision Ordinance as may be necessary to effectuate the change.**

Chief Building Official Bill Jordan informed the Mayor and Council that currently all plats must go before the Planning and Zoning Commission and City Council for approval. Mr. Jordan requests approval to sign minor plats and minor replats in-house.

**JOINT PUBLIC HEARING**

**11. Open Joint Public Hearing.**

Mayor Driggars opened the Public Hearing at 6:20 P.M.

**12. Conduct Public Hearing to consider Ordinance No. O-15-806 repealing Section 10.117, “Short Form Plat Processing,” of the City’s Subdivision Ordinance and replacing with a new Section 10.117 that is entitled “Delegation of Approval Responsibility,” and that such other revisions should be made to the Subdivision Ordinance as may be necessary to effectuate the change.**

No comments made.

**13. Close Joint Public Hearing.**

Mayor Driggars closed the Public Hearing at 6:21 P.M.

**PLANNING AND ZONING COMMISSION BUSINESS**

**14. Final report by the Planning and Zoning Commission regarding Ordinance No. O-15-806 repealing Section 10.117, “Short Form Plat Processing,” of the City’s Subdivision Ordinance and replacing with a new Section 10.117 that is entitled “Delegation of Approval Responsibility,” and that such other revisions should be made to the Subdivision Ordinance as may be necessary to effectuate the change.**

Commissioner Barrett moved to recommend approval of Ordinance No. O-15-806 with two possible changes. Seconded by Commissioner Swafford. For: Unanimous. Motion carried 6-0-0.

The Commissioners asked Mr. Jordan to verify that the Ordinance as presented is in compliance with the Local Government Code in regards to Section 3A of the Ordinance “...the city manager may approve a minor plat or minor replat involving *four* or fewer lots...” and in regards to the maximum amount of *five* acres to be approved at one time.

Bill Jordan has confirmed that the Ordinance as presented is in compliance with the Local Government Code.

**COUNCIL BUSINESS**

- 15. Discussion, consideration, and action as may be appropriate regarding Ordinance No. O-15-806 repealing Section 10.117, “Short Form Plat Processing,” of the City’s Subdivision Ordinance and replacing with a new Section 10.117 that is entitled “Delegation of Approval Responsibility,” and that such other revisions should be made to the Subdivision Ordinance as may be necessary to effectuate the change.**

Alderman Lindsey moved to approve Ordinance No. O-15-806. Seconded by Alderman Starr. For: Unanimous. Motion carried 4-0-0.

**PLANNING AND ZONING COMMISSION BUSINESS**

- 16. Election of Chair and Vice Chair.**

Commissioner Barrett moved to elect Jim Kay as Chair and Charles Hatfield as Vice Chair. Seconded by Rudy Amor. For: Unanimous. The motion carried 6-0-0.

**CLOSING – PLANNING AND ZONING COMMISSION**

- 17. Adjourn: Planning and Zoning Commission.**

Commissioner Amor moved to adjourn the Planning and Zoning Commission. Seconded by Commissioner Swafford. For: Unanimous. The motion carried 6-0-0. With no further business to come before the Planning and Zoning Commission, Chairman Kay adjourned the Commissioners at 6:30 P.M.

**DISCUSSION**

- 18. Discussion regarding the hiring process for City of Ferris personnel.**

City Manager Carl Sherman informed the Mayor and Council that an interview panel will be used for the hiring of all future department heads. After discussion, it was the overall recommendation by Council that Mr. Sherman should be a panelist for any future interviews of this type.

**CLOSING**

**19. Adjourn.**

Alderman Starr moved to adjourn the meeting. Seconded by Mayor Pro Tem Walsh. For: Unanimous. The motion carried 4-0-0. With no further business to come before the council, Mayor Driggars adjourned the meeting at 7:06 P.M.

**APPROVED THIS THE 7<sup>TH</sup> DAY OF DECEMBER, 2015.**

\_\_\_\_\_  
Jay Walsh, Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Destiny Lusk Wright, City Secretary

\_\_\_\_\_  
Kent Hofmeister, City Attorney

**STATE OF TEXAS  
COUNTY OF ELLIS**

**THE FERRIS CITY COUNCIL MET IN A REGULAR SESSION  
OCTOBER 19, 2015 AT 6:00 P.M. IN THE COUNCIL CHAMBERS  
LOCATED AT 215 W. SIXTH STREET, FERRIS, TEXAS.**

<b>MEMBER ATTENDANCE</b>		
Mayor	Micheal Driggars	P
Alderman, Place 1	James Starr	P
Mayor Pro Tem	Jay Walsh	P
Alderman, Place 3	Bobby Lindsey	P
Alderman, Place 4	Gary Ross	<b>A</b>
Alderman, Place 5	Carol Wright	P

<b>STAFF ATTENDANCE</b>		
City Manager	Carl Sherman	P
City Secretary	Destiny Wright	P
City Attorney	Kent Hofmeister	<b>A</b>
Fire Chief/Int. Police Cf.	Tim Birdwell	P
I.T. Director	Doug Childers	P
Eco. Dev. Coordinator	Chuck Dart	P
Finance Director	Melissa Gonzalez	P
Library Director	Kathy Harrington	P
Chief Building Official	Bill Jordan	P
Police Chief	Vacant	-
Public Works Director	Red Taylor	P
Public Works Supervisor	Eric Moss	P

*\*Important administrative notation: The numbering below tracks that of the agenda, whereas the actual order of consideration may have varied.*

**COUNCIL BUSINESS**

**1. Call to order.**

- **Invocation**
- **Pledge of Allegiance**

Mayor Driggars called the meeting to order at 6:00 P.M. The invocation was given by Doug Childers.

**2. Roll call to determine the presence of a quorum.**

City Secretary Destiny Wright called roll and determined that a quorum was present.

**CONSENT AGENDA – CITY COUNCIL**

3. All matters listed under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. Approval of the Consent Agenda authorizes the Mayor/City Manager to execute all matters necessary to implement each item. Any item may be removed from the Consent Agenda for separate discussion and consideration by any member of the City Council.
- Minutes of August 31, 2015 City Council meeting.
  - Expenditures for the periods ending October 2, 2015 and October 8, 2015.

Mayor Pro Tem Walsh moved to approve the Consent Agenda. Seconded by Alderman Starr. For: Unanimous. Motion carried 4-0-0.

**PUBLIC COMMENT**

4. The City Council welcomes comments from the public. Those wishing to speak must sign in with the City Secretary before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decisions at this time. Speakers must observe a three minute time limit. Total time allocation for Public Comments is fifteen minutes. Groups of individuals wanting to discuss the same item must select one spokesperson. Inquiries regarding matters not listed on the Agenda may be referred to Staff for research and possible future action.

No comments made.

**INTRODUCTION OF NEW EMPLOYEE**

5. Introduction of the new Public Works Director, Red Taylor.

City Manager Carl Sherman introduced Red Taylor to the Mayor, Council, and audience.

### AGREEMENTS

6. **Discussion, consideration, and action as may be appropriate regarding entering into an Interlocal Cooperation Contract with Ellis County for the purpose of the City receiving functions, goods, or services which shall include the maintenance, repair, and/or construction of street, road, alleys, bridges, and parking areas, as well as the maintenance and construction of waterways and ditches from the County and providing payment for such.**

Alderman Wright moved to enter into an Interlocal Cooperation Contract with Ellis County. Seconded by Alderman Starr. For: Unanimous. Motion carried 4-0-0.

7. **Discussion, consideration, and action as may be appropriate regarding entering into a Marketing License Agreement with Utility Service Partners Private Label, Inc. D/B/A Service Line Warranties of America for the purpose of granting SLWA the right to offer the Warranty to Residential Property Owners subject to terms and conditions.**

Alderman Starr moved to enter into a Marketing Licensing Agreement with Utility Service Partners Private Label, Inc. D/B/A Service Line Warranties of America. Seconded by Alderman Lindsey. For: Unanimous. Motion carried 4-0-0.

### BID AWARD

8. **Discussion, consideration, and action as may be appropriate regarding the bid award for the construction of the soccer field fence on Ferris Road.**

Mayor Pro Tem Walsh moved to award The Anchor Group in the amount of \$21,950.00. Seconded by Alderman Starr. For: Unanimous. Motion carried 4-0-0.

### EXECUTIVE SESSION

9. **Announcement by the presiding officer that a closed meeting will take place as authorized by Section 551 of the Texas Government Code. Such closed meetings may be held only for the purpose of discussion and no action may be taken or votes cast to reach a decision by the City Council until the City Council has reconvened into open public session. Specifically, the section identified under Chapter 551 that allows a closed meeting to take be held is:**

- ***Section 072, Deliberation Regarding Real Property, A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have detrimental effect on the position of the governmental body in negotiations with a third person.***

**10. Adjourn the Public Meeting.**

Mayor Driggars adjourned the public meeting at 6:12 P.M.

**11. Conduct Executive Session as authorized by Section 551.072 of the Texas Government Code – *Deliberation Regarding Real Property.***

**12. Reconvene into Open Session.**

Mayor Driggars reconvened into open session at 7:18 P.M.

**13. Action as a result of the above-listed Executive Session.**

Alderman Starr moved to authorize the City Manager to proceed with the bid process for the sale of real property as discussed in the Executive Session. Seconded by Mayor Pro Tem Walsh. For: Unanimous. The motion carried 4-0-0.

**CLOSING**

**14. Adjourn.**

Mayor Pro Tem Starr moved to adjourn the meeting. Seconded by Alderman Wright. For: Unanimous. The motion carried 4-0-0. With no further business to come before the council, Mayor Driggars adjourned the meeting 7:19 P.M.

**APPROVED THIS THE 7<sup>TH</sup> DAY OF DECEMBER, 2015.**

\_\_\_\_\_  
Jay Walsh, Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Destiny Lusk Wright, City Secretary

\_\_\_\_\_  
Kent Hofmeister, City Attorney

**STATE OF TEXAS  
COUNTY OF ELLIS**

**THE FERRIS CITY COUNCIL MET IN A REGULAR SESSION  
NOVEMBER 2, 2015 AT 6:00 P.M. IN THE COUNCIL CHAMBERS  
LOCATED AT 215 W. SIXTH STREET, FERRIS, TEXAS.**

<b>MEMBER ATTENDANCE</b>		
Mayor	Micheal Driggars	P
Alderman, Place 1	James Starr	P
Mayor Pro Tem	Jay Walsh	P
Alderman, Place 3	Bobby Lindsey	P
Alderman, Place 4	Gary Ross	P
Alderman, Place 5	Carol Wright	P

<b>STAFF ATTENDANCE</b>		
City Manager	Carl Sherman	P
City Secretary	Destiny Wright	P
City Attorney	Kent Hofmeister	A
Fire Chief/Int. Police Cf.	Tim Birdwell	P
I.T. Director	Doug Childers	P
Eco. Dev. Coordinator	Chuck Dart	A
Finance Director	Melissa Gonzalez	P
Library Director	Kathy Harrington	P
Chief Building Official	Bill Jordan	P
Police Chief	Eddie Salazar	P
Public Works Director	Red Taylor	P

**COUNCIL BUSINESS**

**1. Call to order.**

- **Invocation**
- **Pledge of Allegiance**

Mayor Driggars called the meeting to order at 6:00 P.M. The invocation was given by Alderman Ross.

**2. Roll call to determine the presence of a quorum.**

City Secretary Destiny Wright called roll and determined that a quorum was present.

**CONSENT AGENDA – CITY COUNCIL**

- 3. All matters listed under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. Approval of the Consent Agenda authorizes the**

**Mayor/City Manager to execute all matters necessary to implement each item. Any item may be removed from the Consent Agenda for separate discussion and consideration by any member of the City Council.**

- **Minutes of September 8, 2015 City Council meeting.**
- **Expenditures for the period ending October 16, 2015.**

Mayor Pro Tem Walsh moved to approve the Consent Agenda. Seconded by Alderman Ross. For: Unanimous. Motion carried 5-0-0.

### **PUBLIC COMMENT**

- 4. The City Council welcomes comments from the public. Those wishing to speak must sign in with the City Secretary before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decisions at this time. Speakers must observe a three minute time limit. Total time allocation for Public Comments is fifteen minutes. Groups of individuals wanting to discuss the same item must select one spokesperson. Inquiries regarding matters not listed on the Agenda may be referred to Staff for research and possible future action.**

No comments made.

### **INTRODUCTION OF NEW EMPLOYEE**

- 5. Introduction of the new Police Chief, Eddie Salazar.**

City Manager Carl Sherman introduced Chief Salazar to the Mayor, Council, and audience.

### **CEREMONIAL OATH OF OFFICE**

- 6. Swearing in of the new Police Chief, Eddie Salazar.**

Mayor Driggars administered the Oath of Office to Chief Salazar.

**PROCLAMATION**

**7. Presentation of Proclamation recognizing the week of November 2 – November 6, 2015 as Municipal Court Week.**

Alderman Starr moved to recognize the week of November 2 – November 6, 2015 as Municipal Court Week. Seconded by Alderman Lindsey. For: Unanimous. Motion carried 5-0-0.

Mayor Driggars presented the Proclamation to Court Supervisor Denise Jantes and Court Clerks Carissa Hernandez and Ivette Burciaga.

**NEW BUSINESS**

**8. Discussion regarding a request received from Cynthia Selman in reference to operating a mobile food vending business in the City.**

Cynthia Selman was not present.

**9. Discussion regarding a request received from Jake Elizay in reference to installing a stand-alone ice dispensing machine in the City.**

Tony Morrison of Ice House America was present to propose the installation of a 6 foot by 12 foot stand-alone ice dispensing machine in the NE corner of the Shaw Creek Towne Center parking lot. Representing the owner of the Towne Center was Meryl Moore and he indicated that all renters of the Towne Center were amenable to the proposed installation of the machine. After discussion, it was the overall consensus of Council that, as long as the renters are agreeable to the installation of the machines on the property, Council is in support of the machine.

**10. Discussion, consideration, and action as may be appropriate regarding a request received from Earline Jackson in reference to a proposal to change the name of Front Street to Ennis Scott Street.**

Resident Earline Jackson appeared before the Mayor and Council to present a proposal to change the name of Front Street to Ennis Scott Street in honor of her father. The financial impact that the name change would have on the City would be between \$350.00 and \$375.00. This would be the cost of replacing the street signs at the three intersections of the street and would also include the street signs for the cross streets.

Alderman Wright moved to change the name of Front Street to Ennis Scott Street. Seconded by Alderman Starr. For: Unanimous. Motion carried 5-0-0.

- 11. Discussion, consideration, and action as may be appropriate regarding an amendment to Section 6.03: Paid Leave – General, Item B – Holidays, of the Personnel Policies and Procedure Manual to observe Good Friday as a paid holiday.**

Alderman Starr moved to approve an amendment to the Personnel Policies and Procedure Manual to observe Good Friday as a paid holiday. Seconded by Alderman Ross. For: Unanimous. Motion carried 5-0-0.

### RESOLUTIONS

- 12. Discussion, consideration, and action as may be appropriate regarding Resolution No. R-15-191 casting votes to elect the Board of Directors for the Ellis Appraisal District for the years 2016-2017.**

Alderman Wright moved to approve Resolution No. R-15-191 and cast 2 votes per candidate as listed on the ballot. Seconded by Alderman Ross. For: Unanimous. Motion carried 5-0-0.

- 13. Discussion, consideration, and action as may be appropriate regarding Resolution No. R-15-192 casting vote to elect the fourth member of the Board of Directors for the Dallas Central Appraisal District.**

Alderman Ross moved to approve Resolution No. R-15-192 and cast vote to elect Michael Hurtt as the fourth member of the Board of Directors for the Dallas Central Appraisal District. Seconded by Alderman Wright. For: Unanimous. Motion carried 5-0-0.

- 14. Discussion, consideration, and action as may be appropriate regarding Resolution No. R-15-193 supporting Proposition 7, the proposed amendment on the November 3, 2015 ballot to address Texas' transportation needs.**

Alderman Wright moved to approve Resolution No. R-15-193. Seconded by Mayor Pro Tem Walsh. For: Unanimous. Motion carried 5-0-0.

- 15. Discussion, consideration, and action as may be appropriate regarding Resolution No. R-15-194 adopting the Ellis County Hazard Mitigation Action Plan, October 2015.**

Alderman Ross moved to approve Resolution No. R-15-194. Seconded by Alderman Wright. For: Unanimous. Motion carried 5-0-0.

**EXECUTIVE SESSION**

- 16. Announcement by the presiding officer that a closed meeting will take place as authorized by Section 551 of the Texas Government Code. Such closed meetings may be held only for the purpose of discussion and no action may be taken or votes cast to reach a decision by the City Council until the City Council has reconvened into open public session. Specifically, the section identified under Chapter 551 that allows a closed meeting to take be held is:**

- *Section 072, Deliberation Regarding Real Property, A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have detrimental effect on the position of the governmental body in negotiations with a third person.*

- 17. Adjourn the Public Meeting.**

Mayor Driggars adjourned the public meeting at 6:41 P.M.

- 18. Conduct Executive Session as authorized by Section 551.072 of the Texas Government Code – *Deliberation Regarding Real Property.***

- 19. Reconvene into Open Session.**

Mayor Driggars reconvened into open session at 7:48 P.M.

- 20. Action as a result of the above-listed Executive Session.**

1. Alderman Starr moved to authorize the City Manager to proceed with negotiations for the new Senior Citizens Building. Seconded by Alderman Ross. For: Unanimous. The motion carried 5-0-0.
2. Mayor Driggars announced that terms could not be met for the sale of real property owned by the City as discussed in Executive Session.

**CLOSING**

- 21. Adjourn.**

Alderman Ross moved to adjourn the meeting. Seconded by Alderman Starr. For: Unanimous. The motion carried 5-0-0. With no further business to come before the council, Mayor Driggars adjourned the meeting 7:49 P.M.

**APPROVED THIS THE 7<sup>TH</sup> DAY OF DECEMBER, 2015.**

\_\_\_\_\_  
Jay Walsh, Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Destiny Lusk Wright, City Secretary

\_\_\_\_\_  
Kent Hofmeister, City Attorney

**STATE OF TEXAS  
COUNTY OF ELLIS**

**THE FERRIS CITY COUNCIL MET IN A REGULAR SESSION  
NOVEMBER 16, 2015 AT 6:00 P.M. IN THE COUNCIL CHAMBERS  
LOCATED AT 215 W. SIXTH STREET, FERRIS, TEXAS.**

<b>MEMBER ATTENDANCE</b>		
Mayor	Micheal Driggars	P
Alderman, Place 1	James Starr	P
Mayor Pro Tem	Jay Walsh	P
Alderman, Place 3	Bobby Lindsey	P
Alderman, Place 4	Gary Ross	P
Alderman, Place 5	Carol Wright	P

<b>STAFF ATTENDANCE</b>		
City Manager	Carl Sherman	P
City Secretary	Destiny Wright	P
City Attorney	Kent Hofmeister	A
Fire Chief.	Tim Birdwell	P
I.T. Director	Doug Childers	P
Finance Director	Melissa Gonzalez	P
Library Director	Kathy Harrington	P
Chief Building Official	Bill Jordan	A
Police Chief	Eddie Salazar	P
Public Works Director	Red Taylor	P

**COUNCIL BUSINESS**

**1. Call to order.**

- **Invocation**
- **Pledge of Allegiance**

Mayor Driggars called the meeting to order at 6:00 P.M. The invocation was given by Alderman Starr.

**2. Roll call to determine the presence of a quorum.**

City Secretary Destiny Wright called roll and determined that a quorum was present.

**CONSENT AGENDA – CITY COUNCIL**

- 3. All matters listed under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. Approval of the Consent Agenda authorizes the Mayor/City Manager to execute all matters necessary to implement each**

**item. Any item may be removed from the Consent Agenda for separate discussion and consideration by any member of the City Council.**

- **Expenditures for the periods ending October 20, 2015, October 29, 2015, and October 30, 2015.**

Alderman Ross moved to approve the Consent Agenda. Seconded by Alderman Wright. For: Unanimous. Motion carried 5-0-0.

### **PUBLIC COMMENT**

- 4. The City Council welcomes comments from the public. Those wishing to speak must sign in with the City Secretary before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decisions at this time. Speakers must observe a three minute time limit. Total time allocation for Public Comments is fifteen minutes. Groups of individuals wanting to discuss the same item must select one spokesperson. Inquiries regarding matters not listed on the Agenda may be referred to Staff for research and possible future action.**

Police Chief Eddie Salazar made an announcement that the Library and the Police Department are designated drop off locations for Toys for Tots. He encouraged everyone to donate a new, unwrapped toy to a child in need. Donations will be accepted through December 13, 2015.

### **CONTRACT**

- 5. Discussion, consideration, and action as may be appropriate regarding entering into a contract for the purchase of property located at LOT 1R BLOCK 29B O T FERRIS- REV 0.46 ACRES, more commonly known as the Baker and 8<sup>th</sup> Street Church of Christ, to be utilized as the new senior citizens building and for multi-purpose use.**

Alderman Ross moved to enter into a contract for the purchase of the property located at LOT 1R BLOCK 29B O T FERRIS- REV 0.46 ACRES. Seconded by Alderman Wright. For: Unanimous. Motion carried 5-0-0.

**CLOSING**

**6. Adjourn.**

Alderman Starr moved to adjourn the meeting. Seconded by Alderman Ross. For: Unanimous. The motion carried 5-0-0. With no further business to come before the council, Mayor Driggars adjourned the meeting 6:21 P.M.

**APPROVED THIS THE 7<sup>TH</sup> DAY OF DECEMBER, 2015.**

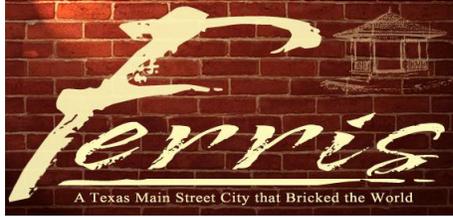
\_\_\_\_\_  
Jay Walsh, Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Destiny Lusk Wright, City Secretary

\_\_\_\_\_  
Kent Hofmeister, City Attorney



# City of Ferris

## AGENDA ITEM REPORT

<b>Meeting Date:</b>	December 7, 2015
<b>Department:</b>	City Manager
<b>Submitted By:</b>	Carl Sherman
<b>Previously Reviewed By:</b>	
<b>Item Type:</b>	Action
<b>Budgeted Expense:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, Amount: _____

### Attachments:

Attachments sent on December 4, 2015 mail.

### Discussion / Justification:

I would like to request your support for placement of a Veteran's Memorial Park honoring all Veterans who have served our country both here and abroad. It is the sincere desire of former Mayors, Bill Dunn, Bill Pardue, Richard Barrett, the 4B Board members and the Lions Club members. The Veteran's Memorial would be placed on the property adjacent to the Ferris Memorial Park Cemetery on FM 664. This property is currently owned by Waste Management and will require a formal request from the Mayor and Council. Following your ratified support, we will be requesting that Waste Management graciously donate the property in the interest of a Veteran's Memorial Park.

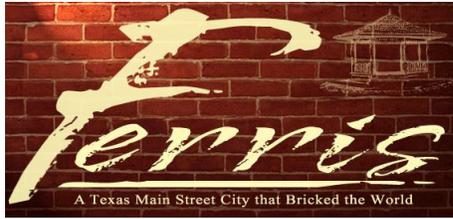
### Recommendation / Staff Comments:

I recommend Council ratify support for the placement of a Veteran's Memorial Park. Following ratified support, I recommend Council request that Waste Management donate the property adjacent to the Ferris Memorial Park Cemetery on FM 664 in the interest of a Veteran's Memorial Park.

### Motion(s):

I \_\_\_ move to ratify support for the placement of a Veteran's Memorial Park on the property adjacent to the Ferris Memorial Park Cemetery on FM 664.

I \_\_\_ move to formally request that Waste Management donate the property adjacent to the Ferris Memorial Park Cemetery on FM 664 in the interest of a Veteran's Memorial Park.



# City of Ferris

## AGENDA ITEM REPORT

<b>Meeting Date:</b>	December 7 2015
<b>Department:</b>	Fire
<b>Submitted By:</b>	Fire Chief Tim Birdwell
<b>Previously Reviewed By:</b>	
<b>Item Type:</b>	Presentation
<b>Budgeted Expense:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, Amount: _____

### Attachments:

Please see attachments

### Discussion / Justification:

Every 5 years the basic Emergency Operations Plan has to be updated. At this time the document being prepared is the basic plan. This plan is a multi-jurisdictional plan between the cities of Ellis County. There is no cost to the City of Ferris Texas.

### Recommendation / Staff Comments:

Staff recommends approval of this part of the Inter-jurisdictional plan including the City of Ferris Texas.

### Motion(s):

## State Planning Standards Checklist for the Basic Plan

**Jurisdiction(s):** Ellis County **Plan Date:** October 2015

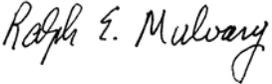
**Date of most recent change, if any:** 09/18/2015

(The date that appears on the signature page)

**Note:** The Basic Plan will be considered Deficient if the *italicized* standards are not met.

<b>This Basic Plan shall:</b>	<b>Section/paragraph</b>
<b>PLAN FORMAT</b>	
<i>BP-1. Include an Approval &amp; Implementation Page signed by the chief elected official(s) of the jurisdiction(s) party to the plan.</i>	I BP-3 & 4
<i>BP-2. Include a Record of Changes.</i>	ii BP-2
<i>BP-3. Include a Table of Contents.</i>	iii BP-5 to BP-6
<b>I. AUTHORITY</b>	
<i>BP-4. Identify local, state, and federal legal authorities that establish the legal basis for planning and carrying out emergency responsibilities.</i>	I BP-7
<b>II. PURPOSE</b>	
<i>BP-5. Include a purpose statement that describes the reason for development of the plan and its annexes and identifies who the plan applies to.</i>	II. BP-8
<b>III. EXPLANATION OF TERMS</b>	
<i>BP-6. Explain and/or define terms, acronyms, and abbreviations used in the document.</i>	III. BP-8 to BP-11
<b>IV. SITUATION &amp; ASSUMPTIONS</b>	
<i>BP-7. Include a situation statement that summarizes the potential hazards facing the jurisdiction(s), including likelihood of occurrence and estimated impact on public health and safety, and property.</i>	IV.A & Figure 1 BP-11 to BP-12
<i>BP-8. Include a list of planning assumptions on which the plan and its annexes are based.</i>	IV.B BP-12 to BP-13
<b>V. CONCEPT OF OPERATIONS</b>	
<i>BP-9. Describe the jurisdiction's overall approach to emergency management.</i>	V.A – C BP-13 to BP-14
<i>BP-10. Include a statement acknowledging the adoption of the National Incident Management System (NIMS).</i>	V.B.8 BP-14
<i>BP-11. Describe its incident command arrangements and the interface between field operations and the Emergency Operating Center..</i>	V.D – E BP-15 TO BP-17
<i>BP-12. Outline the process that will be used to obtain state or federal assistance.</i>	V.F BP-17 TO BP-18
<i>BP-13. Summarize emergency authorities of local officials.</i>	V.G BP18 TO BP-19
<i>BP-14. List actions to be taken by local officials during various phases of emergency management.</i>	V.H BP-19 TO BP-21
<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>	
<i>BP-15. Describe the local emergency organization.</i>	VI.A BP-21
<i>BP-16. Describe the emergency responsibilities of the chief elected official and other members of the executive staff.</i>	VI.B.3 BP-22 TO BP-24
<i>BP-17. Describe the common emergency management responsibilities of all government departments and agencies.</i>	VI.B.4 BP-24
<i>BP-18. Outline responsibilities for various emergency service functions, summarize the tasks involved, and indicate by title or position who has primary responsibility for each function.</i>	VI.B.5 BP-24 TO BP-28

BP-19. Outline responsibilities for various emergency support functions, summarize the tasks involved, and indicate by title or position who has primary responsibility for each function.	VI.B.6 BP-28 TO BP-32
BP-20. Outline the emergency services that organized volunteer groups and businesses have agreed to provide.	VI.B.7 BP-33
<b>VII. DIRECTION &amp; CONTROL</b>	
BP-21. Indicate by title or position who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities.	VII.A BP-33
BP-22. Describe local emergency facilities and summarize the functions performed by each.	VII.B BP-33 TO BP-34
BP-23. Summarize the line of succession for key personnel.	VII.C BP-34 TO BP-36
<b>VIII. READINESS LEVELS</b>	
BP-24. Explain readiness levels, indicate who determines them, and describe general actions to be taken at various readiness levels.	VIII BP-36 TO BP-39
<b>IX. ADMINISTRATION &amp; SUPPORT</b>	
BP-25. Outline policies on agreements & contracts and refer to summary of current emergency service agreements and contracts in appendices.	IX.A BP-39
BP-26. Establish requirements for reports required during emergency operations.	IX.B BP-39
BP-27. Outline requirements for record-keeping related to emergencies and for preservation of government records.	IX.C BP-40 TO BP-41
BP-28. Describe the policies on training for personnel to ensure compliance with NIMS requirements.	IX.D BP-41
BP-29. Establish requirements for a post-event review of emergency operations following major emergencies and disasters.	IX.F BP-41
<b>X. DEVELOPMENT &amp; MAINTENANCE</b>	
BP-30. Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed.	X.A & B BP-41 TO BP-42
BP-31. Outline the process and schedule for review and update the plan and its annexes.	X.C & D BP-42 TO BP-43
<b>ATTACHMENTS</b>	
BP-32. Include a Distribution List for the plan and its annexes.	Attachment 1 BP-1-1
BP-33. Include a list of references pertinent to the plan.	Attachment 2 BP-2-1
BP-34. Include a graphic depicting the local emergency organization.	Attachment 3 BP-3-1 TO BP-3-3
BP-35. Include a graphic depicting emergency management functional responsibilities.	Attachment 4 BP-4-1
BP-36. Include a summary of assignments for developing and maintaining the annexes to the plan.	Attachment 5 BP-5-1
BP-37. Include a summary of emergency-related agreements and contracts.	Attachment 6 BP-6-1
BP-38. Include a summary of the Incident Command System.	Attachment 7 BP-7-1
BP-39 Court Order Adopting NIMS	Attachment 8 BP-8-1

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By:	 RALPH E. MULVANY	10/08/2015

# **EMERGENCY MANAGEMENT BASIC PLAN**

## **FOR**

# **Ellis County, Texas**



**RECORD OF CHANGES**

<b>CHANGE #</b>	<b>DATE OF CHANGE</b>	<b>DESCRIPTION</b>	<b>CHANGED BY</b>
1	09/18/15	Removed all annotations of Waxahachie from the Basic	Ralph Mulvany
2	09/18/15	“Authority” – Added Federal – lines 6-12; State – 2; Acronyms - added	Ralph Mulvany
3	09/18/15	Definitions – Added- Area Command, Public Information. Updated – 6a(6); 6b(7); 6c(7); 6d; 10	Ralph Mulvany
4	09/18/15	Concept of Operations – added – B8 & 9; added references to NIMS throughout document; added G2c	Ralph Mulvany
5	09/18/15	Administrative Support- added A.2; added – D. Training; Added – F. Post–incident and Exercise Review	Ralph Mulvany
6	09/18/15	Plan Development and Maintenance – added website to E3	Ralph Mulvany
7	09/18/15	Attachments – Attachment 2 – added websites; Attachment 7 – added	Ralph Mulvany

# APPROVAL & IMPLEMENTATION

## Ellis County

### Emergency Management Plan

This letter promulgates the Ellis County Emergency Management Plan that provides the conceptual framework for mitigating, preparing, responding to, and recovering from any disaster that threatens life, property, and the resources of within Ellis County or any of the signatory cities of this plan.

This plan applies to all county and signatory cities' departments and agencies assigned emergency responsibilities as well as those department and agencies that may respond to any emergency or disaster situation that arises in the county or the cities.

The Emergency Management Director, in close consultation with the Emergency Management Coordinator, shall provide guidance and direction to all phases of emergency management—Mitigation, Preparedness, Response, and recovery.

This plan is hereby accepted for approval and implementation by the county's Emergency Management Director and the Emergency Management Coordinator.

By the affixing of our signatures on this letter, we, the County Judge and mayors of the signatory cities, do deem this plan in place. This plan supercedes all previous plans and is effective immediately.

\_\_\_\_\_  
County Judge, Ellis County

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAYOR OF ALMA

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF BARDWELL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF FERRIS

\_\_\_\_\_  
DATE

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MAYOR OF GARRETT

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MAYOR OF ITALY

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DATE

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MAYOR OF MAYPEARL

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DATE

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MAYOR OF MIDLOTHIAN

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DATE

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MAYOR OF MILFORD

\_\_\_\_\_  
DATE

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MAYOR OF OAK LEAF

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF OVILLA

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF PALMER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF PECAN HILL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF RED OAK

\_\_\_\_\_  
DATE

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# BASIC PLAN

## I. AUTHORITY

### A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework
12. Presidential Policy Directive 8 – National Preparedness

### B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

### C. Local

1. Commissioner's Court Order # 8330, dated July 11, 1988.
2. Joint Resolution between Ellis County and the Cities of Ellis County dated Nov 10, 2003.
3. Inter-local Agreements & Contracts. See the summary in Attachment 6.

## II. PURPOSE

This Basic Plan outlines our approach to emergency operations, and is applicable to Ellis County. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts to include the whole of community.

## III. EXPLANATION OF TERMS

### A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

### B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and

priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster ensuring the needs of the whole community are addressed.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
  - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
    - 1) Involves a limited area and/or limited population.
    - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
    - 3) Warning and public instructions are provided in the immediate area, not community-wide.
    - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
    - 5) May require limited external assistance from other local response agencies or contractors.
    - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
  - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
    - 1) Involves a large area, significant population, or important facilities.
    - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

- 3) May require community-wide warning and public instructions.
  - 4) Requires a sizable multi-agency response operating under an incident commander.
  - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) Requires community-wide warning and public instructions.
  - 4) Requires a response by all local response agencies operating under one or more incident commanders.
  - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
  - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive,

flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances

9. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
10. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
11. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

#### IV. SITUATION AND ASSUMPTIONS

##### A. Situation

Our County is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

**Figure 1**

#### **HAZARD SUMMARY**

Hazard Type:	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property	
		Limited	Moderate	Major	Limited Major	Moderate
<b>Natural</b>						
Drought	LIKELY	←-----→			←-----→	
Earthquake	UNLIKELY	N/A			N/A	
Flash Flooding	LIKELY	←-----→			→	←-----
Flooding (river or tidal)	OCCASIONAL	←-----→			←-----→	
Hurricane	UNLIKELY	N/A			N/A	
Subsidence	OCCASIONAL	←-----→			←-----→	
Tornado	LIKELY	←-----→			→	←-----
Wildfire	OCCASIONAL	←-----→			←-----→	
Winter Storm	OCCASIONAL	←-----→			←-----→	
<b>Technological</b>						
Dam Failure	UNLIKELY	N/A			N/A	
Energy/Fuel Shortage	OCCASIONAL	←-----→			←-----→	
Hazmat/Oil Spill (fixed site)	OCCASIONAL	←-----→			→	←-----
Hazmat/Oil Spill (transport)	LIKELY	←-----→			→	←-----
Major Structural Fire	OCCASIONAL	←-----→			→	←-----
Nuclear Facility Incident	UNLIKELY	N/A			N/A	
Water System Failure	LIKELY	←-----→			→	←-----
<b>Security</b>						
Civil Disorder	OCCASIONAL	←-----→			←-----→	
Enemy Military Attack	UNLIKELY	N/A			N/A	
Terrorism	OCCASIONAL	←-----→			→	←-----

\* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely

**B. Assumptions**

1. Our County will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting our County. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of

emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

## V. CONCEPT OF OPERATIONS

### A. Objectives

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

### B. General

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of national significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

### **C. Operational Guidance**

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
  - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
  - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or

sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

### 3. Source and Use of Resources.

- a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:
  - 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
  - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
  - 3) Request assistance from volunteer groups active in disasters.
  - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

### **D. Incident Command System (ICS)**

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally

desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

5. Over the course of an emergency response the Incident Commander may change. For example during the response to an incident involving the release of a large quantity of a hazardous material, the initial incident commander may be the local fire chief that arrives on the scene first. Subsequently, over the course of the response, as efforts shift to long term clean up, the role of incident commander may transfer over to a state or federal regulatory authority such as an official from the Texas Commission on Environmental Quality (TCEQ) or a United States Environmental Protection Agency (EPA) On-Scene Coordinator in the Region.

## **E. ICS - EOC Interface**

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
  - a. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing emergency instructions to them.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - e. Implementing traffic control arrangements in and around the incident scene.
  - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
  - a. Providing resource support for the incident command operations.
  - b. Issuing community-wide warning.
  - c. Issuing instructions and providing information to the general public.
  - d. Organizing and implementing large-scale evacuation.
  - e. Organizing and implementing shelter and mass arrangements for evacuees.
  - f. Coordinating traffic control for large-scale evacuations.
  - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. **If this** situation occurs, a transition to an Area Command or a Unified Area Command is desirable,

and the allocation of resources to specific field operations will be coordinated through the EOC.

## **F. State, Federal & Other Assistance**

### 1. State & Federal Assistance

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Waco. See Appendix 2 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official (the County Judge/Mayor) and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

### 2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control

structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.

- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

## G. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
  - a. Emergency Declaration. In the event of riot or civil disorder, the County Judge may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
  - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the County Judge may by executive order or proclamation declare a local state of disaster. The County Judge may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
    - 1) Suspending procedural laws and rules to facilitate a timely response.
    - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
    - 3) Restricting the movement of people and occupancy of premises.
    - 4) Prohibiting the sale or transportation of certain substances.
    - 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

## H. Actions by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

- a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

- b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

- c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

- d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

e. Stand Down

When a centralized County coordination presence is no longer required, the local EOC implements the demobilization plan to transfer responsibilities to recovery assistance program oversight and monitoring that shifts back to individual agencies' offices.

f. After Action Critique

Following a public emergency, all agencies submit an after action report through the local EOC detailing problems encountered and key issues affecting performance. Data from these issues and targeted reviews are analyzed and provided, as appropriate, to management for consideration. After a particularly large or unique public emergency operation, the jurisdiction also may convene an interagency forum to identify lessons learned. Each agency involved is encouraged to keep records of its activity to assist in preparing its own after action report.

g. Training

Various emergency management planning and preparedness training courses should be held in order to familiarize emergency response personnel with emergency management plans and communication and coordination systems in place. Individual jurisdictions should seek to take advantage of training opportunities offered by their county and/or the state.

h. Testing Your Plan

- 1) Testing the plan during a drill or exercise is the best way to identify problem areas and evaluate preparedness without actually experiencing a disaster. All drills and emergency management exercises should include some sort of post-exercise critique to help identify shortfalls in planning -- problems in organization or operational concepts and procedures that do not work well in practice. These shortfalls should be addressed in the next iteration of the local planning process.
- 2) The County of Ellis also tests their plan when they respond to an actual emergency or disaster. Emergency responders who observe problems attributable to unworkable or incomplete plans and procedures should be encouraged to identify those problems as soon as they become evident. A formal post incident review should be conducted after any major emergency or disaster to identify lessons learned; such reviews should specifically consider the adequacy of the current plan. If deficiencies are identified, they should be addressed in the next round of planning.

<b>VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</b>
------------------------------------------------------------

## **A. Organization**

### 1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.

### 2. Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the County Judge, Mayor(s), City Manager(s), and Emergency Management Coordinator(s).

### 3. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

### 4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

### 5. Volunteer and Other Services

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

## **B. Assignment of Responsibilities**

### 1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.
3. Executive Group Responsibilities
  - a. The County Judge will:
    - 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
    - 2) Monitor the emergency response during disaster situations and provides direction where appropriate.
    - 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
    - 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
    - 5) Request assistance from other local governments or the State when necessary.
    - 6) Direct activation of the EOC.
  - b. The Executive Assistant to the Judge/City Manager or Emergency Manager Coordinator (EMC) will:
    - 1) Implement the policies and decisions of the governing body relating to emergency management.
    - 2) Organize the emergency management program and identifies personnel, equipment, and facility needs.
    - 3) Assign emergency management program tasks to departments and agencies.
    - 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
    - 5) Coordinate activation of the EOC and supervise its operation.
  - c. The Emergency Management Coordinator (EMC) will:
    - 1) Serve as the staff advisor to our County Judge on emergency management matters.

- 2) Keep the County Judge governing body apprised of our preparedness status and emergency management needs.
- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.
- 5) Arrange appropriate training for local emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test our plan and training.
- 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 8) Activate the EOC when required.
- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.

#### 4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

#### 5. Emergency Services Responsibilities

- a. The Incident Commander will:
  - 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.

- 2) Determine and implement required protective actions for response personnel and the public at an incident site.
- b. Warning.
- 1) Primary responsibility for this function is assigned to the Emergency Management Coordinator, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Receive information on emergency situations.
    - b) Alert key local officials of emergency situations.
    - c) Disseminate warning information and instructions to the public through available warning systems ensuring the needs of the whole community are addressed.
    - d) Disseminate warning and instructions to institutional facilities such as schools and hospitals.
- c. Communications.
- 1) Primary responsibility for this function is assigned to the County Sheriff, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
    - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
    - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection.
- 1) Primary responsibility for this function is assigned to the Fire Marshal, who will prepare and maintain Annex D to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Maintain inventory of radiological equipment.

- b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
  - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
  - d) Make notification concerning radiological incidents to state and federal authorities.
- e. Evacuation.
- 1) Primary responsibility for this function is assigned to the County Sheriff who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identify areas where evacuation has been or may in the future and determine of population at risk.
    - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
    - c) Develop simplified planning procedures for ad hoc evacuations.
    - d) Determine emergency public information requirements ensuring the needs of the whole community are addressed.
    - e) Perform evacuation planning for individuals with functional and access needs and institutional facilities (schools, hospitals, nursing homes, and other institutions).
- f. Firefighting.
- 1) Primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Fire prevention activities.
    - b) Fire detection and control.
    - c) Hazardous material and oil spill response.
    - d) Terrorist incident response.
    - e) Evacuation support.
    - f) Post-incident reconnaissance and damage assessment.
    - g) Fire safety inspection of temporary shelters.
    - h) Prepare and maintain fire resource inventory.
- g. Law Enforcement.

- 1) Primary responsibility for this function is assigned to the County Sheriff who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Maintenance of law and order.
    - b) Traffic control.
    - c) Terrorist incident response.
    - d) Provision of security for vital facilities, evacuated areas, and shelters.
    - e) Access control for damaged or contaminated areas.
    - f) Warning support.
    - g) Post-incident reconnaissance and damage assessment.
    - h) Prepare and maintain law enforcement resource inventory.
- h. Health and Medical Services.
- 1) Primary responsibility for this function is assigned to the Ellis County Health Authority, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Coordinate health and medical care and EMS support during emergency situations.
    - b) Public health information and education.
    - c) Inspection of food and water supplies.
    - d) Develop emergency public health regulations and orders.
    - e) Coordinate collection, identification, and interment of deceased victims.
- i. Direction and Control.
- 1) Primary responsibility for this function is assigned to the County Judge, EMC Coordinator, and appropriate jurisdictions, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Direct and control our local operating forces.
    - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Waco.
    - c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
    - d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.

- e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
  - f) Coordinates the evacuation of areas at risk.
- j. Hazardous Materials & Oil Spill.
- 1) The primary responsibility for this function is assigned to the local Fire Department and County Environmental Department, the Fire Marshal who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs. The National Oil and Hazardous Substances Pollution Contingency Plan addresses the Federal response to oil spills and hazardous materials releases.
  - 2) Emergency tasks to be performed include:
    - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
    - b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
    - c) Determine and implement requirements for personal protective equipment for emergency responders.
    - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
    - e) Determine areas at risk and which public protective actions, if any, should be implemented.
    - f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
    - g) Determines when affected areas may be safely reentered.
- k. Search & Rescue.
- 1) The primary responsibility for this function is assigned to the Fire Marshal, who will prepare and maintain Annex K (Search and Rescue) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Coordinate and conduct search and rescue activities.
    - b) Identify requirements for specialized resources to support rescue operations.
    - c) Coordinate external technical assistance and equipment support for search and rescue operations.
- l. Terrorist Incident Response.
- 1) Primary responsibility for this function is assigned to the County Sheriff's Office, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
- b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
- c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
- d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

- 1) Primary responsibility for this function is assigned the County Health Authority, American Red Cross-Dallas Area Chapter, and Salvation Army of Ellis County, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs

2) Emergency tasks to be performed include:

- a) Perform emergency shelter and mass care planning.
- b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.

b. Public Information.

- 1) Primary responsibility for this function is assigned to the County Public Information Officer (PIO) (Assistant to the County Judge), who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Establish a Joint Information Center (JIC)
- b) Conduct on-going hazard awareness and public education programs.
- c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
- d) Provide information to the media and the public during emergency situations.
- e) Arrange for media briefings.
- f) Compiles print and photo documentation of emergency situations.

c. Recovery.

- 1) Primary responsibility for this function is assigned to the Emergency Management Coordinator, Long-term Recovery Committee (LTRC), and American Red Cross-Dallas Area Chapter, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
    - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
    - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
    - d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.
- d. Public Works & Engineering.
- 1) Primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Protect government facilities and vital equipment where possible.
    - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
    - c) Direct temporary repair of vital facilities.
    - d) Restore damaged roads and bridges.
    - e) Restore waste treatment and disposal systems.
    - f) Arrange for debris removal.
    - g) General damage assessment support.
    - h) Building inspection support.
    - i) Provide specialized equipment to support emergency operations.
    - j) Support traffic control and search and rescue operations.
- e. Utilities.
- 1) Primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:

- a) Prioritize restoration of utility service to vital facilities and other facilities.
  - b) Arrange for the provision of emergency power sources where required.
  - c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
  - d) Assess damage to, repair, and restore public utilities.
  - e) Monitor recovery activities of privately owned utilities.
- f. Resource Management.
- 1) Primary responsibility for this function is assigned to the County Auditor, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Maintain an inventory of emergency resources.
    - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
    - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
    - d) Establish emergency purchasing procedures and coordinate emergency procurements.
    - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
    - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
    - g) Establish staging areas for resources, if required.
    - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
    - i) Maintain records of emergency-related expenditures for purchases and personnel.
- g. Human Services.
- 1) Primary responsibility for this function is assigned to the Waxahachie Chapter of the Salvation Army and American Red Cross-Dallas Area Chapter, who will prepare and maintain Annex O (Human Services) to this plan and supporting SOPs
  - 2) Emergency tasks to be performed include:
    - a) Identify emergency feeding sites.
    - b) Identify sources of clothing for disaster victims.
    - c) Secure emergency food supplies.

- d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
  - e) Coordinate special care requirements for disaster victims such as the aged, functional and access needs individuals, and others.
  - f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.
- h. Hazard Mitigation.
- 1) The primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Maintain the local Hazard Analysis.
    - b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
    - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
    - d) Coordinate and carry out post-disaster hazard mitigation program.
- i. Transportation.
- 1) The primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identifies local public and private transportation resources and coordinates their use in emergencies.
    - b) Coordinates deployment of transportation equipment to support emergency operations.
    - c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
    - d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.
- j. Donations Management.
- 1) The primary responsibility for this function is assigned to the Emergency Management Coordinator (EMC) and Long-term Recovery Committee (LTRC), who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.

- 2) Emergency tasks to be performed include:
  - a) Compile resource requirements identified by the Resource Management staff.
  - b) Solicit donations to meet known needs.
  - c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
  - d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

- 1) The primary responsibility for this function is assigned to the County Attorney, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
  - b) Review and advise our officials on possible legal issues arising from disaster operations.
  - c) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
  - d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.
- I. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

7. Volunteer & Other Services

- a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

- 1) Waxahachie Chapter, American Red Cross.

The Red Cross provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications,

provision of basic clothing, and limited financial assistance to those affected by emergency situations, and feeding for emergency workers.

2) Waxahachie Chapter, The Salvation Army.

The Salvation Army provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated good including food clothing, and household items. It also provides referrals to government and private agencies for special services.

3) Southern Baptist Convention Disaster Relief.

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. It can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

4) Radio Amateur Civil Emergency Service (RACES).

The Radio Amateur Civil Emergency Service (RACES) provides amateur radio support for emergency operations, including communications support in the EOC.

b. Business Support.

The following businesses have agreed to provide support for emergency operations as indicated:

- 1) Wal-Mart
- 2) Home Depot

## VII. DIRECTION AND CONTROL

### A. General

1. The County Judge is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, she/he may carry out those responsibilities from the EOC.
2. The County Judge will provide overall direction of the response activities of all our departments. During major emergencies and disaster, she/he will normally carry out those responsibilities from the EOC.
3. Emergency Management Coordinator (EMC) will manage the EOC.

4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as a common communications protocol, may be adopted to facilitate coordinated effort.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or Federal assistance is covered in section V.F of this plan; see also the Request for Assistance form in Annex M, Appendix 3. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

## B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
1. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located at **109 S. Jackson St Waxahachie (Courts Building)**. Counties and jurisdictions should work to establish locations for alternate emergency operation facilities should the area of current operation centers be impacted.
2. The following individuals are authorized to activate the EOC:
  - a. County Judge
  - b. Emergency Management
  - c. County Fire Marshal
3. The general responsibilities of the EOC are to:
  - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
  - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
  - c. Provide resource support for emergency operations.

- d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - e. Organize and activate large-scale evacuation and mass care operations.
  - f. Provide emergency information to the public.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
  6. Our Alternate EOC is located at **1150 U.S. 67 FRONTAGE RD #300, MIDLOTHIAN, TX 76065** . This facility will be used if our primary EOC becomes unusable.
  7. We have a mobile command and control vehicle, operated by Ellis County Sheriff's Office, which may be used as an incident command post.

### **C. Line of Succession**

1. The line of succession for the County Judge is:
  - a. County Judge
  - b. County Judge pro tem
  - c. County Engineer
2. The line of succession for Executive Assistant to the Judge is:
  - a. Executive Assistant to the Judge
  - b. Public Information Officer
  - c. Commissioners Court Assistant
3. The line of succession for the Emergency Management Coordinator is:
  - a. Emergency Management Coordinator
  - b. Fire Marshal
  - c. Waxahachie Emergency Management Coordinator
4. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

<b>VIII. READINESS LEVELS</b>
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- A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the County Judge or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness

level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

**B.** The following Readiness Levels will be used as a means of increasing our alert posture.

1. Level IV (4): Normal Conditions

- a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
- b. The normal operations of government are not affected.

2. Level III (3): Increased Readiness

- a. Increased Readiness refers to a situation that presents a greater potential threat than “Level IV (4)”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
  - 1) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
  - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
  - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
  - 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
  - 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- b. Declaration of “Level III (3)” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

3. Level II (2): High Readiness

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
    - 1) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
    - 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
    - 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
    - 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
    - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
    - 6) Human-Induced Hazards. The hazards include acts of terrorism that may involve weapons of mass destruction such as dirty bombs, chemical and biological agents, and hazardous materials and oil spills.
    - 7) Homeland Security Advisory System Level Orange. If the Federal Officials receive intelligence indicating the likelihood of a terrorist attack, the national threat alert system may be raised to Orange thus triggering an increase to Level II (2): High Readiness locally.
  - b. Declaration of a “Level II (2)” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.
4. Level I (1): Maximum Readiness
- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level II (2)” event. Actions could also be generated by severe weather

warning information issued by the National Weather Service combined with factors making the event more imminent.

- 1) Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, cull activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
  - 2) Tornado Warning. Tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
  - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
  - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
  - 5) Human-Induced Hazards. Following the release of information regarding intentional or accidental releases of harmful agents that may be chemical, biological, or radiological in nature, officials may declare a Level I (1) alert, Maximum Readiness. Readiness actions may include the deployment of HazMat teams, requests for additional resources, and the issuing of evacuation or shelter-in-place advisories.
  - 6) Homeland Security Advisory System Level Red. If the Federal Officials receive intelligence indicating the likelihood of a terrorist attack, the national threat alert system may be raised to Red thus triggering an increase to Level I (1) of Maximum Readiness
- b. Declaration of “Level I (1)” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

## IX. ADMINISTRATION AND SUPPORT

### A. Agreements and Contracts

1. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include

equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

2. In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are a part of the Texas Regional Response Network (TRRN).
3. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

## **B. Reports**

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander and County Fire Marshal shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. After Action Report/Lessons. These reports should be prepared to document response efforts in order to identify strengths in the current system as well as areas for improvements. This shall be considered part of the planning process. Reports should be distributed, after each major emergency or disaster as well as exercises and simulations.
5. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

## **C. Records**

1. Record Keeping for Emergency Operations

Our county/city is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
  - 1) Activation or deactivation of emergency facilities.
  - 2) Emergency notifications to other local governments and to state and federal agencies.
  - 3) Significant changes in the emergency situation.
  - 4) Major commitments of resources or requests for additional resources from external sources.
  - 5) Issuance of protective action recommendations to the public.
  - 6) Evacuations.
  - 7) Casualties.
  - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain a estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
  - 1) Personnel costs, especially overtime costs
  - 2) Equipment operations costs
  - 3) Costs for leased or rented equipment
  - 4) Costs for contract services to support emergency operations
  - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

## 2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

## D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

#### **E. Consumer Protection**

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the County Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

#### **F. Post-Incident and Exercise Review**

The County Judge is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

### **X. PLAN DEVELOPMENT AND MAINTENANCE**

#### **A. Preparedness Cycle**

The EMP will be maintained, reviewed, and updated following a preparedness cycle that includes four phases: Plan, Operate, Evaluate, and Corrective Action. Participation of primary and support agencies during all phases of this cycle ensures the plan reflects the current policies, organizational structures, and methodologies utilized by County response organizations.

#### **Figure 6: Emergency Management Planning Cycle**



## B. Plan Development

The County Judge is responsible for approving and promulgating this plan.

## C. Distribution of Planning Documents

1. The County Judge shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

## D. Review

The Basic Plan and its annexes shall be reviewed annually by local officials. The County Judge/EMC will establish a schedule for annual review of planning documents by those tasked in them.

## E. Update

2. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
3. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the Emergency Management Coordinator (EMC). Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Texas Division of Emergency Management (TDEM) *Local Emergency Management Planning Guide* (TDEM-10).  
Chapter 3 <https://www.txdps.state.tx.us/dem/downloadableforms.htm>
4. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
5. §418.043(4) of the Government Code provides that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The County Judge is responsible for submitting copies of planning documents to our TDEM District Coordinator for review.

**ATTACHMENTS:**

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System
8. Court Order Adopting NIMS

<b>ATTACHMENT 1 DISTRIBUTION LIST</b>
-------------------------------------------

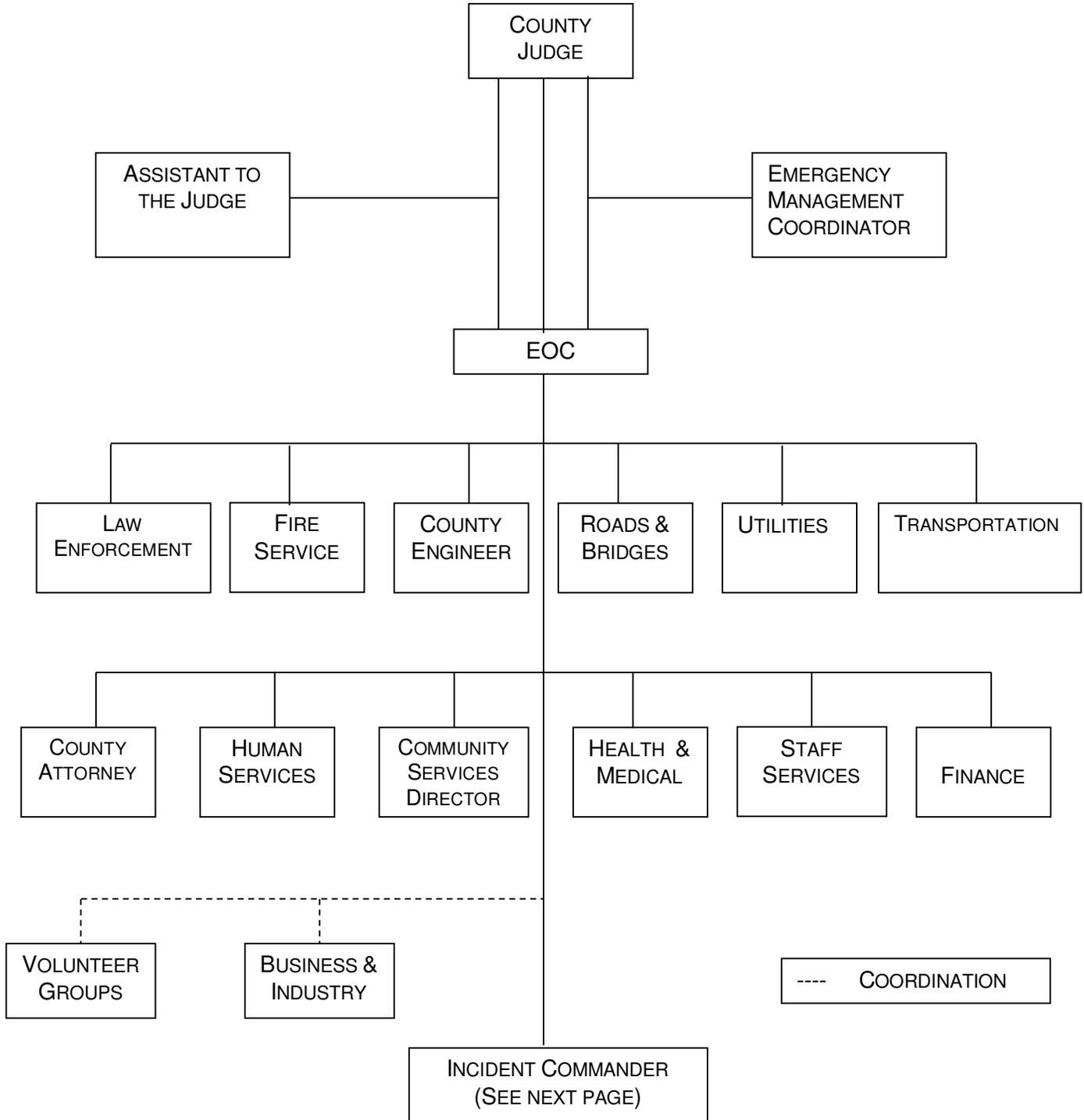
<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
EOC Reference Library	2	All
County Judge/Mayor	1	All
City Manager	1	All
Each County Commissioner	1	All
EMC	1	All
City Secretary/Asst. to the Judge	1	All
County Sheriff	2	All
Police Chief	1	All
Each Constable	1	All
Fire Chief/Fire Marshal	2	All
Community Services Director	1	C, E, O
County Health Officer	1	C, D, H, O, Q
Finance Director/Tax Assessor	1	J, M
City Public Works Director/County Engineer	1	E, G, J, K, L, S
Public Utilities Director	1	J, K, L
Human Resources Director	1	C, M, O, T
County Attorney	1	All
Justices of the Peace	1	G, H, N
Medical Examiner	1	G, H, N
RACES Officer	1	All
Radiological Officer	1	D, E, Q
_____ Hospital	1	C, E, S
County Animal Control	1	E, H
ISD Transportation Director	1	C, E, H, O
County Independent School District	1	C, E, O, S
Ellis County Local Emergency Planning Committee	1	All
American Red Cross	1	C, E, J, O, T
The Salvation Army	1	C, E, J, O, T
Southern Baptist Convention Disaster Relief	1	C, E, J, O, T
Hazard County Rural Transportation Service	1	S
GDEM Regional Liaison Officer	1	All
R.J. Smith Refuse Company	1	J, M, T
ABC Disposal & Demolition	1	J, M, T

<b>ATTACHMENT 2 REFERENCES</b>
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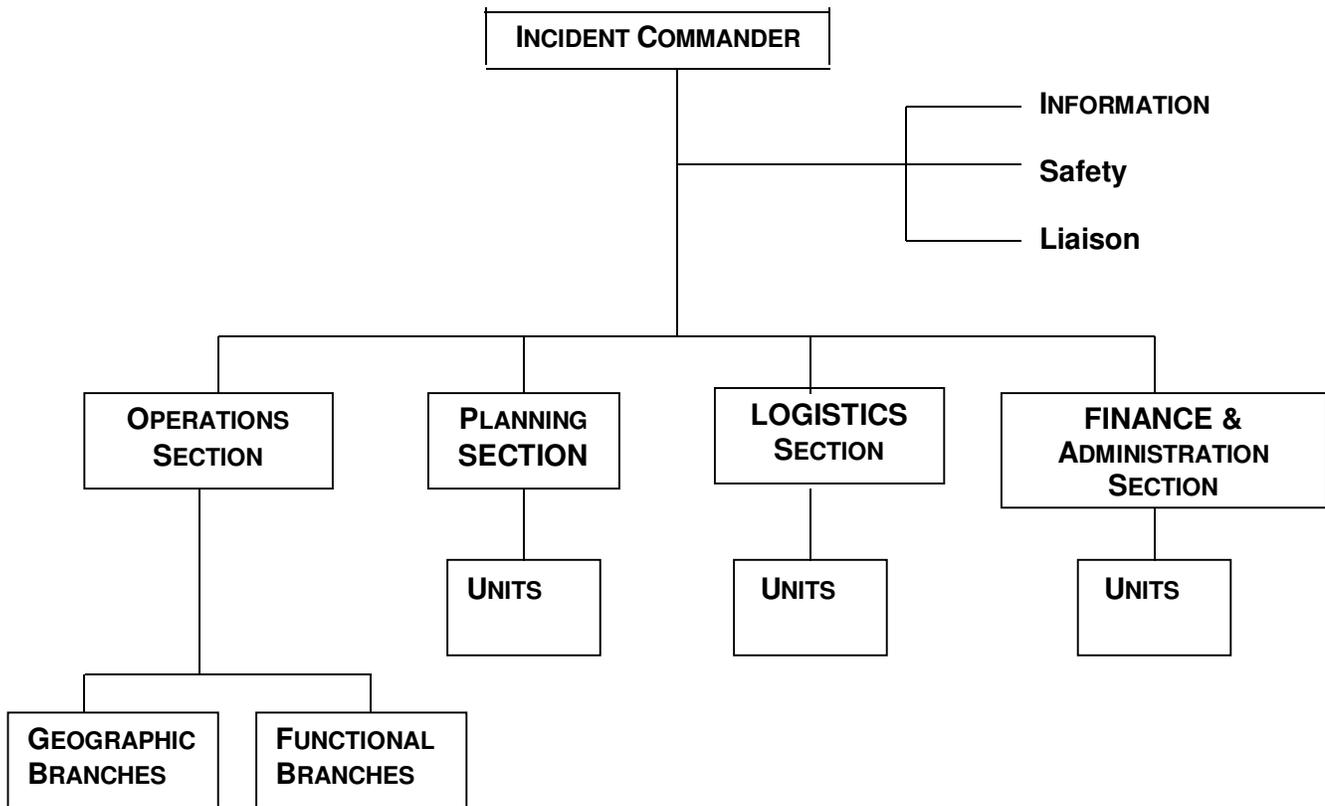
1. Texas Department of Public Safety, Texas Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10  
<https://www.txdps.state.tx.us/internetforms/Forms/TDEM-10.pdf>
2. Texas Department of Public Safety, Texas Division of Emergency Management, *Disaster Recovery Manual*  
<http://dps.texas.gov/Internetforms/Forms/TDEM-62.pdf>
3. Texas Department of Public Safety, Texas Division of Emergency Management, *Mitigation Handbook*  
<http://dps.texas.gov/internetforms/Forms/TDEM-21.pdf>
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management IS-288.a The Role of Voluntary Organizations in Emergency Management - (2/12/2015)*  
<https://training.fema.gov/is/crslist.aspx?page=6>
5. FEMA, *Comprehensive Preparedness Guide (CPG-101)*  
[http://www.fema.gov/pdf/about/divisions/npd/CPG\\_101\\_V2.pdf](http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf)
6. U. S. Department of Homeland Security, *National Response Plan*  
[http://www.dhs.gov/xlibrary/assets/NRP\\_Brochure.pdf](http://www.dhs.gov/xlibrary/assets/NRP_Brochure.pdf)
7. 79<sup>th</sup> Texas Legislature, *House Bill 3111*

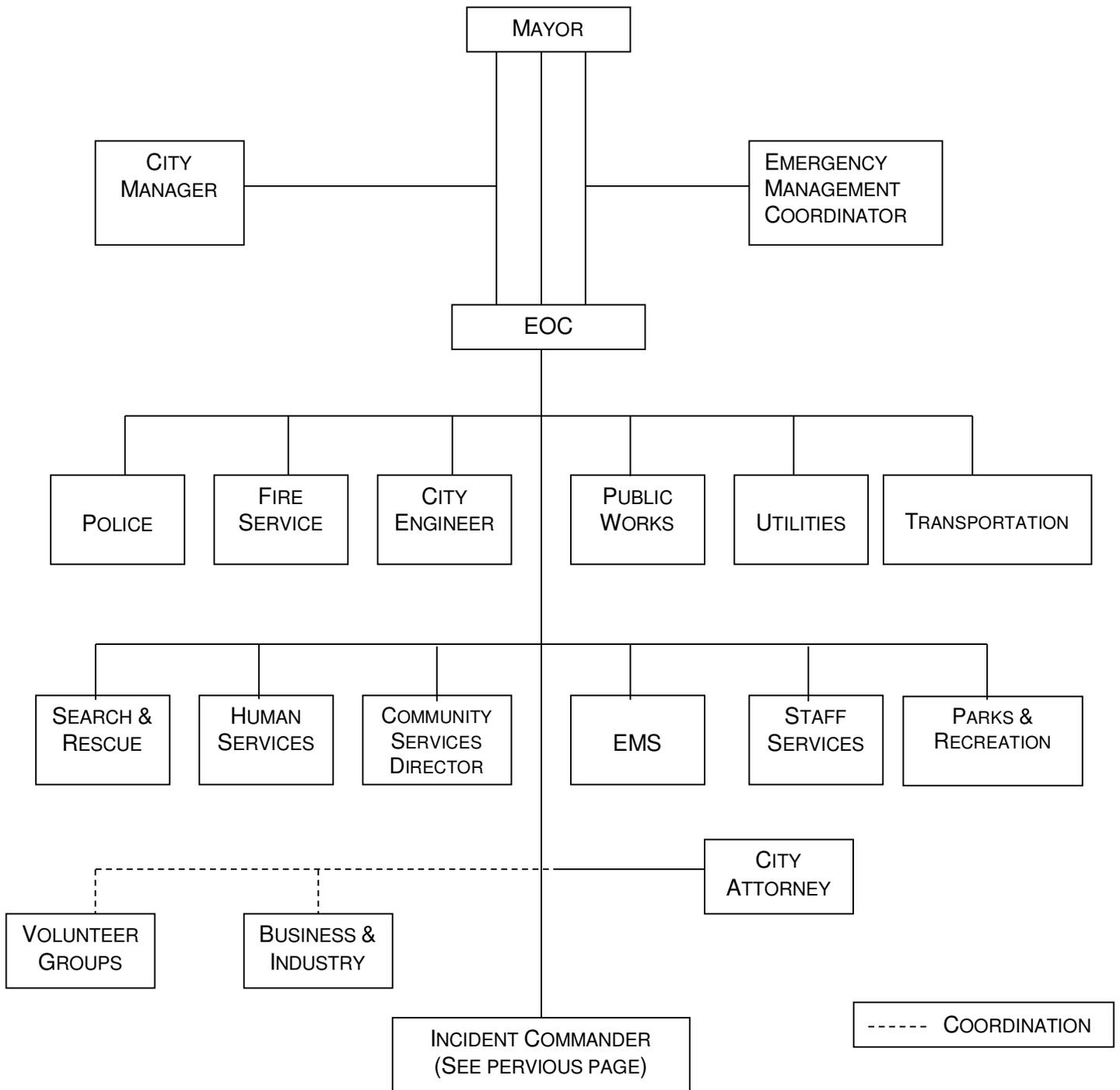
**ATTACHMENT 3  
ORGANIZATION FOR EMERGENCY MANAGEMENT**

**ORGANIZATION FOR EMERGENCY MANAGEMENT – COUNTY PROGRAM**



**ORGANIZATION FOR EMERGENCY MANAGEMENT – SIGNATORY CITY**





**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**FUNCTIONAL RESPONSIBILITIES**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
County Judge/Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S
Asst. to Judge/City Manager									P	S			S							S			
EMC	S	C	C	C	S	C	C	C	C	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P						S	S	S		S	S		S			P
Fire Service	S	S	S	P	S	P							S	S		S	P	S		S			S
Public Works		S	S	S	S		S			S	P	S	S	S		P	S	S					S
Utilities		S								S		P	S	S		S	S			S			S
Health & Medical Services			S	S	S			P					S	S	S		S	S	S	S			S
Human Services			S		S								S		P	S				S			S
Community Services			P	S	S								S	S	S					P			S
Human Resources													P							S			
Tax Assessor/Finance Dir.										P			S			S				S			
Transportation/ISD			S		S								S		S		S			P			S
City/County Attorney's Office					S								S			S				S	P		S
Search & Rescue					S									S				P					S

P – INDICATES PRIMARY RESPONSIBILITY  
 S – INDICATES SUPPORT RESPONSIBILITY  
 C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 5  
ANNEX ASSIGNMENTS**

<b>ANNEX</b>	<b>ASSIGNED TO:</b>
Annex A: Warning	Emergency Management Coordinator
Annex B: Communications	County Sheriff
Annex C: Shelter & Mass Care	Red Cross/Salvation Army
Annex D: Radiological Protection	County Sheriff
Annex E: Evacuation	County Sheriff
Annex F: Firefighting	Fire Marshal
Annex G: Law Enforcement	County Sheriff
Annex H: Health and Medical Services	Ellis County Health Officer & AMR
Annex I: Public Information	Asst. to the Judge
Annex J: Recovery	Emergency Management Coordinator/Red Cross/LTRC
Annex K: Public Works & Engineering	County Engineer
Annex L: Utilities	County Engineer
Annex M: Resource Management	County Auditor
Annex N: Direction & Control	Emergency Management
Annex O: Human Services	Human Services Director/ Salvation Army/ LTRC
Annex P: Hazard Mitigation	County Engineer
Annex Q: Hazardous Materials & Oil Spill Response	Fire Marshal
Annex R: Search & Rescue	Fire Marshal/ Emergency Management
Annex S: Transportation	County Engineer
Annex T: Donations Management	Emergency Management Coordinator/ LTRC
Annex U: Legal	County Attorney
Annex V: Terrorist Incident Response	County Sheriff

<b>ATTACHMENT 6 SUMMARY OF AGREEMENTS &amp; CONTRACTS</b>
---------------------------------------------------------------

**Agreements**

*Joint resolutions establishing an interjurisdictional emergency management program with Ellis County and the following cities: Midlothian, Ovilla, Oak Leaf, Glenn Heights, Red Oak, Ferris, Pecan Hill Palmer, Bardwell, Alma, Garrett, Ennis, Italy, Milford, and Red Oak are stored in the office of Emergency Management as well as the Ellis County Clerk's Office.*

*Mutual Aid Agreements are currently all verbal. A committee has recently been formed between S. Dallas County cities and N. Ellis County cities to form a mutual aid system. The Ellis Dallas Unified command Team (EDUCT) is currently working with city and County Attorneys to create a written Mutual Aid agreement.*

**ATTACHMENT 7**  
**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY**

**A. BACKGROUND**

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

**B. COMPONENTS**

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
  - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
- e) Use of Position Titles. All ICS positions have distinct titles.

- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

## 2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

## 3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

- b. **Multiagency Coordination Systems.** Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
  - c. **Public Information.** The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
2. **Preparedness.** Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
  3. **Resource Management.** All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
  4. **Communications and Information Management.** Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
  5. **Supporting Technologies.** This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
  6. **Ongoing Management and Maintenance.** The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

**ATTACHMENT 8  
COURT ORDER ADOPTING NIMS**

**COMMISSIONERS COURT ORDER  
ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

ORDER NO. 214.05

BY THE COMMISSIONERS COURT OF ELLIS COUNTY, TEXAS, ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE STANDARD FOR INCIDENT MANAGEMENT.

WHEREAS on February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 that directed the Department of Homeland Security in cooperation with representatives of federal, state, and local government, to develop a National Incident Management System (NIMS) to provide a consistent approach to the effective management of situations involving natural disasters, man-made disasters or terrorism; and

WHEREAS, the final NIMS was released on March 1, 2004, and

WHEREAS, the NIMS contains a practice model for the accomplishment of the significant responsibilities associated with prevention, preparedness, response, recovery, and mitigation of all major and national hazards situations, and

WHEREAS, the HSPD-5 requires that state and local governments adopt the NIMS by fiscal year 2005 as a pre-condition to the receipt of federal grants, contract and activities related to the management and preparedness for certain disaster and hazard situations, and

WHEREAS, the County of Ellis desires to adopt the NIMS as required by HSPD-5;

BE IT ORDERED, ADJUDGED AND DECREED BY THE COMMISSIONERS' COURT OF ELLIS COUNTY, TEXAS that Ellis County, Texas does hereby adopt the National Incident Management System

READ AND APPROVED on this reading this the 12<sup>th</sup> day of September 2005

  
Chad Adams, County Judge

  
Dennis Robinson, Commissioner Precinct 1

  
Frank Sims, Commissioner Precinct 3

  
Larry Jones, Commissioner Precinct 2

  
Ron Amos, Commissioner Precinct 4

Attest:   
Cindy Kelley, County Clerk

# APPROVAL & IMPLEMENTATION

## Ellis County

### Emergency Management Plan

This letter promulgates the Ellis County Emergency Management Plan that provides the conceptual framework for mitigating, preparing, responding to, and recovering from any disaster that threatens life, property, and the resources of within Ellis County or any of the signatory cities of this plan.

This plan applies to all county and signatory cities' departments and agencies assigned emergency responsibilities as well as those department and agencies that may respond to any emergency or disaster situation that arises in the county or the cities.

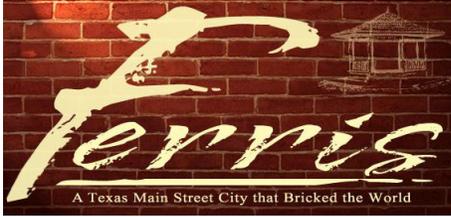
The Emergency Management Director, in close consultation with the Emergency Management Coordinator, shall provide guidance and direction to all phases of emergency management—Mitigation, Preparedness, Response, and recovery.

This plan is hereby accepted for approval and implementation by the county's Emergency Management Director and the Emergency Management Coordinator.

By the affixing of our signatures on this letter, we, the County Judge and mayors of the signatory cities, do deem this plan in place. This plan supercedes all previous plans and is effective immediately.

\_\_\_\_\_  
MAYOR OF FERRIS

\_\_\_\_\_  
DATE



# City of Ferris

## AGENDA ITEM REPORT

<b>Meeting Date:</b>	December 7, 2015
<b>Department:</b>	Fire
<b>Submitted By:</b>	Fire Chief Tim Birdwell
<b>Previously Reviewed By:</b>	
<b>Item Type:</b>	Presentation
<b>Budgeted Expense:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, Amount: _____

### Attachments:

Inter-local Agreement Ferris and Frisco Fire Departments. Please see attached.

### Discussion / Justification:

This Inter-local agreement will assist the City of Ferris in making purchases at a reduce cost of fire equipment and other related items. This will also be highly beneficial to the taxpayers of Ferris, Texas due to savings.

### Recommendation / Staff Comments:

It is staff recommendations that council approve this Inter-local agreement with the City of Frisco, Texas.

### Motion(s):

## INTERLOCAL AGREEMENT

This Interlocal Agreement ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the CITY OF FRISCO, Texas (hereinafter called "CITY OF FRISCO"), and the CITY OF FERRIS, Texas (hereinafter called "FERRIS"), each acting by and through its duly authorized officials:

WHEREAS, CITY OF FRISCO and FERRIS are both governmental entities engaged in the purchase of goods and services, which is a recognized governmental function;

WHEREAS, CITY OF FRISCO and FERRIS wish to enter into this Agreement pursuant to Chapter 791 of the Texas Government Code (hereinafter "Interlocal Cooperation Act") to set forth the terms and conditions upon which CITY OF FRISCO and FERRIS may purchase various goods and services commonly utilized by each party;

WHEREAS, participation in an interlocal agreement will be highly beneficial to the taxpayers of CITY OF FRISCO and FERRIS through the anticipated savings to be realized and is of mutual concern to the contracting parties;

WHEREAS, CITY OF FRISCO and FERRIS have current funds available to satisfy any fees owed pursuant to this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises, covenants and obligations as set forth herein; CITY OF FRISCO and FERRIS agree as follows:

1. CITY OF FRISCO and FERRIS may cooperate in the purchase of various goods and services commonly utilized by the participants, where available and applicable, and may purchase goods and services from vendors under present and future contracts.
2. CITY OF FRISCO and FERRIS shall each be individually responsible for payments directly to the vendor and for the vendor's compliance with all conditions of delivery and quality of purchased items under such contracts. CITY OF FRISCO and FERRIS shall each make their respective payments from current revenues available to the paying party.
3. Notwithstanding anything herein to the contrary, participation in this Agreement may be terminated by any party upon thirty (30) days written notice to the other participating party(ies).
4. The undersigned officer and/or agents of the party(ies) hereto are duly authorized officials and possess the requisite authority to execute this Agreement on behalf of the parties hereto.

5. This Agreement may be executed separately by the participating entities, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
6. This Agreement shall become effective on the day and year first written above (the "Effective Date"). The primary term of this Agreement shall be for one (1) year, commencing on the Effective Date and terminating on November 1, 2016, and shall thereafter automatically renew for successive one-year terms, unless terminated according to the terms set forth in Paragraph 3.
7. To the extent allowed by law, each party agrees to release, defend, indemnify, and hold harmless the other (and its officers, agents, and employees) from and against all claims or causes of action for injuries (including death), property damages (including loss of use), and any other losses, demands, suits, judgments and costs, including reasonable attorneys' fees and expenses, in any way arising out of, related to, or resulting from its performance under this agreement, or caused by its negligent acts or omissions (or those of its respective officers, agents, employees, or any other third parties for whom it is legally responsible) in connection with performing this agreement.
8. The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Agreement.
9. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held by a court of competent jurisdiction to be contrary to law or contrary to any rule or regulation having the force and effect of the law, the remaining portions of the Agreement shall be enforced as if the invalid provision had never been included.
10. This Agreement embodies the entire agreement between the parties and may only be modified in writing executed by both parties.
11. This Agreement shall be binding upon the parties hereto, their successors, heirs, personal representatives and assigns. Neither party will assign or transfer an interest in this Agreement without the written consent of the other party.
12. It is expressly understood and agreed that, in the execution of this Agreement, neither party waives, nor shall be deemed hereby to have waived any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. By entering into this Agreement, the parties do not create any obligations, express or implied other than those set forth herein, and this Agreement shall not create any rights in parties not signatories hereto.
13. The declarations, determinations and findings declared, made and found in the preamble to this Agreement are hereby adopted, restated and made part of the operative provisions hereof.

EXECUTED hereto on the day and year first above written.

CITY OF FRISCO

CITY OF FERRIS

\_\_\_\_\_  
George Purefoy  
City Manager

\_\_\_\_\_  
By: Jay Walsh  
Mayor Pro Tem

STATE OF TEXAS §

COUNTY OF COLLIN §

This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 2015, by George Purefoy, City Manager of the **CITY OF FRISCO, TEXAS**, a home-rule municipal corporation, on behalf of such corporation.

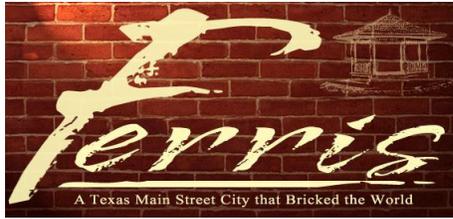
\_\_\_\_\_  
Notary Public in and for the  
State of Texas

STATE OF TEXAS §

COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 2015, by Jay Walsh, Mayor Pro Tem of the **CITY OF FERRIS, TEXAS**, a home-rule municipal corporation, on behalf of such corporation.

\_\_\_\_\_  
Notary Public in and for the  
State of Texas



# City of Ferris

## AGENDA ITEM REPORT

<b>Meeting Date:</b>	December 7, 2015
<b>Department:</b>	City Manager
<b>Submitted By:</b>	Carl Sherman
<b>Previously Reviewed By:</b>	
<b>Item Type:</b>	Presentation
<b>Budgeted Expense:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, Amount: _____

### Attachments:

None.

### Discussion / Justification:

The purpose of this agenda item is to present eligible employees with a service award check. This will be the 2nd and final distribution this year.

### Recommendation / Staff Comments:

No recommended action to be taken since the Council has approved the budget at the September 8, 2015 City Council meeting.

### Motion(s):

None.