THE CITY OF BURLESON TEXAS

Public Safety & Court Committee Agenda

Wednesday, December 02, 2026
9:00 AM

City Hall - Council Workroom
141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

   Each person in attendance who desires to speak to the Committee on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the City Secretary prior to addressing the Committee. Each speaker will be allowed three minutes to speak.

   Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

3. **GENERAL**

   A. Consider and take possible action of the minutes from the September 23, 2026 Public Safety & Municipal Court Committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

4. **REPORTS AND PRESENTATIONS**

   A. Receive a report, hold a discussion, and provide recommendations to the city council on the City's Comprehensive Emergency Management Plan. *(Staff Contact: Casey Davis, Fire Chief)*

   B. Receive a report, hold a discussion, and provide recommendations to the city council on the City's Opioid Remediation funds available to purchase airway training and patient simulation equipment. *(Staff Contact: Casey Davis, Fire Chief)*

   C. Receive a report, hold a discussion, and provide recommendations to the city council for the donation of a 1988 E-One Hurricane, a historical Burleson Fire Department Fire Engine that was in service from 1988-2018. *(Staff Contact: Brent Sauble, Assistant Fire Chief)*

   D. Receive a report, hold a discussion, and provide recommendations to the city council on various interlocal and MOU's with the Burleson Police Department. *(Staff Contact: Billy Cordell, Chief of Police)*

   E. Receive a report, hold a discussion, and provide recommendations to the city council on Public Safety Radio Infrastructure and Equipment Update. *(Staff Contact: James Grommersch, Chief Technology Officer)*

5. **REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

6. **RECESS INTO EXECUTIVE SESSION**

In accordance with Chapter 551 of the Texas Government Code, the Committee may convene in Executive Session in the City Council Workroom in City Hall to conduct a closed meeting to discuss any item listed on this Agenda.

Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code

7. **ADJOURN**

Casey Davis
Fire Chief
Burleson Fire/EMS Department
cdavis@burlesontx.com
phone: 817.426.9173

CERTIFICATE

I hereby certify that the above agenda was posted on this the **19th of November 2026, by 5:00 p.m.**, on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos

City Secretary

BUDGET STATEMENT

*Pursuant to Section 551.043, Government Code, the following taxpayer impact statement must be on the City Council meeting agenda at which the City Council will discuss or adopt a budget for the City of Burleson: *For a median-valued homestead property ($301,997 for tax year 2025, $297,979 for tax year 2026), the City's portion of the property tax bill in dollars for the current fiscal year (FY25-26) is $2,180, the City's portion of the property tax bill for the upcoming fiscal year (FY26-27) for the same property if the proposed budget is adopted is estimated to be $2,175, and the City's portion of the property tax bill in dollars for the upcoming fiscal year (FY26-27) for the same property if a budget funded at the no-new-revenue rate under Chapter 26, Tax Code, is adopted is estimated to be $2,175. A copy of the proposed budget is accessible on the home page of the governmental body's Internet website (www.burlesontx.com).***

**The figures used in the statement are based on information received from the Johnson County Central Appraisal District and Tarrant Appraisal District.*

***The figures used in this statement are based on the budget ordinance approved by the city council.*

ACCESSIBILITY STATEMENT

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

THE CITY OF BURLESON TEXAS

Department Memo

Public Safety & Court Committee

DEPARTMENT: **City Secretary's Office**

FROM: **Monica Solko, Deputy City Secretary**

MEETING: **December 2, 2026**

SUBJECT:

Consider and take possible action of the minutes from the September 23, 2026 Public Safety & Municipal Court Committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
High Performing City Organization Providing Exceptional, People Focused Services	1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers

SUMMARY:

The Public Safety & Municipal Court committee duly and legally met on September 23, 2026 for a regular meeting.

RECOMMENDATION:

Committee may approve the minutes as presented or approve with amendments.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Monica Solko, TRMC
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

PUBLIC SAFETY & COURT COUNCIL COMMITTEE
September 23, 2026
DRAFT MINUTES

Council present:
Victoria Johnson, Chair
Phil Anderson
Chris Fletcher

Council Absent:

Staff present:
Tommy Ludwig, City Manager
Harlan Jefferson, Deputy City Manager
Eric Oscarson, Deputy City Manager
Monica Solko, Deputy City Secretary

1. CALL TO ORDER – 9:00 A.M.

Chair Victoria Johnson called the meeting to order. **Time: 9:04 a.m.**

2. CITIZEN APPEARANCES

- None.

3. GENERAL

A. Minutes from the June 17, 2026 Public Safety & Court Committee meeting. *(Staff Contact: Lisandra Leal, Assistant City Secretary)*

Motion made by Phil Anderson and seconded by Chris Fletcher to approve.

Motion passed 3-0.

6. EXECUTIVE SESSION - MOVED

In accordance with Chapter 551 of the Texas Government Code, the Committee may convene in Executive Session in the City Council Workroom at City Hall to conduct a closed meeting to discuss any item listed on this agenda.

A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071

B. Deliberation regarding a cybersecurity measure, policy, or contract solely intended to protect a critical infrastructure facility located in the city pursuant to Section 551.0761, Texas Government Code

C. Deliberation regarding security devices or security audits relating to information resources technology, certain network security information, or

the deployment of security personnel, critical infrastructure, or security devices pursuant to Section 551.089, Texas Government Code

Chair Victoria Johnson announced that the committee would convene into Executive Session. **Time: 9:05 a.m.**

Chair Victoria Johnson announced that the committee would reconvene into open session. **Time: 9:40 a.m**.

4. REPORTS AND DISCUSSION ITEMS

A. Receive a report, hold a discussion, and provide recommendations to the city council on Public Safety Radio Infrastructure and Equipment Update. *(Staff Contact: James Grommersch, Chief Technology Officer)*

This item was presented and discussed during executive session.

The Committee was in support of moving forward and presenting the item to the full council.

5. REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

7. ADJOURN

There being no further business, Chair Victoria Johnson adjourned the meeting.

Time: 9:40 a.m.

_____
Monica Solko
Deputy City Secretary

THE CITY OF BURLESON TEXAS

Department Memo

Public Safety & Court Committee

DEPARTMENT: **Fire/EMS**

FROM: **Casey Davis, Fire Chief**

MEETING: **December 2, 2026**

SUBJECT:

Receive a report, hold a discussion, and provide recommendations to the city council on the City's Comprehensive Emergency Management Plan. *(Staff Contact: Casey Davis, Fire Chief)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
Beautiful, Safe, & Vibrant Community	3.3 Enhance emergency response services 3.4 Ensure public safety equipment and personnel needs are being met

SUMMARY:

The purpose of this item is to provide the Public Safety and Court Committee with a high-level overview of the proposed 2026 Comprehensive Emergency Management Plan, or CEMP. The CEMP is the City's all-hazards framework for organizing responsibilities and coordinating activities before, during, and after an emergency. The 2026 update aligns the City's plan with the Texas Division of Emergency Management's new planning standards and addresses emergency authorities, departmental responsibilities, community warning, sheltering, hazard identification, training, exercises, response, and recovery.

On December 14, staff will ask the City Council to approve a resolution authorizing the Mayor to sign and promulgate the plan as part of the City's compliance process. Council will also consider the first reading of an ordinance formally adopting the plan. Because the ordinance requires two readings, the second and final reading is anticipated to occur at the first City Council meeting in January. The December 14 meeting will also serve as the City's required annual public meeting on the Emergency Management Plan.

RECOMMENDATION:

No action is requested. The committee is asked to receive the report/presentation and provide recommendations to the city council regarding the proposed 2026 Comprehensive Emergency Management Plan before it is presented to the City Council on December 14.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

Approval of a resolution adopting the Comprehensive Emergency Management Plan 8-16-2021

FISCAL IMPACT:

N/A

STAFF CONTACT:

Casey Davis
Fire Chief
cdavis@burlesontx.com
817-426-9627

Emergency Management Plan
2026 Basic Plan (CEMP) Update

PUBLIC SAFETY & COURT COMMITTEE

DECEMBER 2, 2026

RYAN ROJAS, EMERGENCY MANAGEMENT COORDINATOR

Objectives

01 What the CEMP is, and the documents that support it

02 Who does what: Mayor, City Council, City Manager, and Emergency Management

03 The hazards Burleson is most likely to face

04 How the City and residents share responsibility

05 Bilingual warning, sheltering, exercises, and the annual public meeting

What Is the CEMP?

Comprehensive Emergency Management Plan

The City's all-hazards Emergency Management Plan, required by Texas Government Code § 418.106. It sets out how the City organizes, assigns responsibilities, and coordinates before, during, and after an emergency.

- Applies to every City department, board, and commission with an emergency role
- Approved by City Council and promulgated by the Mayor
- 2026 Edition (Version 4.6) rebuilt on the new TDEM Planning Standard (May 2026)
- Reviewed every year; formally revised at least every three years
- Guidance, not a script: responders still use judgment on scene

The CEMP Family of Documents

Basic Plan

The foundation: authorities, organization, and how the City coordinates with the counties and state

Emergency Support Functions

ESFs 1–20: who does what for each function, from mass care to public information

Legacy Annexes A–Y

The old lettered annexes stay in force until each is replaced by its ESF

Appendices A–H

EOC readiness levels, org chart, ESF and annex crosswalks, STEAR, agreements

Debris Management Plan

Hazard-specific plan backed by standing debris removal and monitoring contracts

Hazard Mitigation Plan

2024 Johnson County plan; Burleson participates and draws its hazard ratings from it

Maps & Operational Details

Maps, facility addresses, floor plans, and rosters are kept outside the public plan

From Old Annexes to State ESFs

Legacy Annexes

A – Y

Lettered annexes from the prior plan. Warning and Legal fold into the Basic Plan.

ESF 1 Transportation	**ESF 2** Communications	**ESF 3** Public Works	**ESF 4** Firefighting
ESF 5 Emergency Mgmt	**ESF 6** Mass Care	**ESF 7** Logistics	**ESF 8** Health & Medical
ESF 9 Search & Rescue	**ESF 10** Hazmat	**ESF 11** Agriculture	**ESF 12** Energy
ESF 13 Public Safety	**ESF 14** Private Sector	**ESF 15** Public Information	**ESF 16** Recovery
ESF 17 Military Support	**ESF 18** Education	**ESF 19** IT Operations	**ESF 20** Cybersecurity

Dec 2026
New Basic Plan submitted to TDEM

By Nov 2027
Basic Plan and ESFs aligned (18 months)

By Nov 2028
All annexes converted (30 months)

Division of Authority

Mayor — Emergency Management Director

- Declares a local state of disaster; may order evacuation
- Controls entry, exit, and occupancy of a disaster area
- Requests state assistance; promulgates this plan
- Member of the Executive Groupp

City Council

- Approves this plan through resolution and ordiance
- Must consent to extend a disaster declaration past 7 days

City Manager

- Directs City departments and resources during operations
- Ensures departments plan, train, and exercise
- With the City Secretary, supports Council action during a declared disaster

Emergency Management Coordinator

- Emergency Operations Manager, appointed by the Mayor
- Maintains this plan; oversees EOC and warning readiness
- Serves as EOC Director during an activation

Executive Group: Mayor · City Manager's Office · Fire Chief · Police Chief · Emergency Management Coordinator

The Emergency Manager's Role

Emergency Management Coordinator · EOC Director

Every Day

- Maintain the plan and its ESFs
- Advise the Mayor and City Manager
- Coordinate training and exercises
- Keep the EOC ready (monthly readiness checks)
- Oversee sirens, Everbridge, and IPAWS alerting
- Liaison with TDEM, both counties, Disaster District 4, schools, hospitals, and volunteers

During an Emergency

- Activate the EOC and set the readiness level
- Serve as EOC Director: objectives, action plan, resources
- Issue community-wide warnings with the PIO
- Request county and state resources
- Monitor the response and give direction where appropriate
- Coordinate state and federal recovery programs if eligible

The EOC supports incident command; it does not replace it. EOC Director authority covers EOC operations and resource coordination. Department heads keep control of their own staff and equipment.

Four Phases of Emergency Management



Mitigation

Eliminate hazards, reduce the chance they become emergencies, or lessen their impact.

In Burleson

Johnson County Hazard Mitigation Plan, floodplain management, building and fire code enforcement



Preparedness

Build capability before it is needed: plans, equipment, facilities, training, and exercises.

In Burleson

CEMP, NIMS training, simulated exercises and tabletop scenarios, monthly siren tests, EOC readiness checks



Response

Act to resolve the emergency while minimizing casualties and property damage.

In Burleson

Warning, EMS, firefighting, law enforcement, evacuation, sheltering



Recovery

Restore vital services and basic needs first, then rebuild the community long term.

In Burleson

Debris contracts, damage assessment, help for residents and businesses (ESF 16)

Hazard and Threat Analysis

23

hazards of significant risk

10

natural (Table 1)

13

technological & human-caused (Table 2)

Sources

2024 Johnson County Hazard Mitigation Plan · 2025 NCTCOG Threat and Hazard Identification and Risk Assessment · local incident history

HIGHLY LIKELY

Severe Storms & Tornadoes

Hail, wind, lightning; tornado damage rated catastrophic

HIGHLY LIKELY

Extreme Heat & Drought

Citywide exposure; drought damage rated critical

LIKELY

Winter Storms & Flooding

Both rated critical damage; flooding along Village Creek

LIKELY

Utility & Water Failure

ERCOT load shed; treated water comes from Fort Worth

LIKELY

Hazardous Materials

A fixed facility plus I-35W, SH 174, Chisholm Trail Pkwy, and two rail lines

LIKELY

Cybersecurity

A statutory disaster cause; affects City systems and services

Table 1: Natural Hazards

Hazard	Location	Probability	Level of Damage	Maximum Extent
Thunderstorms (hail, wind, lightning)	Extensive	**Highly Likely**	Critical	Major
Tornadoes	Extensive	**Highly Likely**	**Catastrophic**	Medium
Flooding	Limited	Likely	Critical	Major
Dam failure flooding	Negligible	Unlikely	Minor	Major
Winter storms	Extensive	Likely	Critical	Major
Extreme heat	Extensive	**Highly Likely**	Minor	Major
Drought	Extensive	**Highly Likely**	Critical	Major
Wildfires	Significant	Likely	Critical	Major
Expansive soils	Extensive	**Highly Likely**	Minor	Medium
Earthquakes	Extensive	Possible	Minor	Minor

Source: Basic Plan pg 9; 2024 Johnson County Hazard Mitigation Plan, City of Burleson ratings. Shading marks probability and damage; darker is higher. Two high-hazard-potential dams sit on Village Creek. "High hazard" describes the consequence of a failure, not its likelihood.

Table 2: Technological & Human-Caused

Hazard	Likelihood	Health & Safety Impact	Property Impact
Hazardous materials — fixed facility	Likely	Major	Moderate
Hazardous materials — transportation	Likely	Moderate	Limited
Utility failure (power, natural gas, telecom)	Likely	Major	Limited
Water supply or water system failure	Likely	Moderate	Moderate
Major structural fire	**Highly Likely**	Limited	Moderate
Aircraft incident	Occasional	Moderate	Moderate
Nuclear power plant incident	Unlikely	Moderate	Limited
Pandemic or infectious disease	Occasional	Major	Limited
Cybersecurity incident	Likely	Moderate	Moderate
Active attacker	Occasional	Major	Limited
Terrorism	Occasional	Moderate	Major
Civil disorder	Occasional	Limited	Limited
Tropical system remnants	Unlikely	Limited	Moderate

Source: Basic Plan pg 9–10; Emergency Management assessment informed by the 2025 NCTCOG THIRA and local incident history; subject to review.

A Shared Responsibility

> *"Government cannot do everything required to protect the lives and property of the population."*
> — Basic Plan, pg 12

The City's Responsibility

- Mitigation efforts
- Organize, train, and equip local emergency responders
- Provide emergency facilities: EOC, shelters, cooling/warming stations
- Provide cooling/warning and communications systems
- Contract for emergency services, such as debris removal
- Give information and instructions before and during emergencies
- Organize recovery efforts

Residents' Responsibility

- Prepare yourself and your family: a plan and a kit
- Sign up for BTX Alerts (opt-in)
- Know that sirens are an outdoor warning, not built to be heard indoors
- Register with STEAR if you would need help (2-1-1, option 4)
- Act on the instructions given; how you respond is your decision

The City provides the information and instructions. Citizens are responsible to use the information and instructions.

Life-Safety Messaging in English and Spanish

12.6% of residents age 5 and over speak a language other than English at home

Wireless Emergency Alerts
Spanish-language WEA through IPAWS for imminent threats to life

BTX Alerts, media, and social media
Messages issued in English and Spanish through Everbridge and City channels

Pre-scripted messages
Ready with the PIO for severe weather, shelters, evacuation, boil water, and recovery

Plain language, many channels
Written at a general reading level and sent on several channels at once

Accessible formats too: captioned EAS, text and email, WEA tone and vibration, door-to-door when needed

Shelter Plan

PRIMARY SHELTER

Burleson Recreation Center (BRiCK)

Mass care shelter · Warming and cooling station

BACKUP SHELTER

Burleson Senior Activity Center

Backup shelter · Warming and cooling station

WARMING / COOLING

Burleson Public Library

Warming and cooling station

How It Works

- City-owned facilities: no outside agreement needed to open them
- Run through the EOC under ESF 6 (Mass Care), led by Parks and Recreation
- Support from the American Red Cross and The Salvation Army

What We Don't Rely On

- Faith-based groups and school districts may help as requested
- The plan does not depend on them for any capability
- Any outside help is requested through the EOC

Planning and Exercise Plan

RECENT AND UPCOMING

DEC 9

Regional Resilience Tabletop

NCTCOG-facilitated hazmat transportation scenario; Burleson players at the Burleson EOC

DEC 21

Active Threat School Drill (HB 33)

In-person drill led by the Johnson County Sheriff's Office and Johnson County OEM; Burleson Police, Fire, and EM take part

OVER THE NEXT YEAR

Exercise Calendar	Annexes to ESFs	Continuity of Ops	Training Baseline	After-Action Tracking
Annual multi-agency calendar driven by our hazard profile (HSEEP)	Write each ESF with its lead department	Finish the COOP plan, then a cyber and continuity exercise with IT	NIMS training by role, including G-402 for elected officials	Every exercise and real incident gets an improvement plan with owners and due dates

Annual Public Meeting (pg 15–16)

Texas Government Code § 418.106(d), (e)(1): at least one public meeting on the plan every year

1 Schedule	2 Notify the RRC	3 Public Notice	4 Hold and Record
EMC schedules the meeting at a City Council meeting	Written notice to the Railroad Commission pipeline safety section at least 5 days ahead	Coordinated with the City Secretary	Meeting held and documented in the plan's Record of Changes

12-14-2026 Meeting

This meeting is the City's 2026 Annual Public Meeting on the Emergency Management Plan. Public comment is welcome.

Keeping the Plan Current

- Reviewed every year by the Mayor, City Manager, Fire Chief, Police Chief, and EMC
- Updated after real incidents and exercises
- Formally revised at least every three years

Council Action

1. **DEC 2**
   Public Safety Committee briefing
2. **DEC 14**
   City Council: Annual Public Meeting and plan resolution and first reading of ordinance
3. **ON APPROVAL**
   Mayor signs resolution
4. **DEC 15**
   Submitted to TDEM through the LoneStar Planning Portal
5. **Jan Council Meeting**
   Second Reading of ordinance

Requested Action

Following public comment, approve the 2026 Emergency Management Plan — Basic Plan by resolution and Ordinance.

BURLESON FIRE DEPARTMENT

THE CITY OF BURLESON TEXAS

Public Comment and Questions

RYAN ROJAS

EMERGENCY MANAGEMENT COORDINATOR · BURLESON FIRE/EMS

SIGN UP FOR BTX ALERTS

CITY OF BURLESON, TEXAS

Emergency Management Plan

BASIC PLAN

2026 Edition

Version 4.6 — October 2026

Record of Changes

This page is used to date and describe changes to this document, followed by the initials of the person who made the change.

Change #	Date of Change	Description	Changed By
01	10/29/2020	Annual Review	W. Allen
02	08/16/2023	Change Over Review	J. Laster
03	10/01/2025	5-Year Update Review	J. Laster
04	10/21/2026	Change Over Review	R. Rojas

Approval and Implementation

The City of Burleson Emergency Management Plan

This plan applies to all local agencies, boards, commissions, and departments assigned responsibilities in this plan and to all others as designated by Texas law.

This plan is hereby approved for implementation and supersedes all previous editions.

Failure to comply with this plan or with a rule, order, or ordinance adopted under the plan, including any executive order, proclamation, or regulation issued by the governor during a disaster or state of emergency, is an offense punishable by a fine not to exceed $1,000 or confinement in jail over 180 days (Texas Government Code § 418.173).

This plan is approved by the Burleson City Council and promulgated by the Mayor on the basis of that approval. The Mayor is the sole signatory required for promulgation; the signatures of the City Manager, Fire Chief, and Emergency Management Coordinator record concurrence.

Chris Fletcher, Mayor, Emergency Management Director	Date
Tommy Ludwig, City Manager	Date
Casey Davis, Fire Chief	Date
Michael Ryan Rojas, Emergency Management Coordinator	Date

Table of Contents

Purpose **6**

Scope **6**

Plan Organization 7

Situation and Assumptions **8**

Situation Overview 8

Planning Assumptions 10

Concept of Operations **11**

General 11

Initial Response and Incident Command 12

Source and Use of Resources 13

Actions by Phases of Emergency Management 13

Objectives **14**

Organization and Assignment of Responsibilities **14**

Local Jurisdiction 14

Division of Authority 15

Emergency Management Director and Emergency Management Coordinator 15

Executive Group Responsibilities 16

Common Responsibilities 18

Incident Commander 18

Economic Stabilization and Security Provisions 18

Governor 18

Texas Division of Emergency Management Field Response 19

Disaster District Chair 19

Disaster District Emergency Management Council Representatives 19

Voluntary, Private Sector, and Quasi-Governmental Organizations 20

Federal Emergency Management Agency Region 6 23

Direction and Control **24**

General 24

Lines of Succession 24

Delegation of Emergency Authority 25

Continuity of Operations 25

Incident Command System and Emergency Operations Center Interface 25

Emergency Facilities 26

Information Collection, Analysis, and Dissemination **27**

Public Information 28

Alert and Warning 28

Communication and Coordination 32

State Operations Center Daily Operations 32

Administration, Finance, and Logistics **33**

Administration 33

Finance 37

Logistics 38

Plan Development and Maintenance **39**

Plan Development 39

Distribution of Planning Documents 39
Relationship to Other Plans 39
Local, State, and Federal Alignment 40
Maintenance 41
Training, Exercise, and After-Action Reports 41
Update 42

Authorities and References 43
Local 43
State 43
Federal 44
References 44

Appendix A: Emergency Operations Center Readiness Levels 46

Appendix B: Organization Chart for Emergencies 48

Appendix C: Texas Emergency Support Functions 49

Appendix D: Annex Conversion 51

Appendix E: State of Texas Emergency Assistance Registry (STEAR) 53

Appendix F: Community Lifelines 55

Appendix G: Distribution List 57

Appendix H: Summary of Agreements and Contracts 59

Purpose

The purpose of the Basic Plan is to define the organization, establish operational concepts, assign responsibilities, and outline coordination procedures for achieving emergency management objectives. The Basic Plan is the planning document for local-level comprehensive emergency management actions. The Basic Plan has been developed to meet the Texas Government Code § 418.106 requirement, which directs local jurisdictions to prepare and keep current a comprehensive emergency plan.

The plan provides general guidance for emergency management activities and an overview of the City's methods of mitigation, preparedness, response, and recovery. It describes the City's emergency response organization and assigns responsibilities for emergency tasks. The primary audience for this document includes the chief elected official and other elected officials, emergency management staff, department and agency heads and their senior staff, leaders of local volunteer organizations that support emergency operations, and others who participate in the City's mitigation, preparedness, response, and recovery efforts.

Scope

The Basic Plan is an all-hazards emergency operations plan that applies to incidents and events of significance to the City of Burleson.

Burleson is a home-rule municipality situated in both Johnson County and Tarrant County. The City maintains its own emergency management program under Texas Government Code § 418.103 and coordinates with the emergency management programs of both counties. Where this plan refers to county coordination, the operative county is determined by the location of the incident; where an incident affects both portions of the city, the City coordinates with both county programs and with the disaster district.

Pursuant to Texas Government Code § 418.108(a), the Mayor, as presiding officer of the City Council, may declare a local state of disaster when a disaster, as defined by Texas Government Code § 418.004(1), has occurred or is imminent. A disaster is the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, extreme heat, cybersecurity event, other public calamity requiring emergency action, or energy emergency. A declaration may not be continued or renewed for more than seven days without the consent of the City Council (§ 418.108(b)). An order or proclamation declaring, continuing, or terminating a local state of disaster is given prompt and general publicity and filed promptly with the City Secretary (§ 418.108(c)). A declaration activates the recovery and rehabilitation aspects of all applicable local emergency management plans and authorizes the furnishing of aid and assistance under the declaration (§ 418.108(d)).

For the City of Burleson, the causes most likely to support a local disaster declaration include:

- Tornadoes; severe thunderstorms, hail, and damaging winds
- Flash flooding and riverine flooding, including dam-related flooding on Village Creek
- Winter storms and extreme cold; extreme heat
- Power failure, energy emergency, or utility emergency, including loss of the wholesale water supply

- Hazardous materials release, fixed facility or in transportation
- Wildfire and drought
- Infectious disease outbreak
- Active attacker, civil disorder, riot, or terrorism
- Cybersecurity incident
- Earthquake

Under the authority of Texas Government Code Chapter 433, the governor may proclaim a state of emergency and designate the area involved in the case of a riot or unlawful assembly by three or more persons acting together by use of force or violence, a clear and present danger of the use of violence, or a natural or man-made disaster.

The Basic Plan is intended to provide guidance and is not prescriptive. Responders should use judgment and discretion to determine the most appropriate actions during an incident.

Plan Organization

There are two parts to the City of Burleson Emergency Management Plan:

- City of Burleson Emergency Management Plan — Basic Plan
- Emergency Support Functions

Additional parts of the City of Burleson Emergency Management Plan include:

- Support appendices to this Basic Plan (Appendices A through H)
- The Johnson County Hazard Mitigation Plan (2024), in which the City of Burleson is a participating jurisdiction
- City of Burleson Disaster Debris Management Plan

The City of Burleson Emergency Management Plan — Basic Plan is designed to integrate with local, state agency, or outside entity plans and annexes, shown in the following table:

Component	Description
Emergency Management Plan — Basic Plan	Describes the City's emergency management organization and its coordination with Johnson County, Tarrant County, and the state.
Emergency Support Functions	Outline local agencies' objectives, policies, concepts of operations, and responsibilities before, during, and after disaster incidents that exceed the capacities of local jurisdictions.
Hazard-Specific Plans	Addresses how a local jurisdiction responds to specific incidents. A specific example of this is the Burleson Debris Management Plan.
Hazard Mitigation Plan	The 2024 Johnson County Hazard Mitigation Plan establishes a framework for Johnson County to coordinate a mitigation program with participating jurisdictions, including Burleson, to prevent catastrophic impacts from natural hazards.

The City is converting from the legacy lettered annex structure to the Texas Emergency Support Function numbering and naming convention required by Texas Government Code § 418.043. This Basic Plan is issued first. The legacy annexes remain in force as the City's operative functional guidance until each is superseded by its successor Emergency Support Function. Appendix C identifies the responsible department for each Emergency Support Function; Appendix D maps the legacy annexes to their successors.

Under the TDEM crosswalk, the legacy Warning annex and Legal annex are absorbed into this Basic Plan rather than becoming Emergency Support Functions. Terms used in this plan are defined where they appear.

Situation and Assumptions

Situation Overview

The City of Burleson is exposed to many hazards, all of which have the potential to disrupt the community, cause casualties, and damage or destroy public or private property. The natural, technological, and human-caused hazards that could affect the City were identified from the Johnson County Hazard Mitigation Plan, the North Central Texas Council of Governments regional Threat and Hazard Identification and Risk Assessment, historical events, and local experience. A summary of the City's hazards is provided below.

Population

The City of Burleson had an estimated population of 55,702 as of January 1, 2026 (North Central Texas Council of Governments, 2026 Population Estimates). Of that population, approximately 46,516 residents (83.5 percent) live in the Johnson County portion of the city and approximately 9,187 (16.5 percent) in the Tarrant County portion. The population trend is increasing: the city grew from 36,690 in the 2010 census to 47,641 in 2020. Population density is approximately 1,970 persons per square mile across 28.26 square miles of land area.

Approximately 9,800 residents — 17 percent of the population — are age 65 or older or report a disability under age 65. This figure does not include residents with limited English proficiency, residents without access to a vehicle, or residents in congregate care settings; the City is developing a fuller access and functional needs profile using the FEMA Resilience Analysis and Planning Tool and the State of Texas Emergency Assistance Registry. Approximately 12.6 percent of residents age five and over speak a language other than English at home, and life-safety messaging is issued in English and Spanish.

Geography

Burleson lies in north central Texas at the southern edge of the Dallas–Fort Worth metropolitan area. Most of the city is in northern Johnson County, with a portion extending north into Tarrant County, where it borders the cities of Crowley and Fort Worth; it borders Joshua to the southwest. The city limits extend southeast from the city center in a narrow corridor along Interstate 35W. Village Creek, a tributary of the Trinity River, flows northeast through the city. Elevations are generally between 700 and 800 feet.

Interstate 35W runs north–south through the city, and State Highway 174 runs southwest from I-35W toward Cleburne. A Union Pacific freight rail line divides the east and west sides of the city and parallels I-35W. Fort Worth Spinks Airport lies on the northern edge of the city limits. Each of these corridors carries hazardous materials in commerce or presents an aviation hazard. The Chisholm Trail Parkway (SH 121) runs along the western side of the city, and a BNSF Railway line also crosses the city.

All maps are shown in Appendix I

Hazard and Threat Analysis

The Local Hazard Mitigation Plan and the Council of Governments' Threat and Hazard Identification and Risk Assessment identify natural, technological, and human-caused hazards.

The City of Burleson's natural hazard profile is taken from the 2024 Johnson County Hazard Mitigation Plan, in which Burleson is a participating jurisdiction. That plan profiles nine hazards and rates each for Burleson on four dimensions: the share of the jurisdiction affected (location), the probability of occurrence, the level of damage, and the maximum extent. The 2024 Plan, together with the 2025 NCTCOG THIRA, is the City's hazard analysis.

There have been 23 hazards of significant risk identified in the jurisdiction based on an assessment of past federally declared Texas disasters, historical and potential events, and a review of local mitigation action plans, as shown in Tables 1 and 2.

Table 1. Natural hazards — City of Burleson ratings, 2024 Johnson County Hazard Mitigation Plan

Hazard	Location	Probability	Level of Damage	Maximum Extent
Thunderstorms (hail, wind, lightning)	Extensive	Highly Likely	Critical	Major
Tornadoes	Extensive	Highly Likely	Catastrophic	Medium
Flooding	Limited	Likely	Critical	Major
Dam failure flooding	Negligible	Unlikely	Minor	Major
Winter storms	Extensive	Likely	Critical	Major
Extreme heat	Extensive	Highly Likely	Minor	Major
Drought	Extensive	Highly Likely	Critical	Major
Wildfires	Significant	Likely	Critical	Major
Expansive soils	Extensive	Highly Likely	Minor	Medium
Earthquakes	Extensive	Possible	Minor	Minor

Dam failure. The 2024 Plan identifies two high hazard potential dams within Burleson, both on Village Creek: Mountain Valley Dam No. 1 (National Inventory of Dams TX04797) and Mountain Valley Dam No. 2 (TX04798). Both are privately owned earthen dams regulated by the Texas Commission on Environmental Quality. "High hazard potential" describes the consequence of a failure — probable loss of life downstream — not its likelihood.

Table 2. Technological and human-caused hazards — Emergency Management assessment

These hazards are outside the scope of the 2024 Hazard Mitigation Plan. The ratings below are Emergency Management's assessment informed by the 2025 NCTCOG THIRA and local incident history, and are subject to review.

Hazard	Likelihood	Impact — Health & Safety	Impact — Property	Basis
Hazardous materials — fixed facility	Likely	Major	Moderate	A Risk Management Plan facility with a multi-mile toxic endpoint is within the planning area.

Hazard	Likelihood	Impact — Health & Safety	Impact — Property	Basis
Hazardous materials — transportation	Likely	Moderate	Limited	I-35W, SH 174, Chisholm Trail Parkway, the Union Pacific line, and BNSF Railway.
Utility failure — power, natural gas, telecommunications	Likely	Major	Limited	ERCOT load shed and gas supply constraints; statutory declaration cause.
Water supply or water system failure	Likely	Moderate	Moderate	The City depends on Fort Worth for treated water.
Major structural fire	Highly Likely	Limited	Moderate	Burleson Fire Department incident data reported to Neris.
Aircraft incident	Occasional	Moderate	Moderate	Fort Worth Spinks Airport adjoins the city.
Nuclear power plant incident	Unlikely	Moderate	Limited	Burleson is about 30 miles from Comanche Peak — outside the 10-mile plume exposure zone and inside the 50-mile ingestion pathway zone. The concern is food and water controls, not plume exposure.
Pandemic or infectious disease	Occasional	Major	Limited	DSHS Public Health Region 2/3 and Tarrant County Public Health
Cybersecurity incident	Likely	Moderate	Moderate	Statutory declaration cause under § 418.108(a).
Active attacker	Occasional	Major	Limited	HB 33 planning obligations apply.
Terrorism	Occasional	Moderate	Major	2025 NCTCOG THIRA and Burleson PD threat information.
Civil disorder	Occasional	Limited	Limited	Burleson PD
Tropical system remnants	Unlikely	Limited	Moderate	Inland flooding and host sheltering, not landfall.

Likelihood: Unlikely, Occasional, Likely, or Highly Likely.

Planning Assumptions

Planning assumptions are information accepted by planners as being true to provide a planning framework in the absence of facts. The following assumptions were made in preparing this Basic Plan:

- All emergencies and disasters are local, but local governments may require and request state assistance.
- Local government will initiate actions to save lives and protect property.
- Emergencies and disasters occur with or without warning.
- Emergencies and disasters will result in one or more of the following: injury or loss of life; damage or destruction to public and private property; disruption of utilities and daily life activities; displacement of persons and families; disruption of local services; shortages of

temporary or permanent housing; damage or destruction of public and private records; impacts on the environment; and social and economic disruption.

- Achieving and maintaining effective individual and community preparedness is the primary mitigating factor against disasters and can reduce the immediate stress on the public and response organizations.
- Disaster planning occurs at the local, regional, and state levels, identifies at-risk populations and facilities pre-incident, and determines resource shortfalls and contingencies.
- The local and state emergency support functions (if activated) will work together to coordinate local and state resources.
- Depending on the magnitude of the incident, resources from other jurisdictions, the state, or the federal government may not be immediately available.
- The City intends to ensure that individuals with access and functional needs receive lawful and equal assistance before, during, and after a disaster.
- Government resources alone cannot meet all the needs of those affected by major disasters.
- Because it takes time to summon external assistance, the City must be prepared to carry out the initial emergency response on an independent basis.
- The City is served by two county emergency management programs and two sets of county-level resources. Coordination requirements are therefore duplicated rather than simplified, and the City cannot assume that a single county relationship will satisfy its coordination obligations.
- Daytime and nighttime population distributions differ, and warning, evacuation, and reunification planning must account for both.
- The City depends on external providers for treated water, electric delivery, and natural gas. Restoration of those services is outside the City's direct control.
- Proper mitigation actions, including floodplain management and fire inspection, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and periodic drills and exercises improve readiness.
- Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this plan and its Emergency Support Functions.

Concept of Operations

Emergency management activities in the City of Burleson vary significantly in type, size, and complexity. This section outlines the general concept of operations for the prevention of, preparation for, response to, and recovery from disasters and emergencies. The organization and responsibilities of stakeholders are described in the Organization and Assignment of Responsibilities section.

The City of Burleson prepares for disasters and emergencies by managing comprehensive planning, training, and exercise programs that support the local community.

The City of Burleson does coordinate with other local jurisdictions to manage mitigation grant programs that prevent or reduce catastrophic impacts to people and property from disasters and emergencies. The City does so as a participating jurisdiction in the Johnson County Hazard Mitigation Plan.

If the City's response resources are overwhelmed, imminently threatened, or are anticipating a resource need, assistance can be requested from Johnson County or Tarrant County and the state.

Concepts of operations, objectives, and the responsibilities of local agencies relative to unique emergency support functions or hazard-specific activities are addressed in the City's Emergency Support Functions and in the appendices to the Basic Plan.

General

It is the City's responsibility to protect public health and safety and preserve property from the effects of hazardous events. The City has the primary role in identifying and mitigating hazards, preparing for and responding to, and managing recovery from emergency situations that affect the community.

Government cannot do everything required to protect the lives and property of the population. Residents have a responsibility to prepare themselves and their families to cope with emergency situations. The City assists residents in carrying out these responsibilities by providing public information and instructions before and during emergency situations.

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.

To achieve its objectives, the City has organized an emergency management program that is both integrated — employing the resources of government, organized volunteer groups, and businesses — and comprehensive, addressing mitigation, preparedness, response, and recovery. This plan is one element of the City's preparedness activities.

This plan is based on an all-hazards approach. 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.

This plan is based on the concept that emergency functions performed by City departments generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities are 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, and those resources redirected to emergency tasks.

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, and are responsible for ensuring that the training and equipment necessary for an appropriate response are in place.

This plan is based on the concept that emergency functions performed by City departments generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities are 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, and those resources redirected to emergency tasks.

The City has adopted the National Incident Management System as its standard for incident management, consistent with Homeland Security Presidential Directive 5, Executive Order RP-40, and Texas Government Code § 418.002(9). NIMS provides standardized organizational structures,

common terminology, and resource typing that allow City resources to integrate with those of mutual aid partners, the state, and federal agencies. This plan is consistent with the National Response Framework and with Comprehensive Preparedness Guide 101.

Initial Response and Incident Command

City emergency responders are likely to be 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 until others with legal authority assume responsibility. The first responder to arrive will implement the Incident Command System and serve as Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander establishes an incident command post, provides an assessment of the situation to City officials, identifies required response resources, and directs the on-scene response.

For some types of emergency situations a specific incident scene may not exist in the initial response phase, and the Emergency Operations Center may accomplish initial response actions such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the threat becomes clearer and specific impact sites are identified, an incident command post may be established and direction and control of the response transitioned to an Incident Commander.

Where multiple agencies or jurisdictions share responsibility for an incident, or where state or federal agencies are providing significant resources or technical assistance, the response transitions to Unified Command. Where multiple separate incidents are each being managed under their own command organization, transition to Area Command or Unified Area Command is appropriate and the allocation of resources among them is coordinated through the Emergency Operations Center.

Source and Use of Resources

The City will use its own resources to respond to emergency situations, purchasing supplies and equipment if necessary, and will request assistance if its resources are insufficient or inappropriate. Texas Government Code § 418.102(b) provides that a local government must utilize its own resources and the resources available through mutual aid agreements before requesting assistance from the state, and that the county is the first channel through which a municipality requests assistance when its resources are exceeded.

If additional resources are required, the City will, in order:

- Request resources available under the Texas Statewide Mutual Aid System and under existing interlocal agreements and contracts.
- Activate emergency service contracts.
- Request assistance from industry, local volunteer agencies, or individuals with resources needed to address the situation.
- Request assistance from Voluntary Organizations Active in Disaster and Community Organizations Active in Disaster.
- Request state assistance through Johnson County and/or Tarrant County and Disaster District 4.

When external agencies respond to an emergency situation within the City, they are expected to conform to the guidance and direction provided by the Incident Commander in accordance with NIMS.

Actions by Phases of Emergency Management

This plan addresses actions conducted during all phases of emergency management.

- **Mitigation.** The City conducts mitigation activities as an integral part of its emergency management program, intended to eliminate hazards, reduce the probability that hazards cause an emergency situation, or lessen the consequences of unavoidable hazards. The City's mitigation program is carried out through the applicable local hazard mitigation plan.
- **Preparedness.** The City conducts preparedness activities to develop needed response capabilities, including providing emergency equipment and facilities; maintaining this plan and supporting documents; conducting or arranging training for emergency responders, emergency management personnel, other officials, and volunteer groups; and conducting periodic drills and exercises to test plans and training.
- **Response.** The City responds to emergency situations to resolve them 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, and search and rescue.
- **Recovery.** Following a disaster the City carries out a recovery program involving both short-term and long-term efforts. Short-term operations restore vital services and provide for the basic needs of the public. Long-term recovery focuses on restoring the community. The recovery process includes assistance to individuals, businesses, and to government and other public institution. Recovery is addressed in Emergency Support Function 16.

Objectives

The overall objectives of this Basic Plan are to:

- Prepare and protect all people in the City of Burleson against significant threats and hazards in a manner that allows vital interests and everyday activities to continue.
- Reduce the loss of life and property by lessening the impact of disasters.
- Respond quickly to save lives, protect property and the environment, and meet basic human needs after an incident.
- Assist the community in recovering from an incident with continued stabilization of vital life support systems and community restoration.

These objectives apply to all hazards and may be used to assist with any disaster requiring local-level emergency management response support.

Organization and Assignment of Responsibilities

This section describes the organization and responsibilities of stakeholders with key capabilities during emergency management preparedness, response, and recovery.

Local Jurisdiction

Initial response is conducted by the local jurisdiction working with city emergency management officials. The mayor of a municipality may order the evacuation of all or part of the population from a stricken or threatened area under the mayor's jurisdiction and authority if the mayor considers the action necessary for the preservation of life or other disaster mitigation, response, or recovery

(Texas Government Code § 418.108(f)). The mayor may control ingress to and egress from a disaster area and control the movement of persons and the occupancy of premises in that area (Texas Government Code § 418.108(g)).

Most City departments have emergency functions in addition to their normal day-to-day duties. During emergency situations, normal organizational arrangements are modified to facilitate emergency operations. Appendix B depicts the City's emergency organization, which comprises:

- **Executive Group —** provides guidance and direction for emergency management programs and for emergency response and recovery operations. It includes the Mayor, the City Council, the City Manager's Office, the Fire Chief, the Police Chief, and the Emergency Management Coordinator.
- **Emergency Services —** the Incident Commander and the departments, agencies, and groups with primary emergency response actions. The Incident Commander is the person in charge at an incident site.
- **Emergency Support Services —** departments and agencies that support and sustain emergency responders and coordinate emergency assistance provided by organized volunteer organizations, Community and Voluntary Organizations Active in Disaster, business and industry through public–private partnerships, and other sources.
- **Volunteer and Other Services —** organized volunteer groups and businesses that have agreed to provide support for emergency operations.

Division of Authority

The Mayor, is the Emergency Management Director, who exercises the statutory emergency powers granted under Texas Government Code Chapter 418, including declaration of a local state of disaster, evacuation, control of ingress and egress and of occupancy, and the economic stabilization and security measures provided for in this plan. Where a local disaster declaration is to be continued beyond seven days, the Mayor requests the consent of the City Council under Texas Government Code § 418.108, with staff support from the City Manager and City Secretary.

The City Manager directs City departments and organizational resources in support of emergency operations and ensures that departments participate in emergency planning, training, and exercise activities.

The Emergency Operations Manager, is hired by the Fire Chief with approval of the City Manager and is appointed by the Mayor as Emergency Management Coordinator (Texas Government Code § 418.1015(c)). The current designation is reflected on the TDEM-147 form filed with the Texas Division of Emergency Management. The Emergency Operations Manager sets the policies and directives of the emergency management program, maintains this plan, oversees readiness of the Emergency Operations Center and warning systems, serves as staff advisor to the Mayor and City Manager, and serves as EOC Director during an activation.

Emergency Management Director and Emergency Management Coordinator

The presiding officer of the governing body of an incorporated city is designated as the emergency management director for that political subdivision and serves as the governor's designated agent in the administration and supervision of duties under Texas Government Code Chapter 418. An emergency management director may designate a person to serve as emergency management coordinator, who serves as an assistant to the emergency management director for emergency management purposes (Texas Government Code § 418.1015(a), (c)).

The plan must provide for catastrophic debris management procedures (Texas Government Code, §418.102(a-1)). Under the Texas Emergency Management Planning Standard, each county is responsible for providing a catastrophic debris management plan. The City relies on the catastrophic debris management plans of Johnson County and Tarrant County and on its own debris procedures and contracts.

Locals shall conduct at least one annual public meeting on the plan, with five days' written notice to the pipeline safety section of the gas services division of the Railroad Commission of Texas (Texas Government Code § 418.106(d), (e)(1)). The City conducts this meeting each year. The Emergency Management Coordinator schedules the meeting, sends written notice to the Railroad Commission at least five days in advance, coordinates public notice with the City Secretary, and documents the meeting in the Record of Changes.

Counties shall provide a liaison officer to coordinate with state and federal personnel. Each city that does not have a program and has not made arrangements to secure or participate in the services of an existing program shall designate a liaison officer (Texas Government Code § 418.105). The City of Burleson maintains its own emergency management program, as reflected on the TDEM-147 on file, and the Emergency Management Coordinator serves as the City's liaison to state and federal personnel.

Emergency Management coordinates with Voluntary Organizations Active in Disaster to assist with housing and feeding of disaster workers and volunteers. The regional plan for personnel surge capacity during disasters, including lodging and meals for disaster relief workers and volunteers, is maintained by the North Central Texas Council of Governments under Texas Government Code § 418.1882.

The Mayor of the City of Burleson is the Emergency Management Director. The Mayor has appointed the Emergency Operations Manager, assigned to Burleson Fire/EMS, as the Emergency Management Coordinator. The current designation is reflected on the TDEM-147 filed with the Texas Division of Emergency Management.

Title	Held by	Authority and role
Emergency Management Director	Mayor (statutory)	Declares a local state of disaster and invokes emergency powers. Orders evacuation and controls ingress, egress, and occupancy. Requests state assistance. Requests Council consent to continue a declaration beyond seven days. Promulgates this plan.
City Manager	City Manager	Directs City departments and organizational resources in support of emergency operations. Implements Council policy. Assigns emergency management program tasks to departments and ensures departments participate in planning, training, and exercise activities. Provides staff support for Council action during a declared disaster.

Title	Held by	Authority and role
Emergency Management Coordinator	Emergency Operations Manager, appointed by the Mayor	Establishes objectives and priorities for the emergency management program and provides general guidance on the conduct of the program. Serves as staff advisor to the Mayor and City Manager on emergency management. Coordinates planning, training, and exercise activities and maintains this plan. Oversees readiness of the Emergency Operations Center and the warning system. Manages the EOC, develops procedures for its operation, and conducts training for those who staff it. Establishes the readiness level. Maintains liaison with TDEM, the counties, school districts, healthcare partners, and volunteer organizations. Activates the EOC when required.
EOC Director	Emergency Operations Manager	Directs Emergency Operations Center operations during an activation on behalf of the Emergency Management Director. Establishes EOC objectives for each operational period, approves the EOC action plan, manages EOC organization and staffing, and allocates resources across competing demands. The EOC Director's authority extends to EOC operations and resource coordination. It is not command authority over department personnel; department heads retain administrative and policy control over their employees and equipment throughout emergency operations.

Executive Group Responsibilities

The general responsibilities of the Executive Group are listed below. Specific responsibilities are found in the Emergency Support Functions.

The Mayor will:

- With the assistance of the City Attorney, declare a local state of disaster, request the governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- Request assistance from other local governments, the counties, or the state when necessary, through the Emergency Management Coordinator.
- Direct activation of the Emergency Operations Center, through the Emergency Management Coordinator.
- Request City Council consent to continue a local disaster declaration beyond seven days.

The City Manager will:

- Implement the policies and decisions of the governing body relating to emergency management.
- Support the emergency management program by identifying personnel, equipment, and facility needs and providing budgetary support.
- Assign emergency management program tasks to departments and agencies.
- Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- Direct City departments and organizational resources in support of emergency operations.
- With the City Secretary, provide staff support for City Council action during a declared disaster.

The Fire Chief will:

- Serve on the Executive Group and as first successor to the EOC Director.
- Direct firefighting, emergency medical, search and rescue, and hazardous materials response (ESF 4, 8, 9, 10).
- Supervise the Emergency Management Coordinator and the emergency management program within Burleson Fire/EMS.
- Set readiness levels and activate the EOC when required.
- Ensure Fire/EMS personnel meet the City's NIMS training baseline.

The Police Chief will:

- Serve on the Executive Group and as an EOC Director successor
- Direct law enforcement, security, traffic control, and evacuation support (ESF 13).
- Oversee Public Safety Communications as the Local Warning Point (ESF 2).
- Set readiness levels and activate the EOC when required.
- Ensure Police personnel meet the City's NIMS training baseline.

The Emergency Management Coordinator will:

- Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- Monitor the emergency response during disaster situations and provide direction where appropriate.
- With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- Serve as the staff advisor to the Mayor and City Manager on emergency management matters.
- Keep the Mayor and City Manager apprised of the City's preparedness status and emergency management needs.
- Coordinate local planning and preparedness activities and the maintenance of this plan.
- Prepare and maintain a resource inventory (Emergency Support Function 7). Each department director maintains the department's own resource inventory for use during an emergency.
- Prepare and maintain a point-of-contact list for resources.
- Arrange appropriate training for local emergency management personnel and emergency responders.
- Coordinate periodic emergency exercises to test the plan and training.
- Manage the Emergency Operations Center, develop procedures for its operation, and conduct training for those who staff it; serve as EOC Director during activation.
- Activate the EOC when required and establish the readiness level.
- Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel, including both county programs and Disaster District 4.
- Coordinate with organized volunteer groups and businesses regarding emergency operations.
- Oversee the City's alert and warning systems and serve as the City's IPAWS alerting authority point of contact.
- Support the overall preparedness program in terms of its budgetary and organizational requirements.

- Prepare and maintain Emergency Support Function 5 and its supporting procedures.
- If the City is determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

Common Responsibilities

All emergency services and support services will:

- Provide personnel, equipment, and supplies to support emergency operations upon request.
- Develop and maintain standard operating procedures for emergency tasks.
- Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- Provide current information on emergency resources for the resource list maintained under Emergency Support Function 7.
- Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.
- Request mutual aid resources through Burleson Public Safety Communications in accordance with existing agreements.

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 the City Manager in support of the EOC.

Incident Commander

The Incident Commander will manage emergency response resources and operations at the incident site command post to resolve the emergency situation, and will determine and implement required protective actions for response personnel and the public at an incident site.

Economic Stabilization and Security Provisions

Texas Government Code § 418.106(b) requires that this plan provide for economic stabilization methods and for security measures during a declared disaster. On declaration of a local state of disaster, and to the extent authorized by law, the Emergency Management Director may implement controls on wages, prices, and rents; establish curfews; establish blockades and control the movement of persons and vehicles into, out of, and within a designated area; restrict the occupancy of premises; suspend or limit the sale, dispensing, or transportation of alcoholic beverages, explosives, and combustibles (not including firearms, ammunition, or ammunition components); and impose limitations on the use of water, electricity, natural gas, and other utilities. Measures under this paragraph are implemented by executive order or proclamation referencing the local disaster declaration, are limited to the area and duration necessary, and are reviewed by the City Attorney before issuance.

Governor

The governor has authority to issue directives calculated to protect life and property and to control and terminate an emergency in instances when a state of emergency is proclaimed (Texas Government Code Chapter 433). A violation of Chapter 433 or a directive issued under the chapter is a misdemeanor and cannot exceed a fine of $200 or confinement in jail over 60 days, or both (Texas Government Code § 433.006).

Texas Division of Emergency Management Field Response

The state emergency management agency is the Texas Division of Emergency Management, a component of The Texas A&M University System.

The Texas Division of Emergency Management is divided into eight geographic regions with 25 disaster districts identified by council of government boundaries. Field response consists of assistant chiefs, regional section chiefs, disaster district chiefs, county liaison officers, senior liaison officers, mitigation planners, regional planners, and logistics specialists stationed throughout the state, who serve as local emergency management liaisons working directly with local government officials, volunteer groups, and private sector partners. Field response can assist local jurisdictions with prevention, protection, mitigation, response, and recovery activities.

The City of Burleson is served by TDEM Region 2 and Disaster District 4 (Dallas/Fort Worth), which operates from Fort Worth. Routine preparedness coordination, including plan review and submission, is conducted with the assigned Region 2 Preparedness Coordinator. Operational coordination is conducted with the Disaster District Chief. The Region 2 Assistant Chief is the senior TDEM official for the region.

Positions are identified in this plan by title rather than by individual name so that the plan does not go stale with personnel turnover. Current points of contact are maintained on the Emergency Management contact roster, which is updated outside the plan revision cycle. As of this revision the Disaster District 4 Chief is Robert Medford and the Region 2 Assistant Chief is Kevin Starbuck.

Disaster District Chair

Per Texas Government Code § 418.113(d), the disaster district chair is appointed by the chair of the Texas Emergency Management Council when a disaster has been declared, based on the nature of the declared disaster and the phase of disaster response, in accordance with National Incident Management System guidelines. Daily operations of the disaster district committee during non-declared incidents are led by the Texas Division of Emergency Management disaster district chief unless otherwise appointed.

The disaster district chair determines whether an incident warrants an increase in the readiness level of the disaster district emergency operations center, maintains staffing for increased readiness levels, and notifies appropriate Disaster District Emergency Management Council representatives, local electric providers, and private sector partners. In response to a request for emergency assistance from a mayor or county judge, the disaster district committee chair works with committee members to identify and commit state resources to satisfy the request.

The City's standing operational point of contact at the district is the Disaster District 4 Chief. Requests for state assistance are directed to the disaster district as described under Administration, Finance, and Logistics.

Disaster District Emergency Management Council Representatives

The Disaster District Emergency Management Council consists of representatives of state agencies, boards, commissions, and organized volunteer groups with membership in the Texas Emergency Management Council. During an activation, council agencies send a trained, knowledgeable representative with decision-making authority and access to agency leadership to the regional and disaster district emergency operations centers.

Texas Emergency Management Council agencies with personnel available statewide must also be able to provide primary, secondary, and tertiary representatives, as well as identify multiple staff to support the disaster district emergency operations center(s) and the disaster regional emergency operations center(s) for extended activations.

Voluntary, Private Sector, and Quasi-Governmental Organizations

Voluntary Organizations Active in Disasters

Voluntary organizations active in disasters have the personnel and expertise to augment governmental capabilities or to provide capabilities that government does not have. Three voluntary organizations are specifically named to the Texas Emergency Management Council:

- American Red Cross
- Salvation Army
- Texas Voluntary Organizations Active in Disasters

These organizations provide emergency feeding facilities and shelter management. Many other national and local organizations provide a broad range of services to municipalities or directly to citizens (Emergency Support Function 6 — Mass Care) (Executive Order GA-05).

Local Shelter and Mass Care

The City of Burleson uses the Burleson Recreation Center (BRiCK) as its primary mass care shelter and the Burleson Senior Activity Center as its backup shelter. The BRiCK, the Burleson Public Library, and the Senior Activity Center serve as warming and cooling stations. Because these are City-owned facility, their use does not depend on an agreement with an outside organization. Shelter operations are coordinated through the EOC under Emergency Support Function 6 (Mass Care).

Local faith-based organizations may serve as community resources during emergency situations. However, participation is voluntary, and no organization has formally committed to providing shelter, feeding, or other services. This plan does not depend on any faith-based organization for a specific capability. Any support provided will be requested and coordinated through the Emergency Operations Center (EOC) based on incident needs.

Regional, State, and National Voluntary Organizations

The following organizations may be able to provide human services support during emergency situations affecting the City. Inclusion here does not indicate a written agreement unless one is listed in Appendix H.

Organization	Disaster services	Burleson notes
American Red Cross	Sheltering; fixed and mobile feeding; health and mental health services; casework and emergency financial assistance; reunification; EOC liaison	North Texas Region.
The Salvation Army	Feeding and hydration; emotional and spiritual care; donations management; cleanup supplies; warehousing and distribution; emergency shelter	

Organization	Disaster services	Burleson notes
Texans on Mission	Mass feeding; water purification; amateur radio and satellite communications; shower units; childcare; chainsaw and cleanout crews	Formerly Texas Baptist Men.
Adventist Community Services	Donations warehouse management; distribution centers; mobile distribution units; personal care kits	Based in the City of Keene
Crisis Response Ministry	Crisis response and critical incident stress debriefing	
Information Technology Disaster Resource Center	Connectivity, IT equipment, and mobile workspace	Based in Fort Worth and may supplement internal Information Technology Department
Catholic Charities Fort Worth	Case management, food pantry, transportation, counseling	Burleson is in the Fort Worth service area.
Texas Volunteer Organizations Active in Disaster	Membership-based association that includes more than 50 voluntary organizations that respond to disaster. They can provide assistance in shelter, feeding, counseling, medical assistance, clothing, missing person services, debris cleanup, and more. Members include Texas organizations and local representatives of national organizations.	
2-1-1 Texas	Information and referral	Delivered locally by United Way of Tarrant County. Also the STEAR registration line (Appendix E).
Tarrant Area Food Bank	Emergency food assistance; distribution of USDA commodities in federally declared disasters	
Meals on Wheels North Central Texas	Home-delivered meals for older adults	Johnson County provider under the NCTCOG Area Agency on Aging, based in Cleburne.
United Methodist Committee on Relief	Volunteer teams for muck-out, tarping, and chainsaw work; shelter at church facilities; case management	
World Vision	Distribution centers; hygiene kits; building and cleaning supplies	Distribution center in Grand Prairie.
Church of Jesus Christ of Latter-day Saints	Humanitarian supplies; food boxes; cleanup manpower	
Johnson County Amateur Radio Club (RACES)	An amateur radio club that provides emergency communication services.	This radio club operates within Johnson County and has provided personnel and equipment for emergency communications during events/emergencies in Burleson.

Texas VOAD (txvoad.org) and National VOAD (nvoad.org) maintain current membership directories.

Business and Industry Partnerships

Business and industry partners play a key role before, during, and after disasters. Texas businesses are involved in emergencies because large portions of Texas' infrastructure are privately owned. In addition, large amounts of the hazardous materials moved within or through Texas are handled by private industry. Business and industry partners must observe standards for the protection of critical infrastructure and develop individual continuity of operations plans. During disasters, many businesses may also work with the state and with voluntary organizations active in disasters to provide resources during incident response and recovery.

The City of Burleson coordinates with private sector, quasi-governmental, and regulated infrastructure partners across four categories. The nature of each relationship differs, and this plan distinguishes among them deliberately. Some relationships exist by operation of law or regulation and require no separate agreement. Some are coordination relationships maintained through a point-of-contact roster and periodic engagement. A smaller number involve the commitment of a specific facility, resource, or service to City emergency operations, and those are established by written instrument and recorded in Appendix H. Where this plan states that the City coordinates with a partner, no commitment of resources by that partner is implied. Only agreements listed in Appendix H obligate a partner to provide a resource or service.

Regulated infrastructure and utility partners. Electric delivery, natural gas distribution, telecommunications, and pipeline transmission serving the City are privately owned and operated. These operators maintain their own emergency response plans and restoration priorities, and certain utilities file emergency operations plans with the Public Utility Commission of Texas. The City coordinates with these operators on outage reporting, restoration prioritization for critical facilities, damage assessment, and public messaging. During Emergency Operations Center activation, the City requests utility liaison participation or direct coordination as conditions require. Priority restoration for critical facilities is coordinated at the time of the event and is not guaranteed by this plan.

Facilities handling hazardous materials. Facilities within and adjacent to the city that store or process hazardous materials above reportable thresholds submit Tier II chemical inventory reports under the Emergency Planning and Community Right-to-Know Act, and certain facilities maintain Risk Management Plans under federal regulation. The City uses this reporting to inform hazard analysis, pre-incident planning, and protective action decision-making. The City additionally coordinates with rail and motor carriers transporting hazardous materials through the city. The City participates in the Johnson County Local Emergency Planning Committee, which receives Tier II submissions for the county.

Healthcare and congregate care facilities. Hospitals, freestanding emergency facilities, dialysis centers, skilled nursing and assisted living facilities, memory care facilities, and home health providers operating in the city maintain their own emergency preparedness programs under state licensure and federal participation requirements. Regional healthcare coordination, including surge capacity, patient movement, and facility evacuation support, is conducted through the regional healthcare coalition rather than through bilateral agreements with the City. The City maintains direct points of contact with each congregate care facility for notification, status reporting during emergencies, and evacuation coordination, and these facilities are notified directly under the alert and warning provisions of this plan.

Major employers, retail, and commodity partners. Large employers, retail and grocery operators, and distribution facilities in the city are partners in three respects: their continuity of operations affects community recovery; their facilities may offer parking, staging, warehouse, or generator capacity

relevant to emergency operations; and their workforce represents a concentration of population present during business hours. Retail and grocery operators are also an early indicator of community re-supply and recovery. The City engages these partners on continuity planning, participation in exercises, and coordination of commodity re-supply following an incident. Where the City intends to rely on a privately owned facility for a specific emergency purpose, that use is established by written instrument in advance and recorded in Appendix H.

The Burleson Economic Development Department and Chamber of Commerce serves as the City's primary channels to the local business community for preparedness outreach, business continuity messaging, and post-incident business status information.

Private sector coordination during operations. During an activation, private sector coordination is conducted through the Emergency Operations Center and is addressed in detail in Emergency Support Function 14. The City does not direct private sector operations and does not assume responsibility for restoration of privately owned systems. Coordination consists of information sharing, prioritization requests, access coordination into restricted or damaged areas, and alignment of public messaging.

School Districts

Burleson ISD and Joshua ISD are independent political subdivisions rather than a businesses or City departments; the City coordinates with the District but cannot task it.

Burleson ISD and Joshua ISD may serve as community resources during emergency situations. However, participation is voluntary, and no organization has formally committed to providing shelter, feeding, transportation, or other services. This plan does not depend on any ISD for a specific capability. Any support provided will be requested and coordinated through the Emergency Operations Center (EOC) based on incident needs.

North Central Texas Council of Governments

The North Central Texas Council of Governments is a voluntary association of, by, and for local governments, established to assist in regional planning. Its programs include emergency preparedness, transportation planning, aging and disability resources, demographic research, regional training, and regional 9-1-1. NCTCOG maintains the regional Threat and Hazard Identification and Risk Assessment cited in this plan, the regional population estimates used in the Situation Overview, and the North Central Texas Outdoor Warning Siren Framework the City follows.

North Central Texas Trauma Regional Advisory Council

The North Central Texas Trauma Regional Advisory Council is the legislatively mandated body responsible for regional trauma and emergency healthcare system development within Trauma Service Area E, which includes Johnson County and Tarrant County, and for healthcare coalition disaster preparedness in the region. Hospitals, emergency medical services, and other healthcare entities coordinate surge, patient movement, and healthcare preparedness through the Council. The City's healthcare coordination during a disaster runs through this structure and Emergency Support Function 8.

Federal Emergency Management Agency Region 6

When the state requires a resource or capability, the Texas Division of Emergency Management may request assistance from the Federal Emergency Management Agency Region 6 office, located in Denton, Texas.

Direction and Control

General

Emergencies and disasters may impede the ability of the City to provide for the safety and well-being of its residents. Continuity of government comprises the activities designed to ensure the preservation of the City's representative form of government and its continued ability to provide protection and essential services to the public.

For the City of Burleson, continuity of government requirements include coordination and control actions to ensure that City government continues to operate effectively regardless of the emergency or disaster, and specify the actions necessary to restore City government to a steady state. The Emergency Interim Public Office Succession Act (Texas Local Government Code Chapter 616) governs interim succession for local officers.

Lines of Succession

Article III, Section 62 of the Texas Constitution provides for the prompt and temporary succession of the powers and duties of public offices, whether by election or appointment. If the incumbents of those offices become unavailable for carrying out the duties of their office, the legislature may appoint successors.

Lines of succession for local government are in accordance with existing state and local laws and policies and local government emergency management plans (Texas Government Code 616.023).

Position	First	Second	Third	Fourth / Fifth
Mayor / Emergency Management Director	Mayor Pro Tem	Senior Council Member	Second Most Senior Council Member	
City Manager	Deputy City Manager	Deputy City Manager		
Emergency Management Coordinator	Fire Chief	Assistant Fire Chief Operations	Assistant Fire Chief Administration	Police Chief / Deputy Chief
EOC Director	Fire Chief	Assistant Fire Chief Operations	Assistant Fire Chief Administration	Police Chief / Deputy Chief

Relief of the EOC Director across successive operational periods during an extended activation is a separate matter from succession and is managed through the EOC staffing roster maintained under Emergency Support Function 5. The EOC Director is normally relieved by the Fire/EMS Duty Chief, a rotating assignment held by the Fire Chief or an Assistant Fire Chief, and resumes the position in the following operational period. During extended activations the EOC Director may transfer the position for one or more full operational periods. Each transfer of the EOC Director position requires a documented transfer-of-command briefing covering current objectives, open resource requests, outstanding decisions, and anticipated conditions.

Each City department identifies its lines of succession and documents them in its standard operating procedures or guidelines.

Positions authorized to activate the Emergency Operations Center are listed separately under Emergency Facilities and are not the same as the succession chain.

Delegation of Emergency Authority

Texas statutes and the executive orders of the governor relating to emergency management provide local government, principally the chief elected official, with a number of powers to control emergency situations.

- **Disaster declaration.** When an emergency situation has caused severe damage, injury, or loss of life, or appears likely to do so, the Mayor may by executive order or proclamation declare a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke, on an appropriate local scale, certain emergency powers granted the governor under the Texas Disaster Act. These include suspending procedural laws and rules to facilitate a timely response; using all available resources of government and commandeering private property, subject to compensation; restricting the movement of people and occupancy of premises; prohibiting the sale or transportation of certain substances; and the economic stabilization and security provisions of this plan. A local disaster declaration activates the recovery and rehabilitation aspects of this plan and is required to obtain state and federal disaster recovery assistance.
- **Emergency declaration.** In the event of riot or civil disorder, the Mayor may request the governor to issue an emergency declaration for the jurisdiction and take action to control the situation.
- **Evacuation authority.** State law provides a mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within the jurisdiction.

A local emergency management director may exercise the powers granted to the governor under Chapter 418 on an appropriate local scale and may declare a local state of disaster.

Continuity of Operations

The City of Burleson does not currently have an approved Continuity of Operations Plan. Development is underway, with approval anticipated in 2027.

Continuity of operations planning will identify the City's essential functions, the resources required to perform them, orders of succession, delegations of authority, alternate facilities, vital records, and the conditions for relocation or devolution of functions. This Basic Plan and the Continuity of Operations Plan are intended to be complementary: this plan addresses the City's response to an incident affecting the community, and the Continuity of Operations Plan addresses the City's ability to keep operating while it responds. Emergency Management and Information Technology will conduct cybersecurity and continuity exercise to test continuity capability plan upon completion.

Incident Command System and Emergency Operations Center Interface

For major emergencies and disasters the Emergency Operations Center is 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 is outlined below; a precise division must be determined for specific emergency operations.

The Incident Commander is generally responsible for field operations, including:

- Isolating the scene.
- Directing and controlling the on-scene response and managing the emergency resources committed there.

- Warning the population in the area of the incident and providing emergency instructions to them.
- Determining and implementing protective measures — evacuation or sheltering in place — for the population in the immediate area of the incident and for emergency responders at the scene.
- Implementing traffic control arrangements in and around the incident scene.
- Requesting additional resources from the EOC.

The Emergency Operations Center is generally responsible for:

- Providing resource support for incident command operations.
- Issuing community-wide warning.
- Issuing instructions and providing information to the general public.
- Organizing and implementing large-scale evacuation.
- Organizing and implementing shelter and mass care arrangements for evacuees.
- Coordinating traffic control for large-scale evacuations.
- Requesting assistance from the counties, the state, and other external sources.

In some large-scale emergencies or disasters, operations with different objectives may be conducted at geographically separated scenes and more than one incident command organization may be established. In that situation a transition to Area Command or Unified Area Command is desirable, and the allocation of resources to specific field operations is coordinated through the EOC.

The Emergency Operations Center supports incident command; it does not replace it. Department heads retain administrative and policy control over their own employees and equipment during emergency operations, and personnel and equipment carry out mission assignments directed by the Incident Commander.

Emergency Facilities

Except when an emergency situation threatens but has not yet occurred, and in 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 will be established in the vicinity of the incident site.

Primary Emergency Operations Center. The City's primary EOC is located at Fire Station 16.

Alternate Emergency Operations Center. The alternate EOC is located at Fire Station 1 and is used if the primary facility becomes unusable.

Mobile command post. The City's mobile command post is operated by the Burleson Police Department and is available to support emergency operations as needed. The City additionally maintains a mutual aid agreement with the Fort Worth Fire Department for use of its mobile command post.

Facility addresses are intentionally omitted from this plan. Addresses, floor plans, access control information, and contact rosters are maintained separately and are not included in a document intended for broad distribution.

Positions authorized to activate the Emergency Operations Center:

- Mayor, as Emergency Management Director
- Emergency Management Coordinator

- Fire Chief or designee
- Police Chief or designee

The general responsibilities of the EOC are to:

- Assemble accurate information on the emergency situation and current resource data to allow City officials to make informed decisions on courses of action.
- Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
- Provide resource support for emergency operations.
- Recommend suspension or curtailment of government services, closure of schools and businesses, and cancellation of public events.
- Organize and activate large-scale evacuation and mass care operations.
- Provide emergency information to the public.

Representatives of departments and agencies assigned emergency functions in this plan staff the EOC. EOC operations are addressed in Emergency Support Function 5.

Emergency Management verifies EOC readiness on a documented monthly cycle covering workstations, displays and audiovisual systems, network connectivity, telephones, radios, incident management systems, backup communications, position materials, contact and recall lists, supplies, and alternate and remote EOC capability.

Information Collection, Analysis, and Dissemination

The Texas Division of Emergency Management collects emergency management information from local jurisdictions through its field response staff or disaster district emergency operations centers, which is forwarded to the State Operations Center.

The Texas Division of Emergency Management also collects information from Texas Emergency Management Council agencies, as well as other state agencies, boards, or commissions that have emergency management responsibilities (Texas Government Code § 418.015(c)) through the State Operations Center.

The State Operations Center forwards collected information to the appropriate division of the Texas Division of Emergency Management.

The information collected through the State Operations Center is used to produce plans and reports mandated under Texas Government Code § 418. It is also used to provide situational awareness products for emergency management partners and the public.

Locally, the EOC is the City's focal point for collecting, analyzing, and disseminating incident information during increased readiness and activation. Information is collected from field units through Public Safety Communications, City departments, the National Weather Service, utility and infrastructure partners, both counties, the disaster district, and the public. The EOC verifies and analyzes that information, maintains a common operating picture organized by FEMA Community Lifeline (Appendix F), and disseminates it to City leadership, responding departments, partners, and the public.

An Initial Emergency Report is prepared and transmitted by the EOC when an ongoing emergency incident appears likely to worsen and the City may need assistance from other local governments or

the state. A Situation Report is prepared and distributed by the EOC during major emergencies or disasters on a schedule set by the EOC Director. Formats and instructions are in Emergency Support Function 5.

Records and reports are maintained electronically, with backup, in the City's incident management and records systems, including WebEOC. Emergency Management maintains daily situational awareness independent of any activation — severe weather, flooding, extreme heat and cold, wildfire conditions, significant regional incidents, ERCOT grid status, natural gas system status, and other emerging hazards.

Public Information

Public information activities are coordinated through a joint information system. The joint information system enhances communication capabilities by coordinating the establishment of a joint information center, coordinating public information release through the joint information center, and providing public information through the joint information center, press conferences, and media releases (Texas Government Code § 418.043(6)). The City's public information function is addressed in City Emergency Support Function 15.

The City Public Information Officer conducts ongoing hazard awareness and public education programs; compiles and releases information and instructions for the public during emergency situations and responds to questions relating to emergency operations; provides information to the media and the public; arranges media briefings; and compiles print and photographic documentation of emergency situations. Emergency public information is written in plain language at a general reading level. Reliance on a single channel is avoided; life-safety information is issued through multiple channels simultaneously.

Emergency Management and the Public Information Officer jointly maintain pre-scripted messaging for severe weather, shelter operations, evacuation, boil-water and infrastructure events, disaster recovery information, and preparedness campaigns.

Alert and Warning

The primary objective of the warning system is to notify key officials of emergency situations and to disseminate timely and accurate warnings and instructions to the population at risk from the threat or occurrence of an emergency situation. Rapid dissemination and delivery of warning information and instructions may provide time for citizens to take action to protect themselves and their property.

The focal point of the warning function is the Local Warning Point, which operates around the clock. The Local Warning Point receives warnings of actual or potential emergency situations from a variety of sources, including federal and state agencies, local officials, businesses, industry, the news media, and the general public. The Local Warning Point verifies warning information where necessary and disseminates pertinent information to specific local officials and departments.

The City of Burleson Local Warning Point function is shared between Emergency Management Coordinator, Fire Duty Chief, and Burleson Public Safety Communications which operates continuously. All receive warnings and makes initial notifications and time-sensitive activations.

Alerting Authority

The City of Burleson holds a signed Memorandum of Agreement with the Federal Emergency Management Agency for access to the Integrated Public Alert and Warning System. The Emergency Management Coordinator is the City's designated alerting authority point of contact and a trained

authorized originator. The City originates IPAWS alerts through its mass notification platform, Everbridge, which serves as the alert origination tool for both IPAWS and local notification. Additional authorized originators — the Fire Chief and the Assistant Fire Chiefs — are completing originator training and will be added to the authorized originator roster on completion. The authorized originator roster is maintained by Emergency Management outside the plan revision cycle.

Alerting authority is exercised by a trained authorized originator. Warning decisions are made by the Incident Commander for the immediate area of an incident and by the Emergency Operations Center for community-wide warning.

Warning Authority and Verification

For specific time-sensitive emergency situations, the Local Warning Point is authorized to activate the outdoor warning system and issue a warning without prior approval:

- Tornado Warning issued by the National Weather Service (NWS) for the City of Burleson.
- Confirmed tornado sightings reported by trained storm spotters or public safety officials within or near the city limits.
- Severe Thunderstorm Warning when conditions include hail 1.5 inches in diameter or larger, or winds exceeding 70 mph, as issued by the NWS.
- Other emergencies posing an immediate threat to public safety, including but not limited to hazardous material releases, civil disturbances, terrorist activities, or any other emergency situation where authorized officials determine that activation of the Outdoor Warning System is necessary to protect life and safety.

The first three criteria are the outdoor warning siren criteria published by the City, which follow the North Central Texas Outdoor Warning Siren Framework adopted by NCTCOG in 2018.

For other situations, the Local Warning Point relays the warning to one of the following officials and obtains guidance on whether to warn and on message content:

- Emergency Management Coordinator
- Fire Chief or the Fire/EMS Duty Chief
- Police Chief or designee

When the EOC is activated, the EOC determines who needs to be warned and how; the Emergency Management Coordinator, the PIO, and EOC staff formulate warning messages and public instructions; and the Local Warning Point or an authorized originator executes them. The PIO may disseminate emergency public information to the media directly.

Warning decisions for the immediate area of an incident are made by the Incident Commander. Warning credibility is a finite resource: thresholds are set so that a warning through a given system means the same thing every time, and systems capable of interrupting the public are reserved for conditions that warrant interruption.

Receiving Warnings

The City may receive warning of actual or threatened emergency situations from:

- The National Warning System and the Texas Warning System, relayed by the State Warning Point at the State Operations Center to local warning points through the Texas Law Enforcement Telecommunications System.
- National Weather Service Fort Worth forecast office products — watches, warnings, and impact-based warnings — received through NOAA Weather Radio, NWS notification services, and direct coordination.

- The Emergency Alert System, and warning messages issued by the State Operations Center to specific regions.
- City employees who discover or receive reports of emergency situations.
- Business and industry. Companies that experience a fire, explosion, hazardous materials release, or other emergency that may threaten the public have a general duty to notify local officials, normally through 9-1-1, and are expected to recommend protective actions.
- Specialized agencies and operators, including dam owners, the City of Fort Worth water utility, the Tarrant Regional Water District, utility operators, and Fort Worth Spinks Airport.
- Residents, normally through 9-1-1. Citizen reports are confirmed before a public warning is issued unless corroborated by other sources.

Statewide alert programs administered by the Texas Department of Public Safety — AMBER, Silver, Blue, CAMO, CLEAR, and Endangered Missing Persons alerts — may also be received and relayed locally by law enforcement.

Warning Systems

- **Integrated Public Alert and Warning System (IPAWS), including Wireless Emergency Alerts and the Emergency Alert System.** IPAWS is the only capability that reaches every mobile device in a designated area regardless of subscription. It is reserved for imminent threat to life and is originated through Everbridge by a trained authorized originator.
- **Mass notification system (Everbridge).** Used for notification of enrolled residents, targeted geographic notification, internal City notification, and EOC recall, and as the origination platform for IPAWS alerts. Public enrollment is opt-in, which limits reach; enrollment growth is an ongoing public outreach objective. Message templates, notification groups, recall groups, authorized users, and weather-related automation are maintained by Emergency Management and tested on a documented cycle.
- **Outdoor warning system.** Sirens are an outdoor warning device intended to alert people who are outside to seek shelter and seek information. They are not designed to be heard indoors and are not a substitute for indoor alerting. The system is tested monthly and maintained under contract; Emergency Management holds oversight, testing, maintenance, documentation, vendor coordination, and coverage assessment responsibility.
- **Lightning Weather Detection.** The City uses a lightning detection software to monitor, track, and detect any lightning that strikes within specific locations of the city. This is utilized during outdoor events throughout the city to maintain public safety.
- **National Weather Service products.** Watches, warnings, and impact-based warning products issued by the National Weather Service Fort Worth office, received through NOAA Weather Radio, the interactive NWS notification service, and direct coordination with the forecast office.
- **Route alerting and door-to-door warning.** Police and Fire units equipped with public address systems may conduct route alerting, and response personnel may go door to door. Both are effective but labor-intensive and may be infeasible for large areas; they are used where other systems do not adequately reach the public.
- **City communication channels.** City website, official social media accounts, and news media, coordinated through the Public Information Officer.

Warning credibility is a finite resource: alerting thresholds are set so that a warning issued through a given system means the same thing every time, and systems capable of interrupting the public are reserved for conditions that warrant interruption.

Warning Special Facilities and Populations

Special populations and facilities are warned by the methods best suited to them:

Population or facility	Warning methods
Blind or low vision	EAS radio messages; sirens; NOAA Weather Radio; route alerting; door-to-door notification; Everbridge voice calls; Wireless Emergency Alerts with audio tone and vibration
Deaf or hard of hearing	Captioned EAS television messages; Everbridge text and email; Wireless Emergency Alerts; door-to-door notification
Limited English proficiency	Spanish-language Wireless Emergency Alerts; Spanish-language messages through Everbridge, media, and social media; door-to-door notification
Schools, healthcare, licensed care facilities, and other special facilities	Direct notification; EAS; NOAA Weather Radio; sirens; Everbridge; Wireless Emergency Alerts

Warnings to Other Governments

When an incident in Burleson may affect a neighboring jurisdiction — for example, a hazardous materials release or plume, a fire near the city limits, flooding or a dam threat on Village Creek, or a law enforcement threat moving across city limits — Public Safety Communications notifies the dispatch center of the affected jurisdiction (Crowley, Joshua, or Fort Worth). The Emergency Management Coordinator notifies Johnson County and Tarrant County emergency management and the Disaster District 4 Chief when the incident may require county or state support.

Warning Responsibilities

- **City Manager —** ensures personnel and equipment to operate the warning system are funded.
- **Emergency Management Coordinator —** oversees the warning systems and alerting authority; develops warning procedures with the Local Warning Point; coordinates with the National Weather Service, broadcasters, and partners; schedules testing; develops pre-scripted messages with the PIO.
- **Local Warning Point (Public Safety Communications) —** receives, verifies, and acknowledges warnings; notifies local officials; activates the warning system in accordance with procedures or when directed; identifies route alerting needs; maintains hazard-specific warning procedures.
- **Public Information Officer —** develops pre-scripted and incident-specific warning messages; releases amplifying public information; briefs the media on warning systems; leads public education on what each warning means.
- **Police and Fire Departments —** provide units and personnel for route alerting and door-to-door warning.
- **All City departments —** report emergency situations that merit warning to the Local Warning Point and provide personnel for route alerting when requested.
- **Local media —** are expected to disseminate warnings and special news advisories rapidly and participate in EAS tests.
- **Institutions, businesses, and places of public assembly —** are expected to monitor NOAA Weather Radio, media, and City alerts and protect their occupants.

Warning Actions by Phase

- **Prevention and mitigation —** maintain an effective warning system and extend it as the city grows; conduct public education discouraging unnecessary risk, such as driving through flooded roads.
- **Preparedness —** test warning systems regularly; prepare pre-scripted messages for known hazards; brief local media on warning procedures; educate the public on warning systems.
- **Response —** activate warning systems with appropriate instructions; monitor media and clarify as needed; update and cancel warnings when no longer required.
- **Recovery —** advise the public when the emergency has ended; provide reentry and safety information for damaged homes and businesses.

Testing, Exercises, and Maintenance

All components of the warning system are tested on a regular basis. Outdoor warning sirens undergo a daily silent system test to verify functionality and system readiness. In addition, a full audible activation test is conducted monthly during the first week of each month in accordance with the North Central Texas Outdoor Warning Siren Framework. Monthly audible tests are suspended whenever severe weather or potentially hazardous conditions are forecast or occurring in the area. EAS transmission is tested at times agreed with the local primary station; test messages are not broadcast.

Everbridge and IPAWS are tested on a documented cycle. Warning message preparation and warning system activation are included in exercises where appropriate to the scenario, and the public is notified in advance of any activation outside the normal test schedule. City-owned warning equipment is maintained in accordance with the manufacturer's instructions.

Communication and Coordination

Each federal, state, and local jurisdiction or agency is responsible for developing its own methods of communication, including policies for the provision of alerts and warnings and for providing information to the media and the public.

The City identifies the communications systems available within the local area, determines the connectivity of those systems, ensures their interoperability, develops procedures for coordinated use of the various communications systems available during emergencies, and determines and implements means of augmenting communications during emergencies.

Detailed communications capability, interoperability channel plans, and backup communications procedures are addressed in Emergency Support Function 2 and are not duplicated here.

State Operations Center Daily Operations

The State Operations Center serves as the primary state direction and control facility and is managed and staffed by the operations section of the Texas Division of Emergency Management during normal daily operations, 24 hours a day and seven days a week (Texas Government Code § 418.041(e)). Daily operations staff monitor notifications, provide information on emergency threats and incidents to local, state, and federal officials, and coordinate assistance requests from local governments through the Texas Division of Emergency Management regions and disaster districts. The State Operations Center may be reached at 512-424-2208 or soc@tdem.texas.gov.

Administration, Finance, and Logistics

Administration

Disaster Assistance Requests

The governor is granted authority by Texas Government Code Chapter 418 to declare a state-level disaster. The presiding officer of the governing body of an incorporated city is designated as the emergency management director for that political subdivision and serves as the governor's designated agent in the administration and supervision of duties (Texas Government Code § 418.1015).

State assistance furnished to local governments is intended to supplement local resources and not to substitute for them, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. A city must request assistance from its county before requesting state assistance.

Requesting state assistance. If local resources are inadequate, the City requests assistance from the county before requesting state assistance. State emergency assistance to local governments begins at the disaster district level, and the person who validates a request for state assistance is the Disaster District 4 Chief. A request for state assistance is made by the Mayor as chief elected official, through the Emergency Management Coordinator, by submitting a State of Texas Assistance Request in WebEOC. If WebEOC is unavailable, the request may be submitted on an ICS 213 by telephone, email, or fax.

The Disaster District Chief has authority to use all state resources within the district to respond to a request, except the Texas Military Department, whose use requires the governor's approval coordinated through the State Operations Center. Where a particular state agency is required by law to render assistance in a certain type of emergency — an oil spill, hazardous materials release, animal disease outbreak, or radiological event — direct communication between City officials and that agency is appropriate, but the Disaster District Chief must be kept informed. State response assistance is not dependent on a formal declaration when it is required by state law or is needed for lifesaving operations or to relieve suffering and hardship. Requests that cannot be satisfied within the district are forwarded to the State Operations Center; when state resources are insufficient, the State Operations Center coordinates with the Governor's Office to request assistance from other states or the federal government.

Table 3. Resource request sequence

Step	Level	Action
1	City of Burleson	Use City resources first. Incident Command requests resources from the EOC.
2	Mutual aid and contracts	Invoke the Texas Statewide Mutual Aid System, interlocal agreements, and standby contracts.
3	Johnson County or Tarrant County	Request county assistance through the county emergency management office for the affected portion of the city.
4	Disaster District 4 (Fort Worth)	Mayor, through the EMC, submits a STAR in WebEOC. The Disaster District Chief validates and tasks district resources.
5	State Operations Center	Fills requests beyond district capability; coordinates the Texas Military Department with the governor's approval.

Step	Level	Action
6	Governor	Requests assistance from other states through EMAC or from the federal government through FEMA Region 6.

Local Disaster Declaration

The chief elected official of a jurisdiction may declare a local state of disaster for the following reasons:

- To exercise extraordinary powers
- To activate preparedness, response, and recovery aspects of any and all applicable local emergency management plans
- To provide additional liability protection to government agencies and special or volunteer emergency workers
- To formally request general assistance from the state and federal governments

According to Texas Government Code § 418, a declaration of local disaster may not be continued or renewed for a period of more than seven days except with the consent of the governing body of the political subdivision.

Local jurisdictions that declare a disaster under Texas Government Code § 418 or declare an emergency under § 433 must submit the following information to the State Operations Center:

- Declaration from the chief elected official that has been signed and dated
- Letter to the governor requesting assistance that has been signed by the chief elected official and dated
- Disaster summary outline

The purpose of this requirement is to enable the Texas Division of Emergency Management to determine the extent of a disaster or emergency and make recommendations to the governor that will enable provisions of state and federal disaster law to be enacted.

Because the City lies in two counties, a declaration is filed with the City Secretary and with the county clerk of each county in which the declared area lies.

Declaration of a State of Disaster

The governor under Texas Government Code § 418.014, may declare a state of disaster if the governor finds that a disaster has occurred or a threat of disaster is imminent. The executive order or proclamation must include:

- A description of the nature of the disaster
- A designation of the area threatened
- A description of the conditions that have brought the state of disaster about or made possible the termination of the state of disaster

The state of disaster continues until the governor finds that:

- The threat or danger has passed
- The disaster has been dealt with so that emergency conditions no longer exist

A state disaster declaration may be terminated by the governor in accordance with Texas Government Code § 418.014.

An executive order or proclamation shall be disseminated promptly by means intended to bring its contents to the attention of the public. An order or proclamation shall be filed promptly with the Texas Division of Emergency Management, the Secretary of State, and the county clerk or city secretary in each area to which the declaration applies (Texas Government Code § 418.014(e)), unless the circumstances due to the disaster prevent or impede the filing.

Proclamation of a State of Emergency

The request for a gubernatorial declared state of emergency must come from the chief executive officer of the governing body of a county or municipality.

The intent of an emergency declaration is to recognize the governor's power to exercise the police power of the state to provide adequate control over persons and conditions during periods of impending or actual public crisis or disaster.

An emergency directive expires 72 hours after the time of proclamation of the state of emergency for which it was issued. The governor, by proclamation, may terminate or set a shorter period for a directive. The governor may also proclaim successive states of emergency in 72-hour periods, as necessary, to protect health, life, and property in affected areas.

Disaster Summary Outline

The City establishes and trains a damage assessment team using local personnel and coordinates it with state and federal damage assessment personnel. As soon as possible, the City of Burleson will begin gathering initial damage estimates. These figures need not be exact initially but are necessary to complete the disaster summary outline as required by the state. Event-specific disaster summary outline pin numbers are provided through disaster district chiefs or the State Operations Center. Disaster summary outlines should be resubmitted as costs change or are better estimated.

The Individual Assistance State of Texas Assessment Tool (iSTAT)

This is a mobile platform for homeowners, renters, and business owners to report disaster damages, accessible at damage.tdem.texas.gov. The Public Assistance State of Texas Assessment Tool (pSTAT) is used by local officials to capture disaster-related damages to public infrastructure, debris, and other FEMA-designated categories of work.

Preliminary Damage Assessment

The Federal Emergency Management Agency coordinates with the state to conduct a preliminary damage assessment and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. The Federal Emergency Management Agency uses the results of the preliminary damage assessment to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance. The preliminary damage assessment also identifies unmet needs that may require attention.

Federal Declaration Without a Preliminary Damage Assessment

The requirement for a joint preliminary damage assessment may be waived for those incidents of unusual severity and magnitude that do not require field damage assessments to determine the need for supplemental federal assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) or in such other instances determined by the Federal Emergency Management Agency regional administrator upon consultation with the state. It may be necessary, however, to conduct an assessment to determine unmet needs for managerial response purposes (44 Code of Federal Regulations 206.33).

Federal Pre-Disaster Emergency Declarations

A governor may request a federal emergency declaration in anticipation of the imminent impact of an incident that threatens such destruction as could result in a major disaster. Such requests must meet all of the statutory and regulatory requirements for an emergency declaration request. Requests must demonstrate the existence of critical emergency protective measure needs, prior to impact, that are beyond the capability of the state and affected local governments.

State Request for a Presidential Declaration

When it is clear that state capabilities will be exceeded, the governor can request federal assistance, including assistance under the Stafford Act (42 United States Code § 5170). The Stafford Act authorizes the president to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following a presidentially declared emergency or major disaster.

Federal Analysis of State Request

The Federal Emergency Management Agency administrator assesses the situation and the request and makes a recommendation to the president through the Department of Homeland Security on a course of action. The decision to approve the request is based on factors such as the amount and type of damage, the potential needs of the affected jurisdiction, the availability of state and local government resources, the extent and type of insurance in effect, recent disaster history, and the state's hazard mitigation history.

Declaration of Emergency or Major Disaster

The president can declare an emergency or major disaster under the Stafford Act, thereby providing federal government resources to support the state's response and recovery activities. While presidential declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a presidential declaration.

Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints are referred to the City Attorney, who forwards them to the Consumer Protection Division of the Office of the Attorney General.

Hazardous Materials Spill Reporting

The Fire Department is responsible for managing and overseeing the initial response to hazardous materials spills and releases within the city. The Incident Commander (IC) will prioritize life safety, incident stabilization, and the protection of property and the environment in accordance with established incident management principles.

During hazardous materials incidents, the Fire Department will assess the scope and severity of the release and take appropriate actions to mitigate immediate threats to the public and responders. The Fire Department will ensure that the Public Works Environmental Division is notified of incidents that may affect city-owned infrastructure, waterways, stormwater systems, drainage channels, or other areas requiring environmental monitoring, remediation, or long-term follow-up.

The Fire Department Incident Commander will make every reasonable effort to identify the responsible party and determine ownership or liability associated with the release. Significant spills or releases involving reportable quantities, substantial environmental impacts, or extended response

operations will be reported to the Emergency Operations Center (EOC). The EOC will support interagency coordination, resource management, and situational awareness as necessary.

The Fire Department, in coordination with the EOC and other appropriate agencies, will ensure required notifications are made to applicable local, state, and federal regulatory authorities, including those responsible for environmental protection and hazardous materials reporting. Responsibility for cleanup, remediation, and ongoing environmental compliance remains with the responsible party to the extent allowed by law.

See Emergency Support Function 10.

Finance

Expenditures and Record Keeping

The City of Burleson is responsible for establishing 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 costs accounting procedures. Record keeping for emergency operations is led by the Finance Department.

The incident command post and emergency operations center shall maintain accurate logs recording key response activities. These may include, but are not limited to:

- Activation or deactivation of emergency facilities
- Emergency notifications to other local governments and to state and federal agencies
- Significant changes to the emergent situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to the public
- Evacuations
- Casualties
- Containment or termination of the incident

Logs are kept on ICS 214 Activity Logs, with personnel and resource check-in on ICS 211, and may be maintained in WebEOC.

All departments and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response as compared to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.

For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations, to include:

- Personnel costs, especially overtime
- Equipment operations costs
- Costs for leased or rented equipment
- Costs for contract services to support emergency operations
- Costs of specialized supplies expended for emergency operations

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

Documentation is maintained to the standard required for federal reimbursement under 2 CFR Part 200. Procurement conducted during an emergency remains subject to applicable procurement law and to the documentation requirements of the Uniform Guidance; reliance on the exigency and emergency exceptions is documented at the time, not reconstructed afterward. Where practicable, the City secures compensable outside resources through pre-event, competitively solicited standby contracts. When needed services are not under contract, the City procures them under its procurement policy and the emergency or exigency provisions of 2 CFR 200.320(c), and documents the justification at the time.

Preservation of Vital Records

In order to continue normal government operations following an emergency situation or disaster, vital records must be protected. These include legal documents as well as property and tax records. Each department responsible for a given emergency function includes protection of vital records within its standard operating procedures. Should records suffer damage, the City will seek professional assistance to preserve and restore them.

Vital records are maintained electronically with offsite or cloud-based backup wherever practicable. Loss of electronic records through system failure or cyber incident is an equal concern to physical damage and is addressed jointly with Information Technology.

Agreements and Contracts

Should local resources prove inadequate, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual aid agreements and contracts. 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 under them. Agreements are summarized in Appendix H.

A disaster debris management plan, with standing debris removal and debris monitoring contracts, positions a city to restore public services sooner and to receive the full level of FEMA Public Assistance available to it. Burleson holds a debris management plan and current contracts for both.

Logistics

Mutual Aid

The Texas Statewide Mutual Aid System was established to provide integrated statewide mutual aid response capabilities between local government entities that did not have written mutual aid agreements.

The City participates in the Texas Statewide Mutual Aid System established under Texas Government Code Chapter 418, Subchapter E-1. The System is the City's default framework for requesting and providing mutual aid, and applies between the City and any other local government entity in the state absent a written agreement to the contrary. The City additionally maintains written interlocal agreements and automatic aid agreements with neighboring jurisdictions, summarized in Appendix H.

Texas is a member of the Emergency Management Assistance Compact, a congressionally ratified organization that provides procedures for rendering emergency assistance between states. After a state of emergency declaration, Texas can request and receive reimbursable assistance through the Compact from other member states. For more information, reference the Texas Emergency Management Plan (Emergency Support Function 5 — Emergency Management).

Resource Requests

State of Texas Assistance Requests connect first responders in affected areas to personnel working in the State Operations Center. During State Operations Center activations, requests from local jurisdictions are identified, routed, authorized, and fulfilled through the WebEOC State of Texas Assistance Request process. For more information, reference the Texas Emergency Management Plan (Emergency Support Function 5 — Emergency Management).

The City submits State of Texas Assistance Requests through WebEOC after local resources, mutual aid, and contract resources have been committed or determined to be inadequate, and after the county channel has been used. Emergency Management maintains WebEOC access and trained users. The sequence for City requests is in Table 3.

Plan Development and Maintenance

This section describes the process by which this document is maintained and updated.

Plan Development

Texas Government Code § 418.106 and Executive Order GA-05 define the responsibilities of local and interjurisdictional emergency management planning. This plan shall be approved and promulgated by senior elected officials — for the City of Burleson, approved by the City Council and promulgated by the Mayor.

It is a fundamental responsibility of all individuals with a statutory obligation for disaster planning and coordination to consider the needs of the whole community, including children, individuals with disabilities, and others with access and functional needs.

The Emergency Management Coordinator is responsible for the overall development of this plan and its Emergency Support Functions, in coordination with the City Manager's Office, department directors, and partner agencies. Development is conducted through a planning team; the plan is not prepared in isolation by Emergency Management.

Distribution of Planning Documents

The Emergency Management Coordinator determines the distribution of this plan and its Emergency Support Functions. Copies are distributed to those individuals, departments, agencies, and organizations tasked in them and set aside for the EOC and other emergency facilities. Recipients of any Emergency Support Function also receive this Basic Plan, because it describes the emergency management organization and basic operational concepts (Texas Government Code § 418.106(c)). The distribution list is at Appendix G.

The plan is distributed electronically. The approved plan of record is maintained in the LoneStar Planning Portal; a current copy is kept on the City network in a location accessible to all necessary staff; and printed copies are kept in the EOC.

Relationship to Other Plans

The Local Emergency Management Basic Plan aligns vertically with state and federal emergency operations plans. The plan describes emergency management coordination between local, state, and federal government during a disaster. It outlines how the local jurisdiction will support requests for assistance from other local jurisdictions.

Local jurisdictions are encouraged to include:

- Adoption of the Federal Emergency Management Agency's National Incident Management System Strategic Plan goals (Texas Government Code, §418.002(9)).
- Procedures to request State Military Forces support (Texas Government Code, §433.005).
- Provisions for mutual aid agreements (Texas Government Code, §418.109, §418.107(c), Subchapter E-1).
- Development of a housing recovery plan (Texas Government Code, §418.133).
- Develop procedures for using the State of Texas Emergency Assistance Registry and wellness checks for medically fragile individuals (Texas Government Code, §418 Subchapter I; Texas Division of Emergency Management Wellness Check Program).
- Ensure municipal utilities file emergency operations plans with the Public Utility Commission of Texas (Texas Administration Code Title 16, §25.53).

Local, State, and Federal Alignment

The Basic Plan supports the United States Department of Homeland Security's National Preparedness Goal: "A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." Further, the Basic Plan complies with:

- Homeland Security Presidential Directive 5 "Management of Domestic Incidents"
- Presidential Policy Directive 8 "National Preparedness"
- National Response Framework
- Federal Emergency Management Agency 2022–2026 Strategic Plan
- Executive Order RP-40 mandated the adoption of the National Incident Management System as the "declared state standard for incident management." The Basic Plan provides an all-hazards emergency planning framework that informs Texas local and regional emergency operations plans.

In cooperation with the Texas Division of Emergency Management, local jurisdictions are encouraged to:

- Coordinate with utilities and regulators for emergency power at wastewater facilities (Texas Government Code, §418.0425(2)(c)).
- Address fuel availability along evacuation routes such as hospitals, jails, assisted living, nursing homes, and other critical facilities (Executive Order RP-57).
- Include evacuation and shelter provisions, including specialty care populations (Texas Government Code, §418.018, §418.0546; Executive Order RP-57).
- Include phased reentry plans (Texas Government Code, §418.050).
- Address initial response logistics for the first five days post-disaster, including: food, water, ice supply (Texas Government Code, §418.0425(2)(b)(5)); points of distribution operations (Texas

Government Code, §418.0425(2)(b)(6)); basic medical support, supplies, and pharmaceuticals (Texas Government Code, §418.0425(2)(b)(7)).

The table below identifies where the City addresses each encouraged provision.

Encouraged provision	Where addressed or status
NIMS Strategic Plan goals (§418.002(9))	Concept of Operations — NIMS adoption.
State Military Forces support (§433.005)	Request sequence, Table 3; ESF 17 in Appendix C.
Mutual aid provisions	Logistics — Mutual Aid; Appendix H
Housing recovery plan (§418.133)	Assign to ESF 16.
STEAR and wellness checks	Assign to ESF 6.
Municipal utility EOPs filed with the PUC	Applicability under review with Public Works and the City Attorney.
Emergency power at wastewater facilities	Assign to ESF 3 / ESF 12.
Evacuation and shelter incl. specialty care	Legacy Annexes C, E, O; assign to ESF 6. Primary shelter: the BRiCK with Senior Center as secondary.
Phased reentry (§418.050)	Assign to ESF 13 / ESF 16.
First five days: food, water, ice; PODs; basic medical	Assign to ESF 7 and ESF 8.

Maintenance

Emergency operations plans are dynamic and ever-evolving. As a result, emergency operations plans should be reviewed annually, after real-world incidents, and exercises by the Emergency Management Coordinator.

A Memo of the plan and emergency support functions shall be sent to the following personnel and deliver any recommended changes:

- Mayor
- City Manager
- Fire Chief
- Police Chief
- Emergency Management Coordinator

The presiding officer will establish a schedule for this annual review. The Emergency Management Coordinator administers the schedule and documents each review in the Record of Changes. A review that is not recorded has not, for compliance purposes, occurred.

Training, Exercise, and After-Action Reports

Each department director is responsible for ensuring that department personnel possess the level of training, experience, credentialing, currency, and physical and medical fitness required for any position they are tasked to fill, in accordance with NIMS.

The City maintains the following NIMS training baseline across departments.

Role	Minimum training
All City personnel with an emergency response or support role	IS-100, IS-700
Supervisory and mid-level personnel; department representatives to the EOC	IS-100, IS-200, IS-700, IS-800
Command and general staff; EOC section-level positions	Above, plus ICS-300
Senior leadership; EOC Director and successors; Emergency Management Coordinator	Above, plus ICS-400
IPAWS authorized originators and alerting administrators	IS-247; IS-251
Elected officials and executive staff	G-402, NIMS Overview for Senior Officials

Elements of the Basic Plan, emergency support functions, or hazard plans are exercised annually to provide practical, controlled, and operational experience to those who have responsibilities for emergency management and response.

The City maintains an annual multi-agency exercise calendar driven by the community risk profile, this plan, regulatory requirements, lessons learned, and capability gaps. Exercises may follow the Homeland Security Exercise and Evaluation Program.

Following the conclusion of any significant disaster, incident, or exercise, the lead agency's representatives will conduct an after-action review and prepare an after-action report/improvement plan on the group's activities during the disaster, incident, or exercise. Support agencies provide written or oral input, and the lead agency representative consolidates all inputs into a finalized written, after-action report/improvement plan and submits the report to the Texas Division of Emergency Management Exercise Unit when required.

The Emergency Management Coordinator organizes the City's after-action process and maintains the improvement plan, assigning each corrective action an owner and a due date.

Update

This plan is to be updated based upon deficiencies identified during actual or simulated situations or emergencies and when changes in threat hazards, resources, capabilities, or government structure occur.

This plan must be revised or updated by formal change at least every three years. Responsibility for revising or updating this plan is assigned the Emergency Management Coordinator. The Emergency Management Coordinator carries out revisions in coordination with the Executive Group.

Responsibility for revising or updating the plan or emergency support function is outlined in the Assignment of Responsibilities section. For details on the methods of updating planning documents, refer to the Comprehensive Planning Guide. Revised documents will be provided to all entities tasked in those documents.

Section 418 of the Government Code provides that the Texas Division of Emergency Management shall periodically review local emergency management plans. The process for submitting new or updated planning documents is maintained by the Texas Division of Emergency Management. The emergency management coordinator is responsible for submitting copies of planning documents to the applicable Regional Preparedness Coordinator or to the Texas Division of Emergency Management directly.

All jurisdictions shall establish and maintain their emergency operations plans using the LoneStar Planning Portal within WebEOC. Signatures and final approval occur within the portal and are permitted only after the plan meets all Texas Division of Emergency Management minimum requirements. The LoneStar Planning Portal within WebEOC serves as the system of record and official repository for all approved emergency operations plans and supporting documentation.

Authorities and References

Local

- City Ordinance B-164, dated March 11, 1999
- Resolution adopting the National Incident Management System
- Resolution adopting the Johnson County Hazard Mitigation Plan (2024)
- Resolution approving this Emergency Management Plan
- IPAWS Memorandum of Agreement between the City of Burleson and the Federal Emergency Management Agency, CON #268-10-2026, executed on October 6, 2026
- Mobile command post arrangement with the Fort Worth Fire Department
- Mass notification services contract (Everbridge)
- Inter-local Agreements & Contracts. See the summary in Appendix H.
- City of Burleson Charter

State

- Constitution of the State of Texas
- Respective state agency, department, and commission-enabling legislation
- Texas Education Code § 88
- Texas Government Code § 411.301-307 Power Outage Alert; § 418 Emergency Management; § 421 Homeland Security; § 433 State of Emergency; § 791.006 Liability in Fire Protection Contract or Provision of Law Enforcement Services; § 791.025 Contracts for Purchases; § 791.027 Emergency Assistance
- Texas Health and Safety Code 773 Emergency Medical Services
- Texas Health and Safety Code 778 Emergency Management Assistance Compact
- Texas Local Government Code § 616 Emergency Interim Public Office Succession Act; § 391 Regional Planning Commissions
- Texas Water Code § 13 Water Rates and Services; Subtitle C § 16 Provisions Generally Applicable to Water Development
- Executive orders of the governor: GA 05 Relating to Emergency Management of Natural and Human-Caused Events, Emergencies, and Disasters (2018); RP 16 Statewide Texas Amber Alert Network (2002); RP 40 Designation of NIMS as the Incident Management System for the State of Texas (2005); RP 68 Blue Alert Program (2008); RP 69 Governor's Commission for Disaster Recovery and Renewal (2008)
- Texas Homeland Security Strategic Plan 2026-2030 (released February 3, 2026)
- Texas State Historical Association. (2022). Texas Almanac. (E. Alvarez, Ed.) Dallas: Texas State Historical Commission.
- Chapter 418 — External Operating Rule, TDEM Rule (2023)
- Texas Emergency Management Planning Standard, Texas Division of Emergency Management, May 2026

Federal

- U.S. Constitution, as amended

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Price-Anderson Amendments Act of 1988, Public Law 100-408, as amended
- Americans with Disabilities Act (ADA) of 1990, as amended
- Post-Katrina Emergency Management Reform Act (PKEMRA), 2006
- Housing and Economic Recovery Act of 2008
- Sandy Recovery Improvement Act (SRIA) of 2013
- Disaster Recovery Reform Act of 2018
- 42 United States Code § 5170, Procedure for Declaration
- The National Security Strategy, November 2025
- Emergency Alert System, 47 CFR Part 11
- Emergency Management and Assistance, 44 CFR
- Emergency Planning and Community Right-to-Know Act Section 301
- Emergency Management Assistance Compact, Public Law 104-321
- Homeland Security Presidential Directive (HSPD) 3: Homeland Security Advisory System, March 2002 / National Terrorism Advisory System, 2011
- Homeland Security Presidential Directive (HSPD) 5: Management of Domestic Incidents, February 2003
- Homeland Security Presidential Directive (HSPD) 7: Critical Infrastructure Identification, Prioritization, and Protection, December 2003
- Presidential Policy Directive (PPD) 8: National Preparedness, March 2011
- Executive Order 13347, Individuals with Disabilities in Emergency Preparedness

References

- ADA Title II Regulations, Nondiscrimination on the Basis of Disability in State and Local Government Services, U.S. Department of Justice, September 15, 2010
- Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101: September 2021, Version 3.0
- FEMA Manual 211-2-1: National Warning System (NAWAS) Operations, Version 2, July 2016
- FEMA REP Manual / NUREG 0654, December 2019
- Guidance on Planning for Integration of Functional Needs Support Services (FNSS) in General Population Shelters, November 2010
- NIMS, Third Edition, October 2017
- NRF, Fourth Edition, October 28, 2019
- Homeland Security Exercise and Evaluation Program
- FEMA Community Lifelines Toolkit
- North Central Texas Outdoor Warning Siren Framework, NCTCOG, 2018
- U.S. Census Bureau, QuickFacts: Burleson city, Texas, Vintage 2025 Population Estimates and American Community Survey 2020–2024
- North Central Texas Council of Governments, 2026 Population Estimates
- Johnson County Hazard Mitigation Plan, 2024

Appendix A: Emergency Operations Center Readiness Levels

Many emergencies follow some recognizable build-up period, which allows for a similarly gradual increase in the City of Burleson's level of readiness. The City uses a four-tier system. Readiness levels are determined by the Emergency Management Coordinator, Fire Chief, and Police Chief. General actions taken at each level may be outlined herein or in the emergency support functions, while specific actions will be detailed in agency standard operating procedures or general manuals.

In Burleson, the Emergency Management Coordinator establishes the readiness level on behalf of the Emergency Management Director and notifies the Executive Group.

The following readiness levels will be used to measure our alert posture:

Level	Conditions	Representative triggers	City actions
IV: Normal Conditions	No significant emergency or disaster is present. Preparedness activities may be conducted. Warning and communication systems are tested. Natural, technological, and homeland security threats are monitored. Local responders resolve routine emergency incidents.	Routine incidents handled by one or more departments under an Incident Commander.	Emergency Management maintains the EOC, its equipment, and facilities. Daily situational awareness. Monthly siren test and EOC readiness check. Training and exercises.
III: Increased Readiness Conditions	A significant emergency has not yet occurred, but readiness is raised due to increased vulnerability to a specific hazard, or an emergency has occurred, but the readiness level only escalates to level III.	Enhanced or greater severe weather risk. Flash flood or winter storm watch. Extreme heat or cold forecast. Elevated fire danger or burn ban. ERCOT conservation appeal. A planned event exceeding normal response posture.	Warning systems inspected. Key staff and personnel are alerted. Equipment is checked for availability. Contingency plans are evaluated. Emergency public information activities commence. The EOC begins to staff with representatives from appropriate agencies and organizations.
II: Escalated Response Conditions	The emergency has expanded beyond the capabilities of local responders. Normal state/local government operations may be impaired.	Tornado watch with a favorable environment, or a warned storm approaching. Flash flood warning. Winter storm or ice storm warning. ERCOT emergency alert. Hazardous materials release with off-site potential. Credible threat to a public gathering.	EMC notifies Johnson County and Tarrant County emergency management and the Disaster District 4 Chief. Emergency facilities increase staffing, expand hours, and intensify coordination. Response elements may be activated and deployed. Mutual aid resources may be requested. Officials are briefed. Public information is expanded. Draft warning messages prepared; route alerting needs identified. Partial or remote EOC activation; shelter partners alerted; damage assessment teams on standby.

Level	Conditions	Representative triggers	City actions
I: Emergency Conditions	The scope of the incident has expanded beyond the response capability of local agencies. As local jurisdictions request resources, the State Operations Center coordinates assistance and may seek intrastate mutual aid and/or federal aid as needed.	Tornado warning affecting the city. Flash flooding occurring. Confirmed hazardous materials release requiring protective action. Active attacker. Extended utility or water supply failure. Widespread damage.	Full EOC activation. Community-wide warning, including IPAWS for imminent threat to life. Coordinate with EAS stations; dispatch route alerting units. Protective actions implemented. Sheltering activated. STAR requests to Disaster District 4. Local disaster declaration prepared for the Mayor.

Appendix B: Organization Chart for Emergencies

The emergency operations center organizational chart below shows the Texas incident command structure, which follows the National Incident Management System and supports the Incident Command System. The structure is modular, extending and expanding as needed to incorporate all elements necessary for the type, size, scope, and complexity of the incident.

This chart reflects the division of authority in the Organization and Assignment of Responsibilities section.

POLICY GROUP

MAYOR — Emergency Management Director	CITY COUNCIL

City Manager — directs City departments and organizational resources	City Attorney — legal counsel

EOC LEADERSHIP

EOC DIRECTOR — Emergency Management Coordinator, Fire Chief, or Police Chief

Public Information Officer / Joint Information Center	Safety Officer	Liaison Officer — counties, Disaster District 4, partners

EOC SECTIONS

OPERATIONS	PLANNING	LOGISTICS	FINANCE / ADMIN
Fire/EMS · Police · Public Works · Mass Care · Public Health liaison	Situation unit · Documentation · Damage assessment · GIS · Lifeline status	Resource requests · Facilities · Communications · IT	Cost tracking · Procurement · Time keeping · Claims

INCIDENT COMMAND — PARALLEL, NOT SUBORDINATE

INCIDENT COMMAND POST — the Incident Commander directs field operations and requests resources from the EOC. The EOC supports incident command; it does not replace it.

Appendix C: Texas Emergency Support Functions

The following table identifies the objectives of each emergency support function, which outlines unique functional activities before, during, and after disaster incidents that exceed the capacities of local jurisdictions:

ESF	Title	Objectives	City of Burleson department / support
1	**Transportation**	Coordinate transportation infrastructure support; support highway, railway, aviation, and pipeline emergency operations.	Public Works, Police and Fire; EMC requests school district transportation resources; coordination with BNSF and Union Pacific.
2	**Communications**	Coordinate communications operations; support interoperability, priority service, and priority restoration.	Police Chief (Public Safety Communications). Support: Information Technology.
3	**Public Works and Engineering**	Coordinate public works disaster information; sustain and repair infrastructure and facilities; assist on regulatory and contracting affairs.	Public Works Director. Support: Engineering
4	**Firefighting**	Coordinate firefighting operations; process firefighting assistance requests; provide fire resources.	Fire Chief.
5	**Emergency Management**	Develop plans, procedures, and agreements; maintain the emergency management system; develop situational awareness; coordinate resource requests; record financial expenditures.	Emergency Management Coordinator. Support: Finance Department for expenditure documentation.
6	**Mass Care**	Coordinate mass care operations; support sheltering, medical sheltering, animal care, and feeding.	Parks and Rec Director. Support: American Red Cross; The Salvation Army; local faith-based partners; Burleson Animal Services.
7	**Logistics**	Coordinate logistics and resource support; obtain, transport, and track resources; logistics sites; commodity distribution; volunteer and donations management; demobilization.	Emergency Management Coordinator. Support: Finance and Purchasing; Fire; Police.
8	**Public Health and Medical Services**	Coordinate public health and medical operations; support medical services; mass fatality management; behavioral health; decontamination.	Fire Chief. Support: DSHS Public Health Region 2/3 (Johnson County portion); Tarrant County Public Health (Tarrant County portion); North Central Texas Trauma Regional Advisory Council; Texas Health Huguley; THR Burleson.
9	**Search and Rescue**	Coordinate search and rescue operations and situational awareness.	Fire Chief and Police Department
10	**Oil and Hazardous Materials**	Prevent, minimize, or mitigate releases; detection and stabilization; assess contamination; cleanup and waste disposition.	Fire Chief. Support: Fort Worth HazMat Crew; Johnson County LEPC.
11	**Agriculture and Natural Resources**	Animal and plant disease response; technical expertise; food and feed safety; nutritional assistance.	EMC requests assistance from Texas A&M AgriLife Extension, Johnson County. Support: Burleson Animal Services.

ESF	Title	Objectives	City of Burleson department / support
12	**Energy**	Coordinate energy operations; monitor energy infrastructure; restore essential services; support pipeline emergency operations.	EMC; Oncor; natural gas provider; pipeline operators.
13	**Public Safety and Security**	Provide continuing law enforcement; coordinate public safety and security.	Police Chief.
14	**Private Sector Coordination**	Coordinate the business partner network; communicate with private sector partners; coordinate private sector goods and services.	Economic Development alongside Emergency Management Coordinator. Support: Burleson Chamber of Commerce.
15	**Public Information**	Coordinated dissemination of emergency information; keep leadership informed of media trends; establish the Joint Information Center.	Public Information Officer. Support: department communications staff.
16	**Recovery**	Support economic, housing, and infrastructure recovery; coordinate recovery efforts and resources.	Building Official, Development Services, Economic Development, Engineering, Floodplain Administrator, Public Works, Finance, Fire, Police, EMC.
17	**Military Support**	Develop plans and procedures to support incident response; coordinate military resource requests for civil support.	EMC requests Texas Military Department and Civil Air Patrol support through TDEM and Disaster District 4.
18	**Education**	Coordinate the Higher Education Emergency Operations Center; communicate with and coordinate higher education resources.	EMC. Support: Burleson ISD, Joshua ISD, and other districts serving the city; Burleson Higher Education Center (Hill College, Texas Tech University).
19	**Operations Technology**	Coordinate technology operations; support technology interoperability; provide field technology resources.	Chief Technology Officer / Information Technology.
20	**Cybersecurity**	Mitigate and prepare for cybersecurity incidents; coordinate response and transition to recovery; provide incident response resources.	Chief Technology Officer / Information Technology.

Appendix D: Annex Conversion

This transitional appendix maps each legacy lettered annex to its successor Emergency Support Function using the TDEM crosswalk. It will be retired once conversion is complete.

Legacy annex	Successor	Prior owner	Note
A — Warning	Basic Plan	Police Chief	Absorbed into Alert and Warning. Local Warning Point is Public Safety Communications; alerting authority is the EMC.
B — Communications	ESF 2	Police Chief	
C — Shelter & Mass Care	ESF 6	Director of Parks	
D — Radiological Protection	ESF 10	Fire Chief	Comanche Peak ingestion pathway applies.
E — Evacuation	ESF 6 / ESF 13	Police Chief	
F — Firefighting	ESF 4	Fire Chief	
G — Law Enforcement	ESF 13	Police Chief	
H — Health & Medical	ESF 8	Fire Chief	Health authority differs by county portion.
I — Public Information	ESF 15	PIO	Communications Director (City PIO)
J — Recovery	ESF 16	Engineering / Development	
K — Public Works	ESF 3	Public Works Director	
L — Utilities	ESF 12	Public Works Director	
M — Resource Management	ESF 7	EMC / Deputy City Manager	EMC as Primary with Deputy City Manager as secondary
N — Direction & Control	ESF 5	EMC	
O — Human Services	ESF 6	Director of Parks	
P — Hazard Mitigation	ESF 16	EMC	
Q — Hazmat & Oil Spill	ESF 10	Fire Chief	
R — Search & Rescue	ESF 9	Fire Chief	
S — Transportation	ESF 1	Fire Marshal's Office	
T — Donations Management	ESF 7	HR or Finance	HR as Primary with Finance as Secondary
U — Legal	Basic Plan	City Attorney	
V — Terrorist Incident Response	ESF 13	Police Chief and Fire Chief	
W — Medically Fragile Wellness Checks (draft)	ESF 6	—	Draft; not previously adopted. Pairs with STEAR (Appendix E).

Legacy annex	Successor	Prior owner	Note
X — Active Threat (draft)	ESF 13	—	Draft; not previously adopted. HB 33 planning obligations apply.
Y — Cybersecurity (draft)	ESF 20	—	Draft; not previously adopted.

Appendix E: State of Texas Emergency Assistance Registry (STEAR)

This appendix summarizes the State of Texas Emergency Assistance Registry program and how the City uses registry information.

Program Description

STEAR is a free registry maintained by the Texas Division of Emergency Management that gives local emergency planners and responders additional information about residents who may need assistance during an emergency. Registration is voluntary. Registering does not guarantee that a registrant will receive a specific service during an emergency, and it does not replace a personal or family emergency plan. By registering, a resident consents to have the information shared with local emergency planners and responders.

Who Should Register

Residents who may need additional assistance during an emergency, including people with disabilities, people with access and functional needs, people with medical conditions or who depend on electrically powered medical equipment, and people who would need transportation assistance to evacuate. Caregivers may register on behalf of the person they care for.

How to Register

- Online at stear.texas.gov.
- By telephone through 2-1-1 Texas, option 4.
- By video relay at 877-541-7905, option 4.
- By paper form, available in English and Spanish. A separate form is available for nursing homes and assisted living facilities.

Burleson Participation

The City of Burleson appears on TDEM's list of participating STEAR jurisdictions as of June 9, 2026. Tarrant County also participates. Johnson County does not appear on that list.

How the City Uses Registry Information

Phase	Use	ESF
Preparedness	Identify concentrations of registrants, transportation needs, and dependence on powered medical equipment. Inform evacuation, sheltering, and accessible transportation planning.	ESF 1, ESF 6, ESF 8
Response	Prioritize wellness checks, evacuation assistance, and accessible shelter placement. Pair registry data with the outage footprint during extended power loss.	ESF 6, ESF 8, ESF 13
Recovery	Follow-up wellness checks and referral to human services and long-term recovery partners.	ESF 6, ESF 16

Wellness check procedures will be addressed in Emergency Support Function 6 and will reference this appendix.

Protection of Registry Information

Registry records contain personal and health information. Access is limited to City personnel the EMC authorizes, for emergency planning and response purposes only. Extracts are not distributed beyond operational need and are not retained after the operational period without EMC approval.

Public Outreach

The City promotes STEAR registration at least annually and before severe weather and winter seasons through City channels, the senior activity center, home health and dialysis providers, congregate care facilities, faith-based partners, and utility medical-certificate programs.

Appendix F: Community Lifelines

A lifeline enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security.

Emergency Support Functions are how the City organizes its response. Community Lifelines are how it measures whether the community is stabilizing. During activation the EOC organizes its situation reports and common operating picture by lifeline, reports lifeline status to both counties and to the disaster district, and sets incident objectives that move each lifeline toward stabilization. Using the same construct as the state and FEMA lets local reporting roll up without translation.

The table below lists FEMA's eight lifelines and their components from the Community Lifelines Toolkit, version 2.1 (2023), with Burleson examples and the ESFs principally responsible.

Lifeline	Components (FEMA v2.1)	Burleson examples	Primary ESFs
Safety and Security	Law Enforcement/Security; Fire Service; Search and Rescue; Government Service; Community Safety	Police and Fire Departments; EOC and City facilities; schools; Mountain Valley Dams No. 1 and No. 2; protective actions	ESF 4, 5, 9, 13
Food, Hydration, Shelter	Food; Hydration; Shelter; Agriculture	Grocery and retail; food pantries; the BRiCK (primary shelter and warming center); unofficial shelter partners (Appendix H); bottled water distribution; animal sheltering	ESF 6, 11
Health and Medical	Medical Care; Public Health; Fatality Management; Medical Supply Chain; Patient Movement	Texas Health Huguley, and THR Burleson; long-term care, dialysis, pharmacies, home health; EMS; DSHS PHR 2/3 and Tarrant County Public Health; NCTTRAC	ESF 8
Energy	Power Grid; Fuel	Oncor distribution; natural gas distribution; retail fuel; City fleet fuel	ESF 12
Communications	Infrastructure; Responder Communications; 911 and Dispatch; Finance; Alerts, Warnings, and Messages	Public Safety Communications; public safety radio; commercial wireless and wireline; IPAWS and Everbridge; outdoor warning sirens; PIO; banking and payment systems	ESF 2, 15
Transportation	Highway/Roadway/Motor Vehicle; Mass Transit; Railway; Maritime; Aviation	I-35W, SH 174, and arterials; Union Pacific line; BNSF Railroad; Maritime does not apply.	ESF 1, 3
Hazardous Materials	Facilities; HAZMAT, Pollutants, Contaminants	Fixed facilities reporting to the LEPCs; highway and rail transport; Comanche Peak ingestion pathway	ESF 10
Water Systems	Potable Water Infrastructure; Wastewater Management	City distribution system supplied by Fort Worth; City storage; wastewater collection	ESF 3, 12

Lifeline Status

The EOC assigns each lifeline a status at each reporting period using FEMA's color convention.

Status	Meaning
Green — stable	Services are available and meeting community needs, or have been restored.
Yellow — stabilizing	Services are disrupted, and a solution is in progress or identified with a projected time to stabilization.
Red — unstable	Services are disrupted, and no solution has been identified or the needs exceed available capability.
Gray — unknown	Status cannot be determined. The information gap is a priority for collection.

Appendix G: Distribution List

The distribution list identifies each recipient, the plan components it receives, and the format. The EMC records the date of each distribution event in the Record of Changes. The public version of the Basic Plan is posted on the City website.

Recipient	Basic Plan	ESFs	Format
CITY OF BURLESON			
Mayor	●	All	Electronic and print
City Council members	●	—	Electronic
City Manager; Deputy and Assistant City Managers	●	All	Electronic
City Attorney	●	All	Electronic
City Secretary (record copy)	●	All	Print
Emergency Management Coordinator (master copy)	●	All	Electronic and print
Fire Chief; Assistant Fire Chiefs; Duty Chiefs	●	All	Electronic
Police Chief	●	All	Electronic
Public Safety Communications (Local Warning Point)	●	ESF 2, 15	Electronic and print
Department directors with ESF assignments	●	Assigned ESFs	Electronic
Primary and alternate EOC	●	All	Print (EOC binder)
Public	●	—	City website
COUNTY, REGIONAL, AND STATE			
Johnson County Office of Emergency Management	●	On request	Electronic
Tarrant County Office of Emergency Management	●	On request	Electronic
Johnson County and Tarrant County LEPCs	●	ESF 10	Electronic
TDEM Region 2 / Disaster District 4	●	As required	LoneStar Planning Portal
NCTCOG Emergency Preparedness	●	—	Electronic
NCTTRAC	●	ESF 8	Electronic
DSHS Public Health Region 2/3; Tarrant County Public Health	●	ESF 8	Electronic
Neighboring jurisdictions: Fort Worth, Crowley, Joshua	●	—	Electronic
PARTNERS			
Burleson ISD, Joshua ISD, Everman ISD, Mansfield ISD	●	ESF 6, 18	Electronic
Texas Health Huguley; long-term care and congregate care facilities	●	ESF 8	Electronic
Shelter and mass care partners (Appendix H)	●	ESF 6	Electronic
American Red Cross; The Salvation Army; Texans on Mission	●	ESF 6	Electronic
Burleson Area Chamber of Commerce	●	ESF 14	Electronic

Recipient	Basic Plan	ESFs	Format
Long-term recovery group	●	ESF 16	Electronic

Appendix H: Summary of Agreements and Contracts

This appendix records each written instrument that commits a resource, facility, or service to City emergency operations. Only agreements listed here obligate a partner. Coordination relationships described elsewhere in this plan do not. Partners listed as unofficial resources have no current agreement and are not obligated.

Instrument	Parties	Date / term	Status
MUTUAL AID AND INTERLOCAL			
Texas Statewide Mutual Aid System	All Texas local government entities	Statutory	Applies by operation of law under Ch. 418, Subch. E-1.
Fire mutual/automatic aid	Johnson County ESDs, Fort Worth Fire, Crowley Fire, Cleburne Fire, Tarrant County ESD, Alvarado Fire	Jo Co ESD: 12/21 Cleburne: 9/25 Fort Worth: 5/18 Crowley: 4/17 Tarrant Co: 9/18 Alvarado: 4/17	JoCo ESD: Active Cleburne: Active Fort Worth: Active Crowley: Active Tarrant County: Active Alvarado: Active
EMS Mutual Aid	Careflite	5/5/25	Active
Mobile command post support	Fort Worth Fire Department	5/18	Active
North Texas Inter-Jurisdictional Pursuit Policy Agreement	Regional law enforcement	August 28, 2002	Active
Greater Dallas–Fort Worth Regional Law Enforcement Mutual Aid Task Force Agreement	Regional law enforcement	2002	Active
FEDERAL AND STATE			
IPAWS Memorandum of Agreement	FEMA and City of Burleson	October 6, 2026	Signed. The EMC is the designated point of contact.
SERVICE CONTRACTS			
Mass notification and IPAWS origination (Everbridge)	Everbridge and City of Burleson	3/1/26-3/1/27	Active
Outdoor warning siren maintenance	Josh Goddard Industries	September 2025	Active
Debris removal and debris monitoring	Ceres Environmental Services	September 4, 2026	Active
Emergency fuel supply	City of Burleson Public Works		We store and have reserve fuel through Public Works.
PARTNER AGREEMENTS			
Healthcare partners	—	—	None in writing.
Business and industry partners	—	—	None in writing.

End of Basic Plan.

THE CITY OF BURLESON TEXAS

Department Memo

Public Safety & Court Committee

DEPARTMENT: **Fire/EMS**

FROM: **Casey Davis, Fire Chief**

MEETING: **December 2, 2026**

SUBJECT:

Receive a report, hold a discussion, and provide recommendations to the city council on the City's Opioid Remediation funds available to purchase airway training and patient simulation equipment. *(Staff Contact: Casey Davis, Fire Chief)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
Beautiful, Safe, & Vibrant Community	3.3 Enhance emergency response services 3.4 Ensure public safety equipment and personnel needs are being met

SUMMARY:

The Burleson Fire Department is evaluating the purchase of airway training manikins and advanced patient simulation equipment to enhance EMS training and improve preparedness for respiratory emergencies, including opioid-related overdoses. The proposed equipment would provide realistic, hands-on training opportunities focused on airway management, ventilation, patient assessment, treatment decision-making, naloxone administration, and team coordination. These resources would support a structured and repeatable training program designed to maintain clinical competency, improve response capabilities, and promote consistent patient care.

Funding under consideration consists of State of Texas opioid settlement disbursements. The current opioid remediation fund balance is $113,860.27. Of that amount, $93,364 has been identified for FY2027 opioid-related expenditures, including $550 for Fire Department Narcan and $92,814 for Police Department equipment and Narcan. This leaves an estimated unallocated balance of $20,496.27. While future disbursements are expected to continue based on current trends, staff has identified this remaining balance as a potential funding source for

EMS training equipment. Council appropriation would be required before any portion of the remaining balance can be allocated for this purpose.

RECOMMENDATION:

Receive the presentation and provide recommendations to the city council regarding the proposed use of available opioid settlement funds to acquire airway training and patient simulation equipment that will strengthen EMS training, readiness, and response capabilities for opioid-related and other respiratory emergencies. No action is requested at this time.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

FY2027 Supplemental Budget Approval

FISCAL IMPACT:

Opioid Remediation (GL 255-26060): $20,496.27

STAFF CONTACT:

Casey Davis
Fire Chief
cdavis@burlesontx.com
817-426-9627

OPIOID SETTLEMENT DISBURSEMENT

Using funds to strengthen first-responder airway and overdose-response training

City Council Presentation
December 2, 2026

1. Understanding the funding

- Funds received are State of Texas opioid settlement disbursements.
- Future disbursements appear likely to continue based on Department research.
- Current opioid remediation balance (GL 255-26060): $113,860.27
- FY2027 budgeted opioid-related expenses: $93,364
- Fire Department: $550 for Narcan
- Police Department: $92,814 for Vilken X-Ray Onetime, TruNarc Narcotics Analyzer, Narcan
- Calculated amount **not** yet budgeted or earmarked: $20,496.27
- The estimated cost of the airway equipment is $19,773.91 and will be purchased through the existing Bound Tree contract.
- Appropriation: Council action is required before the remaining balance can be allocated.

2. Proposed use: hands-on opioid-response training





BASIC AIRWAY MANIKINS	ADVANCED SIMULATION MANIKIN
• Bag-valve-mask ventilation	• Simulated respiratory depression
• Airway adjunct placement	• Patient reassessment and deterioration
• Advanced airway management	• Naloxone integration with ventilation
• Repetitive skills practice	• Team-based scenarios and debriefing

3. Connect the purchase to the settlement purpose

- Structure the program around training for opioid-related respiratory emergencies, enhancing the department's ability to recognize and manage airway compromise, respiratory depression, and overdose patients in alignment with the public health goals of opioid settlement funding.
- Train first responders in recognition, ventilation, airway management, naloxone integration, reassessment, and team coordination.
- Exhibit E references first-responder overdose-reversal training (Schedule A, A.1) and overdose-treatment education (Schedule B, Part Two, H.3).

4. Staff Recommendation

BUDGET / APPROVAL

- FY2027 account is already allocated to previously identified expenses.
- Additional FY2027 spending may require CMO approval and a budget amendment.
- EMS Division recommends FY2027 approval to ensure the training equipment is in place to support the department's 2027 airway management initiative, strengthening preparedness for respiratory emergencies, including opioid-related overdoses.

DOCUMENT / TRACK

- Comprehensive airway management training program
- Dedicated month for airway management curriculum, skills and tracking department wide.
- Include airway assessment, oxygenation and ventilation, supraglottic airway, endotracheal intubation, capnography, difficult airway management, failed airway, clinical decision-making.

5. Conclusion

- Investing in airway training and patient simulation equipment would strengthen the Department’s ability to provide structured, practical EMS education and reinforce personnel readiness for opioid-related respiratory emergencies. The EMS Division requests review of this proposal and guidance on the approval.

THE CITY OF BURLESON TEXAS

Department Memo

Public Safety & Court Committee

DEPARTMENT: **Fire/EMS**

FROM: **Brent Sauble, Assistant Fire Chief**

MEETING: **December 2, 2026**

SUBJECT:

Receive a report, hold a discussion, and provide recommendations to the city council for the donation of a 1988 E-One Hurricane, a historical Burleson Fire Department Fire Engine that was in service from 1988-2018. *(Staff Contact: Brent Sauble, Assistant Fire Chief)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
Beautiful, Safe, & Vibrant Community	3.3 Enhance emergency response services 3.4 Ensure public safety equipment and personnel needs are being met

SUMMARY:

Approval of the proposed donation agreement with Mark Crawford**.** is necessary to accept the donation of a 1988 E-One Hurricane that was in front line service for the City of Burleson Fire Department from 1988-2018. The truck will be restored using donations and fund-raising efforts and will be used for public education events and parades for the Burleson Fire/EMS Department.

RECOMMENDATION:

Approve the donation agreement with Mark Crawford., for the donation of a 1988 E-One Hurricane in the amount of $0.00.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

none

FISCAL IMPACT:

N/A

STAFF CONTACT:

Brent Sauble
Assistant Fire Chief
BSAUBLE@burlesontx.com
817-426-9627

Donation of Historical Burleson Fire Engine

PUBLIC SAFETY & COURT COMMITTEE

DECEMBER 2, 2026

BRENT SAUBLE, ASSISTANT FIRE CHIEF

1988 E-One Hurricane



100

History

- Preserving Burleson Fire Department History: Return a historic fire engine that proudly served the Burleson Fire Department from 1988–2018, preserving an important part of our department's history and tradition.
- A Generous Donation: Current owner and former Burleson Fire Department member, Mark Crawford, has expressed his desire to donate the fire engine back to the department.
- Continued Educational Legacy: Following its service in Burleson, the engine was utilized by a local fire academy to educate and train the next generation of firefighters.

A New Purpose

- Community Parade Truck: Once restored, the engine will serve as a parade and community engagement vehicle, representing Burleson’s firefighting heritage, honoring past and present firefighters, and strengthening community pride.
- Community-Funded Restoration Project: Seek financial support through private citizens, local businesses, and community partners to restore and prepare the engine for its next chapter.
- This is more than bringing back an old fire engine. It is an opportunity to preserve a piece of Burleson's history, recognize those who served before us, and give this truck a new purpose representing our department and community for generations to come.

Donation Agreement



- This Donation Agreement is entered into by and between the City of Burleson, Texas, a home rule municipal corporation located in Johnson and Tarrant Counties, Texas, and Mr. Mark Crawford, an individual, and provides the requirements for and process of conveying and accepting a donation to the City.
- Mark Crawford wishes to contribute a historic fire engine previously in service with the Burleson Fire Department from 1988 to 2018, as shown in the picture attached hereto for public education, parades, and events
- The purpose of this Agreement is to establish the terms and conditions under which the Donor will convey, and the City will accept, the Donation described herein for use by the City. No monetary consideration shall be due under this Agreement.

Council Action Requested



Council Action Requested

- Staff recommends approval of the donation agreement between the City of Burleson and Mark Crawford for the donation of a 1988 E-One Hurricane Fire Engine
- Questions or Comments?

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THE CITY OF BURLESON TEXAS | Purchasing

CITY OF BURLESON
DONATION AGREEMENT

This Donation Agreement (the "Agreement") is entered into by and between the City of Burleson, Texas, a home rule municipal corporation located in Johnson and Tarrant Counties, Texas (the "City"), and Mr. Mark Crawford, an individual (the "Donor"), providing for the requirements for and process of conveying and accepting donations to the City.

WHEREAS, the City is a home rule municipal corporation, and as such is authorized to accept donations for the benefit of the City pursuant to the City's Home Rule Charter and Section 51.076 of the Texas Local Government Code; and

WHEREAS, the City encourages the donation of charitable contributions to the City for the benefit of the City and its residents; and

WHEREAS, the Donor wishes to contribute a historic fire engine previously in service with the Burleson Fire Department from 1988 to 2018, as shown in the picture attached hereto as Exhibit "A", for public education, parades, and events; and

WHEREAS, the City Council finds that the following provisions are reasonable and necessary for the acceptance of donations.

NOW THEREFORE, for and in consideration of the mutual covenants and obligations hereinafter set forth, and for other good and valuable consideration, the City and Donor herein bargain, covenant, and agree with one another as follows:

1. **Purpose.** This Agreement serves as a statement or exchange of promises between the City and Donor. It is enacted to provide clear responsibilities and duties for the conveyance of a Donation by Donor and acceptance of a Donation by the City. The Agreement will ensure that each Donation accepted by the City is in the best interest of the City and its citizens. No monetary consideration shall be due under the Donation Agreement.
2. **Donation**. The City agrees to accept, and the Donor agrees to convey the historical fire engine as a donation (the "Donation"), upon the following terms and conditions:
    a. The City shall use the Donation to preserve an important piece of history that will be highly beneficial to the public for community engagement and civic pride.
    b. Donor shall make the Donation to the City within ninety (90) days of this Agreement's approval by the City Council of the City of Burleson. The City shall have no obligation to undertake any of its obligations under this Agreement until Donor makes the Donation to the City.

3. **Ownership of Donation and Donation materials.** The Donation and its materials will be and will remain the property of the City. Notwithstanding anything in this Agreement to

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the contrary, nothing in this Agreement shall be construed as giving the Donor any rights or interests in the Donation and its materials.

4. **Removal, Relocation, Deaccession, and Maintenance.** Nothing in this Agreement shall prevent the City from approving the removal, relocation, or deaccessioning of the Donation, its materials, or if it serves the City's best interest to do so. The City shall maintain the Donation and its materials as it sees fit, in its sole, uncontrolled, and unilateral discretion.

5. **Tax Deduction.** The City makes no representation as to whether the Donation will qualify for any type of tax deduction, including a federal income tax deduction. Donor should consult with a tax professional concerning the Donation.

6. **Parties.** This contract shall be binding upon and shall inure to the benefit of the parties, i.e., the City and the Donor and their heirs, successors, and assigns. As used herein, words in the singular include the plural and the masculine includes the feminine and neuter genders, as appropriate.

7. **No Third Parties.** Except as herein specifically and expressly provided, the terms and provisions of this Agreement are for the sole benefit of the City and Donor, and no third party whatsoever is intended to benefit herefrom.

8. **Execution.** This offer shall become a binding contract when signed by both the City and the Donor as indicated below and approved by the City Council of the City of Burleson. Parties represent that they have taken all steps required by law or otherwise necessary to enter into this transaction and that the individuals executing this agreement and such other documents as may be necessary to effectuate any transactions contemplated by this Agreement, have been granted full authority to do so by their respective organizations, and that his or her signature is fully sufficient to bind their respective organization, except that the City's obligations herein are subject to approval of its City Council. This contract is executed in signed multiple originals, all of which together constitute one and the same instrument, with a signed original being retained by each party.

9. **Relationship of the Parties.** Notwithstanding any provision to the contrary in this Donation Agreement, the parties agree that their relationship with respect to the gift contemplated herein is one of donor and donee only, and no provision of this Donation Agreement shall be construed to create any other type of status or relationship between the parties with respect to such gift.

10. **Severability.** If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Donation Agreement, but this Donation Agreement shall be construed as if such invalid, illegal or unenforceable provisions had not been contained herein.

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11. **Waiver.** The failure of either party to insist, in any one or more instances, upon a strict performance of any of the terms and conditions of this Donation Agreement, or to exercise or fail to exercise any option or right contained herein, shall not be construed as a waiver or a relinquishment for the future of such right or option, but the same shall continue and remain in full force and effect. The continued performance by either party of this Donation Agreement with knowledge of the breach of any term or condition hereof shall not be deemed a waiver of such breach, and no waiver by either party of any provision hereof, shall be deemed to have been made, or operate as an estoppel, unless expressed in writing and signed by such party.

    Nothing herein shall be considered a waiver of any right, protection or immunity of either Party hereto granted by the laws of the State of Texas, or any other statute, law or regulation and each Party hereto expressly reserves all such rights, protection and immunity.

12. **Indemnification.** DONOR AGREES TO INDEMNIFY AND HOLD THE CITY HARMLESS FROM ANY DAMAGES OCCURRING FROM THE ALLEGED NEGLIGENCE OF DONOR, HIS AGENTS, VOLUNTEERS, SERVANTS AND EMPLOYEES.

13. **Notices.** All notices required to be given in writing under the terms of this Agreement shall be forwarded via the United States Postal Service by certified mail, return receipt requested, with proper postage affixed and addressed to the other Party as follows:

    To City at:

    City of Burleson
    Attn: City Manager
    141 W Renfro St
    Burleson, TX 76028

    To Donor at:

    Mark Crawford
    3749 County Road 2007
    Glen Rose, TX 76043

14. **Entire Agreement.** This Agreement, together with all exhibits attached hereto and made part hereof or referred to and incorporated by reference herein, constitutes the entire Agreement between the Parties and supersedes all prior or contemporaneous understandings, communications or representations, whether oral or written, regarding the subject matter of this Agreement. In the event of a conflict between the terms of the Donation Agreement and any of its exhibits, the terms in the Donation Agreement shall control.

15. **Further Assurances.** Either party, upon the request of the other party, shall execute and deliver such further documents and instruments as such other party may reasonably deem

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appropriate to carry out the terms and conditions of this Donation Agreement, provided that such further documents and instruments are consistent with the terms and conditions of this Donation Agreement.

16. **Survival.** All agreements, representations, warranties and indemnifications hereunder shall be considered to have been relied upon and shall survive the execution and delivery of this Donation Agreement and the conveyance of the Donation being conveyed hereunder.

17. **Amendments.** No amendments or modifications of any kind to this Agreement shall be effective or binding on either Party unless the amendment or modification is in writing and duly executed by both Parties.

18. **Headings.** The headings in this Donation Agreement are for the purposes of reference only and shall not affect or define the meanings hereof.

19. **Applicable Law and Binding Effect.** This Agreement is subject to all applicable laws of the federal government and the State of Texas. This Agreement is performable in Johnson County, Texas. Applicable law for any legal disputes arising out of this Agreement shall be the law of the State of Texas and venue for any such legal disputes shall be in a court of competent jurisdiction in Johnson County, Texas.

Subject to all conditions precedent set forth above, this Agreement is **EXECUTED and EFFECTIVE** as of the last date of the respective signatories below:

CITY:

By: _____
Tommy Ludwig, City Manager
City of Burleson

Date: _____

DONOR:

DocuSigned by:
By: Mark Crawford
D77421EB1DAC436...
Mark Crawford

Date: 7/30/2026

ATTEST:

_____
Amanda Campos, City Secretary
City of Burleson

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EXHIBIT A



Certificate Of Completion

Envelope Id: 04B02ABD-797B-8BA3-8258-39BFB6EE86AB
Status: Completed
Subject: Complete with Docusign: Fire Engine Donation Agreement with Exhibit A.pdf
Source Envelope:
Document Pages: 5
Signatures: 1
Certificate Pages: 4
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Envelope Originator:
Helen Perkinson
141 W Renfro St
City of Burleson, TX 76028-4261
hperkinson@burlesontx.com
IP Address: 12.0.53.66

Record Tracking

Status: Original
7/30/2026 1:40:08 PM
Security Appliance Status: Connected

Holder: Helen Perkinson
hperkinson@burlesontx.com
Pool: StateLocal

Location: DocuSign

Signer Events	Signature	Timestamp
Mark Crawford mark@dinosaurvalleyrvpark.com Owner Security Level: Email, Account Authentication (None)	DocuSigned by:  D77421EB1DAC436... Signature Adoption: Drawn on Device Using IP Address: 156.146.241.33	Sent: 7/30/2026 1:45:20 PM Viewed: 7/30/2026 4:15:18 PM Signed: 7/30/2026 4:19:16 PM

Electronic Record and Signature Disclosure:
Accepted: 7/30/2026 4:15:18 PM
ID: e7d12b59-516a-44e3-b010-08a7e0ecbf1b
Company Name: City of Burleson

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/30/2026 1:45:20 PM
Certified Delivered	Security Checked	7/30/2026 4:15:18 PM
Signing Complete	Security Checked	7/30/2026 4:19:16 PM
Completed	Security Checked	7/30/2026 4:19:16 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Burleson (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Burleson:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: wbullard@burlesontx.com

To advise City of Burleson of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at wbullard@burlesontx.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Burleson

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to wbullard@burlesontx.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Burleson

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to wbullard@burlesontx.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Burleson as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Burleson during the course of your relationship with City of Burleson.

THE CITY OF BURLESON TEXAS

Department Memo

Public Safety & Court Committee

DEPARTMENT: **Police**

FROM: **Billy Cordell, Chief of Police**

MEETING: **December 2, 2026**

SUBJECT:

Receive a report, hold a discussion, and provide recommendations to the city council on various interlocal and MOU's with the Burleson Police Department. *(Staff Contact: Billy Cordell, Chief of Police)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
High Performing City Organization Providing Exceptional, People Focused Services	1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers

SUMMARY:

Interlocal contract with North Texas Tollway Authority (NTTA) for City of Burleson Police services on portion of tollway within the City of Burleson. NTTA will pay a sum of $113,327.00 each year for the initial 2-year agreement.

MOU with the United States Postal Inspection Service (USPIS) and the Burleson Police Department SWAT team to utilize the USPIS Southwest Training Center facility.

MOU with City of Fort Worth on behalf of Fort Worth Police Department and the City of Burleson Police Department's participation in the Tactical Real-time, Intelligence Detection, Enforcement, of North Texas (TRIDENT) Center.

Interlocal agreement with the City of Fort Worth and the City of Burleson establishing concurrent municipal court jurisdiction between the cities where contiguous jurisdictional limits currently exist.

RECOMMENDATION:

Staff seeks guidance on bringing each of the Interlocal / MOUs to the full city council.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

None

REFERENCE:

N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue: Revenue $113,327.00
Account Number(s): 1012001-50001
Fund: N/A
Account Description: Salaries
Procurement Method: N/A

STAFF CONTACT:

Billy Cordell
Chief of Police
bcordell@burlesontx.com
817-426-9913

THE CITY OF BURLESON TEXAS

Burleson Police Department

Interlocal / MOUs for NTTA, USPIS, TRIDENT Center, & City of Fort Worth

Interlocal Contract with North Texas Tollway Authority (NTTA)

- Interlocal Contract with North Texas Tollway Authority to provide police services for portions of tollway within the City of Burleson.
  - Traffic Enforcement
  - Crash Investigation and Reconstruction
  - Routine Patrols
  - Criminal Investigations
- NTTA will pay the City of Burleson $113,327.00 annually for police services.
- BPD is currently providing police services to the tollway.
- This is a 2-year agreement.

MOU with United States Postal Inspection Service

- MOU with USPIS and the Burleson Police Department SWAT team for purpose of conducting firearms and/or other training for sworn law enforcement officers.
- Agreement allows BPD SWAT to utilize the USPIS Southwest Training Center facility on agreed upon dates.
- Agreement is for one year.

MOU with FWPD for Real Time Crime Center Participation

- TRIDENT – Tactical Real-time Intelligence, Detection, Enforcement, of North Texas (formerly known as RTCC).
- Serves as a multiagency regional center for coordinating, integrating, and sharing pertinent information.
- Operates under authority of Fort Worth Police Chief.
- Each participating agency shall assign staff member(s) to the TRIDENT Center.
- Staff includes officer(s) or supervisor (OIC).

Interlocal Agreement with City of Fort Worth on Jurisdiction Boundaries

- Fort Worth and Burleson have contiguous jurisdictional limits.
- Section 4.14(g) Texas Code of Criminal Procedure and Section 29.003(i) Texas Government Code provide that a municipality may enter into an agreement with a contiguous municipality to establish concurrent jurisdiction of the municipal courts in the municipalities.
- The Fort Worth and Burleson borders are not easily defined.
  - The I-35W corridor jurisdictional limits run through the parking lot and businesses in Gateway station with (PetSmart) having the line going through their middle of their business.
  - Lanes on I-35W are staggered like stairs on the jurisdiction limits diagonally from about Olive Garden to the McDonalds on NE Alsbury.
- Agreement provides for jurisdictional deconfliction and authority on our borders for enforcement purposes, including class C ordinances.

Requested Action

- Provide guidance on taking the Interlocal / MOUs with the participating agencies to the full council.
  - Interlocal Contract with North Texas Tollway Authority
  - MOU with United States Postal Inspection Service
  - MOU with City of Fort Worth (TRIDENT) Center
  - Interlocal Agreement with City of Fort Worth (Jurisdiction Boundaries)

Questions / Comments

INTERLOCAL COOPERATION CONTRACT
FOR LAW-ENFORCEMENT AND PEACE-OFFICER SERVICES

THIS INTERLOCAL AGREEMENT FOR LAW-ENFORCEMENT AND PEACE-OFFICER SERVICES (the "Contract") is entered into effective as of September 1, 2026 (the "Effective Date"), by and between the parties shown below (each, a "Party," and collectively, the "Parties") under the authority granted and in compliance with the provisions of the "Interlocal Cooperation Act," Chapter 791, Texas Government Code, and, with respect to NTTA, Chapter 366 of the Texas Transportation Code (the "TTC"), and, with respect to LEA, _____.

For good and valuable consideration, including the covenants set forth below, the sufficiency of which each Party hereby acknowledges, the Parties agree as follows:

1. CONTRACTING PARTIES

The Parties to this Contract are:

The **NORTH TEXAS TOLLWAY AUTHORITY** ("NTTA"), a regional tollway authority, governed by and authorized under Chapter 366 of the Texas Transportation Code (TTC), to adopt and enforce traffic rules and other public safety rules; and _____ ("Law Enforcement Agency" or "LEA"), a _____ authorized under Chapter _____ of the Texas _____ Code, to enforce laws protecting the public safety and provide for the prevention and detection of crime.

In this Contract, NTTA and LEA may be collectively referred to as the "Parties" and each individually, a "Party."

2. NTTA TURNPIKE PROJECTS AND SERVICE AREA

a. Definition of Turnpike Project

Under Section 366.003(11) of the TTC, a turnpike project is defined as a highway of any number of lanes, with or without grade separations, owned or operated by a regional tollway authority and any improvement, extension, or expansion to that highway, including toll plazas, frontage roads, parking facilities, and administration, storage, or other buildings ("ancillary facilities") that the authority considers necessary to operate its turnpike projects.

3. NTTA'S AUTHORITY TO CONTRACT FOR LEA'S SERVICES

Chapter 366 of the TTC authorizes NTTA to (a) adopt and enforce rules for the use of any turnpike project or system, including traffic and other public safety rules; and (b) contract with any state or local governmental entity for the services of peace officers of that agency. Chapter 791 of the Texas Government Code authorizes NTTA and LEA, as local governmental entities, to contract with each other for the provision of governmental services by LEA to NTTA.

4. LEA'S SERVICES

a. Services Generally Described

LEA agrees to provide on the terms and conditions set forth in this Contract law-enforcement and peace-officer services on those portions of NTTA's turnpike projects located within LEA's jurisdictional boundaries or as requested by NTTA and allowed by law.

LEA's services comprise all duties customarily and reasonably expected of a first-class law enforcement agency including, but not limited to, dispatch, routine patrols, traffic enforcement, pedestrians, removal of abandoned vehicles, crash response, investigations, reconstruction, and criminal investigations.

5. REPORTS

a. Incident and Crash Data

NTTA utilizes crash data to identify trends, assess contributing factors, and support the development of strategies intended to enhance roadway safety and reduce the occurrence and severity of crashes. To further these efforts, NTTA respectfully requests that the LEA provide available crash-related information for incidents occurring on NTTA roadways, including crash reports, location details, contributing factors, and any other relevant data that may assist in NTTA's safety analysis and prevention initiatives.

NTTA also respectfully requests available information regarding incidents occurring on NTTA roadways within the agency's jurisdiction, including the number of calls for service, the date and time each call was received and dispatched, response and clearance times, incident type and location, and other relevant incident information. Such information may be provided subject to applicable law and any restrictions governing confidential, privileged, or protected information.

6. PAYMENT FOR SERVICES

a. Direct Compensation for LEA's Services

NTTA will pay, and LEA will accept, as full and complete compensation for the services provided under this Contract, an amount not to exceed $_____ per year (prorated for any partial year). The total compensation payable for the two-year Term of this Contract will not exceed $_____. LEA agrees that no additional amounts will be charged to or payable by NTTA.

b. Payment for Services

NTTA will pay for services provided by LEA under this Contract from current revenues available to NTTA.

c. Invoices

LEA will invoice NTTA monthly for services rendered under this Contract. Each invoice will equal 1/12 of the total annual compensation payable under the Contract.

NTTA will pay invoices within 30 calendar days of the invoice's receipt. NTTA may withhold reimbursement for any portion of an invoice as to which NTTA questions the validity or lack of services provided. No failure by NTTA to make payments under this Contract will give rise to a right of LEA to cease providing law enforcement services hereunder.

7. TERM OF CONTRACT

a. Term

This Contract term will begin on the Effective Date. The term of this Contract will end on September 1, 2028.

b. Early Termination Options

Either Party, upon 180 calendar days written notice to the other Party, may terminate this Contract.

8. AUDIT

a. Books and Records

Each Party shall maintain records reasonably necessary to demonstrate compliance with this Contract and, upon reasonable advance notice, make those records available to the other Party or its authorized representatives for inspection and copying. Records shall be retained for three (3) years after expiration or termination of this Contract; provided, however, that records relating to a pending claim, audit, or litigation shall be retained until final resolution. Each Party shall bear its own audit costs.

b. Requests related to Law Enforcement Proceedings

From time to time, LEA may request information from NTTA related to LEA's law enforcement investigations, including but not limited to investigations related to the services contemplated by this Contract. NTTA agrees that such requests will be treated as official law enforcement requests and, to the extent permitted by law, responses will include requested non-confidential information and be expedited and prioritized. NTTA will designate a point of contact to receive and handle these law enforcement requests.

9. MISCELLANEOUS

a. Relationship of the Parties.

Nothing in this Contract is intended to create, nor shall be deemed or construed by the Parties or by any third party as creating (1) the relationship of principal and agent, partnership or joint venture between LEA and NTTA, or (2) a joint enterprise between LEA, NTTA, and/or any other party. Without limiting the foregoing, the purposes for which LEA and NTTA have entered into this Contract are separate and distinct, and there are no pecuniary interests, common purposes, and/or equal rights of control among the Parties.

b. Notices.

Any notice, payment, statement, request, demand, or other communication required or permitted to be given under this Contract by either Party to the other may be made by personal delivery in writing or by mail, postage prepaid. Mailed notices shall be addressed to the Parties at the addresses appearing below, but each Party may change its address by written notice in accordance with this Section 4.11. Mailed notices shall be deemed communicated as of three (3) days after mailing.

If to NTTA:

If delivered by hand or air courier:

North Texas Tollway Authority
Attn: Executive Director
5900 West Plano Parkway, Suite 100
Plano, Texas 75093

If mailed:

North Texas Tollway Authority
Attn: Executive Director
P.O. Box 260729
Plano, Texas 75026

With a copy in each case above to the attention of the General Counsel at the same address.

If to LEA:

_____
_____
_____
_____

c. Exclusive Benefit; No Assignment

This Contract shall bind and shall be for the sole and exclusive benefit of the respective Parties and their legal successors, and nothing in this Contract or in any approval subsequently provided by either Party hereto shall be construed as giving any benefits, rights, remedies or claims to any other person, firm, corporation or other entity, including, without limitation, the public in general. Neither LEA nor NTTA shall assign or transfer its respective interests in this Contract without the prior written consent of the other Party, unless otherwise provided by law.

d. Severability

If any provision of this Contract, or the application thereof to any entity or circumstance, is found to be illegal for any reason, such provision shall be invalid and unenforceable, but the remainder of this Contract and the application of such provision to other entities or circumstances shall not be affected thereby, and such provision shall otherwise be enforced to the greatest extent permitted by applicable law. The Parties agree to negotiate in good faith for a proper amendment to this Contract in the event any provision hereof is found to be illegal, invalid or unenforceable.

e. Written Amendments

Any change in the Contract, terms and/or responsibilities of the Parties must be enacted through a written amendment. No amendment to this Contract shall be of any effect unless in writing, executed by LEA and NTTA, and properly authorized by LEA and NTTA.

f. Limitations

All covenants and obligations of LEA and NTTA under this Contract shall be deemed valid covenants and obligations of said entities, and no officer, director, or employee of LEA or NTTA shall have any personal obligations or liability hereunder.

g. Authorization

Each Party to this Contract represents to the other that it is fully authorized to enter into this Contract and to perform its obligations hereunder, and that no waiver, consent, approval, or authorization from any third party is required to be obtained or made in connection with the execution, delivery or performance of this Contract. Each signatory on behalf of LEA and NTTA, as applicable, represents that he or she is fully authorized to bind that entity to the terms of this Contract.

h. Governing Law and Venue

The provisions of this Contract shall be construed in accordance with the laws and court decisions of the State of Texas, and exclusive venue for any legal actions arising hereunder shall be in Dallas County, Texas.

i. Interpretation

No provision of this Contract shall be construed against or interpreted to the disadvantage of either Party by any court, other governmental or judicial authority, or arbitrator by reason of such Party having or being deemed to have drafted, prepared, structured, or dictated such provision.

j. Waiver

No delay or omission by either Party to exercise any right or power hereunder shall impair such right or power or be construed as a waiver thereof. A waiver by either of the Parties of any of the covenants, conditions, or agreements to be performed by the other or any breach thereof shall not be construed to be a waiver of any succeeding breach thereof or of any other covenant, condition, or agreement herein contained.

k. Entire Contract

This Contract constitutes the entire agreement between the Parties with respect to the subject matter hereof. There are no representations, understandings, or agreements relative hereto that are not fully expressed in this Contract.

l. Counterparts

This Contract may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one single agreement between the Parties.

m. Headings

The article and section headings used in this Contract are for reference and convenience only and shall not enter into the interpretation hereof.

IN WITNESS WHEREOF, LEA and NTTA have executed this Contract to be effective as of the Effective Date.

NTTA

NORTH TEXAS TOLLWAY AUTHORITY

By_____
James Hofmann, Executive Director

LAW ENFORCEMENT AGENCY

_____

By _____
Print name:_____
Print title:_____

MEMORANDUM OF UNDERSTANDING
Between the
UNITED STATES POSTAL INSPECTION SERVICE
And the
BURLESON POLICE DEPARTMENT SWAT

I. PARTIES

The Parties to this Agreement are the United States Postal Inspection Service (USPIS) and the Burleson Police Department SWAT (BURLESON SWAT).

II. PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which BURLESON SWAT may utilize USPIS training facilities for the purpose of conducting firearms and/or other training for its sworn law enforcement officers.

III. TERMS OF USE

BURLESON SWAT may utilize the USPIS Southwest Training Center facility on agreed-upon dates subject to the terms and conditions contained in this Agreement. Attached to and incorporated into this Agreement as Attachment A is the listing of the facilities which the BURLESON SWAT requests to use for training. Any related expenses will be listed as an attachment to this Agreement. If no charges are listed on Attachment A at the time of execution of this Agreement, or if there are changes to any charges, they will not become effective until agreed to, in writing, by the Parties.

The following rules, policies, and procedures shall apply to all firearms and related training conducted at USPIS facilities:

1) Subject to the terms of this Agreement, BURLESON SWAT shall have exclusive use of the reserved training areas and/or equipment during the agreed upon dates and times unless otherwise notified. The USPIS represents in such instances, it will, to the extent practicable, provide advanced notice of such changes necessitated by its operational needs. The USPIS may, at its option, have a member of its staff present during the training sessions to ensure compliance with USPIS policies and protocols regarding the use of its training facilities.

2) No live weapons of any kind are allowed in any of the training areas. No firearms, knives, chemical weapons, less lethal force weapons, or any other weapons are allowed in training areas or classrooms. All weapons must be secured prior to the start of training, and the lead instructor of BURLESON SWAT is responsible for ensuring the training area is safe and free of live weapons. It is understood and agreed a violation of the terms of this paragraph is considered a material breach and may result in the immediate termination of the Agreement.

3) Use of Virtual Training Simulator (VirTra) equipment. The USPIS will supply a VirTra operator. BURLESON SWAT must have a Threat Management instructor in the VirTra room at all times to critique and provide instructions pertaining to BURLESON SWAT policies and procedures.

BURLESON SWAT must meet with the USPIS FATS/VirTra operator at least one week prior to training to select scenario options.

4) During Simunition® (SIMS) or other force-on-force firearms training, all personnel must be outfitted in appropriate personal protective equipment, which will be provided by BURLESON SWAT. BURLESON SWAT must perform safety checks and verifications to ensure no live weapons are present prior to their personnel entering the training area. If BURLESON SWAT conducts training using USPIS SIMS equipment and BURLESON SWAT does not have a certified SIMS instructor, the USPIS will provide trained personnel to assist with any SIMS training. The Threat Safety Officer (TSO) will be responsible for the safety of the participants and shall have full authority over the training area. BURLESON SWAT must provide certified instructors to debrief scenarios. BURLESON SWAT must meet with USPIS personnel at least one week prior to the training to review safety briefs and discuss scenarios and equipment needed.

5) Regardless of any fees charged for use of the Facility, BURLESON SWAT agrees to reimburse the USPIS for any damage caused by its employees during training conducted pursuant to this Agreement, and for any additional personnel costs incurred by the USPIS.

6) All requests to use the Southwest Training Center facility, training areas or equipment, shall be made through the USPIS Assistant Inspector in Charge of the Southwest Training Center, or authorized designee as noted in Attachment A.

7) USPIS will ensure that at least one of its certified instructors will be available and on-site to facilitate the use of the Southwest Training Center facility. The Southwest Training Center staff will be responsible for ensuring access to the facilities, training areas and equipment and will be responsible for ensuring that equipment and facilities are secured and accounted for at the completion of the training sessions.

8) BURLESON SWAT shall provide certified instructors to instruct their training participants. Per USPIS policy, BURLESON SWAT shall provide one certified instructor per every five training participants. Documentation regarding BURLESON SWAT certification of its instructors shall be furnished to the USPIS at least two weeks in advance of the scheduled training sessions.

IV. RESERVATION OF RIGHTS

The USPIS reserves the right to deny access and use of any of the training facilities and equipment at the Southwest Training Center to anyone a Southwest Training Center Instructor or Manager deems not to be fit to participate in the training, for any reason.

The USPIS reserves the right to deny the access and use of the training facility if BURLESON SWAT has failed to provide a sufficient number of certified instructors for a training session, or otherwise fails to provide any required equipment, not otherwise provided under the terms of this Agreement.

The USPIS reserves the right to reschedule, suspend, or otherwise discontinue the use of the Southwest Training Center facility by BURLESON SWAT, based on the operational

and/or training needs of USPIS. The USPIS represents it will use its best efforts to provide notice at least 48 hours in advance of such actions.

BURLESON SWAT may reschedule, suspend, or otherwise discontinue the use of Southwest Training Center facility based upon the operational and/or training needs of BURLESON SWAT. BURLESON SWAT represents it will provide such notice at least 48 hours in advance of the scheduled starting time of the training session. Notice in this regard must be given to the Southwest Training Center, the Assistant Inspector in Charge or other designated Southwest Training Center personnel as noted in Attachment A. In the case of BURLESON SWAT, notice will be provided to BURLESON SWAT Point of Contact. BURLESON SWAT will notify the USPIS of any changes with respect to their designated representatives.

V. RANGE RULES

The following USPIS training facility rules and firearms safety standards will be adhered to by all personnel engaged in any training at the training facility, including firearms training, or firearms qualifications. Questions, issues, concerns regarding these safety standards should immediately be brought to the attention of the USPIS.

SAFETY RULES AND REGULATIONS

1. Treat every weapon as if it is loaded.
2. Never point a weapon at anyone or anything you do not intend to shoot, or in a direction where an unintentional discharge may do harm.
3. Never place your finger into the trigger guard until you are ready to fire.
4. Know your target, backstop and beyond.
5. Do not leave weapons unattended. Keep weapons holstered at all times.
6. DO NOT LOAD until the command is given, listen and obey all range commands given by the instructor.
7. DO NOT handle a weapon on the firing line while there is someone down range. LASER RULE.
8. It is mandatory for all persons wear appropriate ear and eye protection while engaged in live fire exercises.
9. Shoulder fired weapons (Shotguns, SMG, etc.) will have actions open and safeties on.
10. Live ammunition is permitted only on the range: NO LIVE AMMUNITION IS PERMITTED IN THE CLASSROOM OR TACTICAL BUILDING.

VI. DISPLAY OF FIREARMS

The Southwest Training Center is a restricted access area used for law enforcement training only. This access area is located within a Postal Service facility. It is a general requirement to conceal weapons in non-law enforcement training areas.

VII. SPECIFIC TRAINING FACILITIES TO BE UTILIZED

The specific facilities and equipment to be used by BURLESON SWAT are listed on Attachment A, which is incorporated into and made a part of this Agreement. If applicable, the costs associated with the use of these facilities and equipment are also listed on Attachment A. All costs are determined on a full day or half day basis. A "full day" will consist of a minimum of eight (8) hours, but no more that sixteen (16) hours of continuous scheduled training in a single twenty-four (24) hour period. The twenty-four-hour period will begin to run at the commencement of the training period. A half day will consist of any period of four (4) hours or less of scheduled training in one twenty-four-hour period.

For the purposes of this Agreement, multiple training half day training sessions to be completed within a sixteen-hour period will be considered one training day. Any changes to costs involved will be transmitted to BURLESON SWAT in advance and will only be effective upon the written agreement of both Parties.

VIII. LIABILITY

All claims, causes of action, and liabilities asserted by Agency employees will be addressed via the policies of the Agency involved and the appropriate employee compensation laws. In the case of Federal entities, the provisions of the Federal Employees Compensation Act (FECA) are controlling.

Any third party claims, causes of action and liabilities asserted will be handled in accordance with the Federal Tort Claims Act (FTCA), 28 U.S.C. § 1346(b), §§ 2671 – 2680.

This Agreement is an internal document between BURLESON SWAT and the USPIS. It does not create or confer any rights or benefits, substantive or procedural, enforceable by any third party against the Parties, the United States, or the officers, employees, agents, or associated personnel thereof.

IX. EXECUTION AND DURATION

This Agreement shall be effective upon execution by the authorized representatives of BURLESON SWAT and the USPIS and shall continue in full force and effect until terminated or cancelled by either of the Parties. Unless otherwise modified, in writing by the Parties, this Agreement will expire one year after execution.

It is understood and agreed this Agreement represents the full and complete Agreement entered into between BURLESON SWAT and the USPIS, and supersedes all other agreements between the Parties, whether orally or in writing which pertain to the matters described herein. There have been no other representations, warranties, or promises made outside of this Agreement. This Agreement takes precedence over any other documents which may be in conflict with it.

It is anticipated any disagreements or disputes which may arise as a result of the execution of this Agreement will be resolved at the lowest level. If the dispute or disagreement cannot be resolved at this level, the dispute will be referred to the responsible management officials for each agency. The Inspector in Charge of the Southwest Training Center is the

responsible management authority for the Postal Inspection Service, and that official's decision shall be final.

The undersigned acknowledge they are the authorized representatives of their respective agencies and are empowered to and agree to bind their agencies to the terms of this agreement.

FOR THE UNITED STATES POSTAL INSPECTION SERVICE:

_____ _____

Patricia A. Manzolillo
Director, Business Operations
U.S. Postal Inspection Service
National Headquarters

Date

FOR THE BURLESON POLICE DEPARTMENT SWAT:

_____ _____

Billy Cordell, Police Chief
Burleson Police Department

Date

ATTACHMENT "A"

I. SOUTHWEST TRAINING CENTER LOCATION

X Tactical House, Southwest Training Center, Burleson, TX

X Virtual Training Simulator (VirTra), Southwest Training Center, Burleson, TX

X Blue Mat Room, Southwest Training Center, Burleson, TX

X Computer Lab Classroom, Southwest Training Center, Burleson, TX

II. POINTS OF CONTACT

USPIS – MANAGEMENT:

Kai T. Pickens
Inspector in Charge
U.S. Postal Inspection Service
251 W. Lancaster Avenue
Burleson, TX 76102-9702
(Office) 817-359-2802
ktpickens@uspis.gov

Gary L. Neff, Jr.
Assistant Inspector in Charge
U.S. Postal Inspection Service
Southwest Training Center
251 W. Lancaster Avenue
Burleson, TX 76102-9702
(Office) 817-359-2723
glneff@uspis.gov

USPIS – SCHEDULING AND OPERATIONAL ISSUES:

Faye R. Austin
Southwest Training Center Coordinator
U.S. Postal Inspection Service
251 W. Lancaster Avenue
Burleson, TX 76102-9702
(Office) 817-359-2712
fraustin@uspis.gov

FOR THE BURLESON POLICE DEPARTMENT SWAT

Captain Don Adams, SWAT Team Commander
1161 SW Wilshire Blvd.
Burleson, TX 76028
(Office) 817-426-9976
dadams@burlesontx.com

MEMORANDUM OF UNDERSTANDING
Between
The City of _____
And
The City of Fort Worth on behalf of the Fort Worth Police Department

Tactical Real-time Intelligence, Detection, Enforcement, of North Texas (TRIDENT)

I. PURPOSE

A. The Fort Worth Police Department's Regional Real Time Crime Center plan (R-RTCC) was formally established in September 2023. The R-RTCC plan recognizes the need of a mutual support approach to protect the citizens in the greater Tarrant County area from violent personal crime, continuous property crime offenders, and to provide critical emergency response to life endangering events. To further this mission, the Fort Worth Police Department established the Tactical Real-time Intelligence, Detection, Enforcement, of North Texas (TRIDENT) Center, which will serve as a multiagency regional center for coordinating, integrating, and sharing pertinent information to those threats and incidents. The TRIDENT Center will operate under the authority of the Fort Worth Police Chief. The Commander of the Tactical Intelligence Division of the Fort Worth Police Department is the designated official responsible for the operations of the TRIDENT Center. The TRIDENT Center will be a subcomponent of the Fort Worth Intelligence Exchange (INTEX) Fusion Center.

B. This MOU delineates the responsibilities and commitments of the partnering agencies within the TRIDENT center.

C. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, their parent agency, or the officers, employees, or other associated personnel thereof.

II. MISSION

The mission of the TRIDENT Center is to reduce incidents of Violent Personal Crime and Habitual Property Crime within the greater Tarrant County metro area to create a safer and more secure community for all the partnering agencies. The TRIDENT Center will achieve this by providing real-time information to first responders in all jurisdictions so that officers will routinely have safer interactions with the public and more timely arrests of offenders. Emphasis of the TRIDENT Center will be to quickly and safely apprehend offenders to reduce victimization and present better evidence to prosecutors.

III. SUPERVISION AND CONTROL

A. Overall management of the TRIDENT Center will be the assigned TRIDENT Center Director. The Director will be of the rank of Lieutenant or higher. The Director will be assisted by an Assistant Director. The Assistant Director will hold the rank of Sergeant. Both the Director and the Assistant Director will be selected by the Commander of the Fort Worth Tactical Intelligence Division with input from the TRIDENT advisory committee.

B. An advisory committee will be established to provide guidance to the Director and Assistant Director on administrative issues, standard operating procedures (SOP), and staffing needs/concerns. The advisory committee will consist of the TRIDENT Center Director and up to 10 appointees from the partnering agencies. The appointees are to be from personnel holding the rank of Sergeant, Lieutenant, or a civilian equivalent. The appointee positions will be for a two-year term with 5 being selected each year.

C. Each TRIDENT team will be supervised by a TRIDENT Supervisor. The TRIDENT Supervisor will be a Sergeant or Corporal. The team Real-time Supervisor will be responsible for the direction and guidance of the team's performance while on duty at the TRIDENT Center.

D. All off-duty or duty related incidents involving TRIDENT staff will be investigated and handled by the employee's home agency.

IV. STAFFING COMMITMENT AND RESPONSIBILITIES

A. The TRIDENT Center may consist of the following types of individuals: TRIDENT Supervisor, TRIDENT Operators, TRIDENT Analyst, TRIDENT Officers. For purposes of this MOU, when referring to these individuals collectively, they will be referred to as "TRIDENT Staff".

1. TRIDENT Supervisor: The individual is a certified law enforcement officer, authorized to carry a firearm, be commissioned by a law enforcement agency, be issued law enforcement credentials, is assigned to the supervision of the TRIDENT Center, has an active Criminal Justice Information Service (CJIS) certification, and is authorized to have access to TRIDENT Facility by Fort Worth Intelligence Exchange (INTEX) fusion center. TRIDENT Supervisors may come from the ranks of Corporal, Sergeant or Lieutenant. Trident Supervisors are responsible for their assigned teams and the overall operations within the TRIDENT Center.
2. **TRIDENT** Officers: The individual is a certified law enforcement officer, authorized to carry a firearm, has been commissioned by a law enforcement agency, been issued law enforcement credentials, is assigned to the supervision of the TRIDENT Center, has an active Criminal Justice

Information Service (CJIS) certification, and is authorized to have access to TRIDENT Facility by Fort Worth Intelligence Exchange (INTEX) fusion center.

3. TRIDENT Analysts: The individual is a certified Law Enforcement Analyst or Criminal Intelligence Certified Analyst employee of a governmental agency (persons with an analyst background and work history may also be considered for this position without regard to certifications), is assigned to the supervision of the TRIDENT Center, has an active Criminal Justice Information Service (CJIS) certification, and is authorized to have access to TRIDENT Facility by Fort Worth Intelligence Exchange (INTEX) fusion center.

4. TRIDENT Operators: The individual is an employee of a government agency, is assigned to the supervision of the TRIDENT Center, has an active Criminal Justice Information Service (CJIS) certification, and is authorized to have access to TRIDENT Facility by Fort Worth Intelligence Exchange (INTEX) fusion center.

B. Considering the significant cost and effort in on-boarding new TRIDENT Staff, and need for continuity to successfully work as teams, each Participating Agency agrees to provide its personnel to the TRIDENT Center for a period of at least one (1) year. This MOU imposes no maximum limit as to the time that any individual may remain assigned to the TRIDENT Center. The one-year requirement can be waived with a recommendation from the Advisory Committee, and approval of the Tactical Intelligence Division Captain.

C. Due to the operational needs of the TRIDENT Center, assignment to special details or duties outside of the TRIDENT Center of TRIDENT Staff must be coordinated with the Trident Director.

D. Although TRIDENT Staff will report to his or her Partnering Agency for non-investigative administrative matters, leave requests will be coordinated with the TRIDENT Supervisor to ensure TRIDENT Center staffing availability.

E. TRIDENT Staff remain subject to the rules, regulations, laws, and policies applicable to employees of the participant's respective agency and will also adhere to TRIDENT Center SOP and Fort Worth Intelligence Exchange (INTEX)-Privacy Policy. Where there is a conflict between the standards or requirements of the Partnering Agency and the TRIDENT SOP or the INTEX Privacy Policy, the standard or requirement that provides the greatest organizational protection or benefit will apply, unless the Fort Worth Police Department and the Partnering Agency jointly resolve the conflict otherwise.

F. TRIDENT Staff must adhere to the same rules and regulations as City of Fort Worth employees regarding security policies, conduct and activities while in City of Fort Worth space, using City of Fort Worth property, and while conducting TRIDENT Center business.

G. Continued assignment to the Trident Center will be based on performance and at the discretion of the home Agency of each Trident Center employee. The Fort Worth Tactical Intelligence Division

Captain, with review and oversight of the TRIDENT Advisory Committee, will also retain discretion to remove any member from the TRIDENT. Should the need arise for the removal of a TRIDENT Staff member, the home agency of the removed member shall submit a replacement member for assignment within a reasonable and timely manner.

H. TRIDENT Staff are subject to removal from the TRIDENT Center by the City of Fort Worth for violation of any provision of this MOU, the TRIDENT Center SOP, the INTEX Privacy Policy, or other applicable agreements, rules, and regulations.

I. Partnering Agencies will conduct a reasonable selection process to determine a suitable replacement prior to rotating personnel out of a TRIDENT Center assignment.

V. DEADLY FORCE POLICY

A. All TRIDENT Center TRIDENT Officers will follow the involved officer's home agency policy concerning use of deadly force.

VI. COORDINATION

A. TRIDENT Staff will not be responsible for primary investigations, case management, or case filing for incidents. TRIDENT Staff will provide investigative information to the field according to the TRIDENT SOP.

B. Partnering Agencies will provide the Fort Worth Police Department with a Letter from their agency allowing the TRIDENT Center to add their primary dispatch channels and a corresponding talk channel to the TRIDENT Center radio template. Fort Worth Police Department will grant all partnering agencies to add the "RTCC" channel to their agency radio templates.

C. All media releases involving the TRIDENT Center should be reviewed and authorized by the TRIDENT Center Director, with coordination through the affected agency's PIO.

D.

VII. INFORMATION SHARING/REPORTS AND RECORDS

A. All investigative and intelligence reporting will be prepared and disseminated in compliance with INTEX privacy policy. Subject to any legal or policy restrictions, copies of documents created for a TRIDENT Center matter based upon information obtained from participation in the TRIDENT Center by any TRIDENT Staff will be considered to be a City of Fort Worth document under the control of the City of Fort Worth and shall be maintained in accordance with City of Fort Worth records management policy and applicable law. All TRIDENT materials and investigative records, including any Memoranda of Understanding, originate with, belong to, and will be maintained by the City of

Fort Worth. All TRIDENT investigative reports will be prepared by TRIDENT Staff personnel solely on City of Fort Worth forms.

B. All information learned during the course of a TRIDENT investigation will be subject to the City of Fort Worth's information sharing policies and may not be disclosed outside of the TRIDENT Center and it's partnering agencies (or removed, if in tangible form, from TRIDENT Center space) without the approval of the Director, TRIDENT Center.

C. TRIDENT Staff are strictly prohibited from disclosing any CJIS information to individuals who do not possess the appropriate clearance and need to know. Each Partnering Agency agrees to have its TRIDENT Staff sign an agreement to follow this TRIDENT MOU, TRIDENT SOP, and INTEX Privacy Policy. This action obligates the participant, who is accepting a position of special trust in being granted access to LE Sensitive information and systems as part of the TRIDENT Center, to be bound by prepublication review to protect against the unauthorized disclosure of such information.

D. All Partnering Agencies will immediately report to each other each instance in which data received from each other is used, disclosed, or accessed in an unauthorized manner (including any data losses or breaches).

E. Partnering Agencies are encouraged to share Computer Aided Dispatching (CAD), Report Management System (RMS), and Video Management System data with the TRIDENT Center via the City of Fort Worth.

VIII. SALARY/OVERTIME COMPENSATION/FUNDING

A. Partnering Agencies agree to assume all personnel costs for their assigned TRIDENT Staff, including salaries, overtime payments and fringe benefits.

B. Subject to funding availability, the TRIDENT Center may reimburse to Partnering Agencies the cost of hours worked by TRIDENT Staff assigned full-time to TRIDENT Center, provided overtime expenses were incurred as a result of TRIDENT Center-related duties. Otherwise, overtime shall be compensated in accordance with applicable Partnering Agency overtime provisions and shall be subject to the prior approval of appropriate personnel.

C. Each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

D. The City of Fort Worth will provide a laptop to the Director and Assistant Director of the TRIDENT Center.

E. The City of Fort Worth will provide the facility, network connection, and IT support for the facility.

F. This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds. Even where one of the parties to this MOU has agreed (or later does agree) to assume a particular financial responsibility, such party's express written approval must be obtained before incurring any expense expected to be assumed by the other party. All obligations of and expenditures by the parties to this MOU will be subject to each party's respective budgetary and fiscal processes and availability of funds pursuant to all applicable laws, regulations, and policies. The parties to this MOU acknowledge that there is no intimation, promise, or guarantee that funds will be available in future years.

IX. TRAVEL

All TRIDENT Center-related travel by TRIDENT personnel requires the approval of the TRIDENT Center Director and Participating Agency authorization prior to travel. Unless TRIDENT Center funding is available, all TRIDENT Center-related travel shall be funded by the TRIDENT Staff's home agency.

X. LIABILITY

A. Unless specifically addressed by the terms of this Agreement, the parties agree to be responsible for the negligent or wrongful acts or omissions of their respective employees acting within their scope of duties and only to the extent required under law.

B. Liability for any negligent or willful acts of TRIDENT Staff, undertaken outside the terms of this MOU, will be the sole responsibility of the respective employees and agency involved. Liability shall only be for when members are acting within the scope of their duties and only to the extent required under law.

C. Each of the parties will, to the extent permitted by law, and during the entire time of participation:

1. Accept liability, under the Worker's Compensation Act, in the event personal injuries occur to its employee(s) while engaged in activities related to this MOU.

2. Maintain sufficient insurance to cover its obligation and liability for its employee(s). This will include, but is not limited to, coverage of the employee and vehicle, while operating a vehicle, where applicable; and,

3. Each of the parties, in lieu of purchasing liability insurance, elect to be self-insured but will be responsible for all risks of loss and actual loss as specified herein.

4. However, no party waives any defenses to liability under State or Federal law under this Agreement.

D.

XI. DURATION

A. The term of this MOU is for the duration of the TRIDENT Center's operation, but a partnering agency may terminate their partnership at any time upon written mutual consent of the Partnering Agency involved.

B. Any Participating Agency may withdraw from the TRIDENT Center at any time by written notification to the Fort Worth Tactical Intelligence Division Captain at least 30 days prior to withdrawal.

C. Upon termination of this MOU, all equipment provided to the TRIDENT Center will be returned to the supplying Partnering Agency(ies). In addition, when a Partnering Agency withdraws from the MOU, the Partnering Agency will return equipment to the supplying Partnering Agency(ies). Similarly, any remaining Partnering Agency will return to a withdrawing Participating Agency any unexpended equipment supplied by the withdrawing Partnering Agency.

D.

XII. MODIFICATIONS

The terms of this Agreement are not intended to alter, amend, rescind any current agreements or provisions of Federal law now in effect. Any provision of this MOU which conflicts with federal law will be null and void, and the remaining provisions will remain in effect.

XIII. SIGNATORIES

The undersigned agrees that their agency will participate in the Tactical Real-time Intelligence, Detection, Enforcement of North Texas (TRIDENT) center, and agrees that their agency will abide by the policies set forth herein this agreement

CITY SECRETARY
CONTRACT NO. _____

INTERLOCAL COOPERATION AGREEMENT ESTABLISHING CONCURRENT MUNICIPAL COURT JURISDICTION BETWEEN THE CITY OF BURLESON AND THE CITY OF FORT WORTH

THE STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF TARRANT §

THIS AGREEMENT ("Agreement") is made and entered into by the City of Burleson, Texas ("Burleson"), a home rule municipality of the State of Texas, and the City of Fort Worth, Texas ("Fort Worth"), a home rule municipality of the State of Texas (collectively, the "Parties"), each acting by and through its duly appointed and authorized representatives.

RECITALS

WHEREAS, Section 791 of the Texas Government Code provides that governmental entities of the State may contract with each other to provide governmental functions and services to protect public health; and

WHEREAS, Fort Worth owns and has territorial jurisdiction over territory that is contiguous to the jurisdictional limits of Burleson; and

WHEREAS, the territory that constitutes the subject of this Agreement (the "Territory") consists of roadways and areas within the territorial jurisdiction of Fort Worth. The Territory is more fully described in Exhibit "A," which is attached hereto and made a part hereof for all purposes; and

WHEREAS, section 4.14(g) of the Texas Code of Criminal Procedure and section 29.003(i) of the Texas Government Code provide that a municipality may enter into an agreement with a contiguous municipality to establish concurrent jurisdiction of the municipal courts in the municipalities and provide original jurisdiction to a municipal court in which a case is brought as if the municipal court were located in the municipality in which the case arose, for all criminal cases that arise under the ordinances of the municipality and that are punishable by fine not to exceed $2,000 in all cases arising under municipal ordinances that govern fire safety, zoning, or public health and sanitation, other than dumping of refuse, $4,000 in cases arising under municipal ordinances that govern the dumping of refuse, $500 in all other cases arising under a municipal ordinance, cases that arise under section 821.022, Texas Health and Safety Code, or cases that arise under section 65.003(a), Texas Family Code; and

WHEREAS, Burleson and Fort Worth are contiguous municipalities; and

WHEREAS, the purpose of this Agreement is to allow the Parties to better provide for the public health, safety and welfare by establishing concurrent municipal court jurisdiction over certain offenses occurring within the Territory, by conferring concurrent jurisdiction in the Burleson Municipal Court over offenses occurring within the Territory.

NOW, THEREFORE, in consideration of the mutual promises and consideration provided for herein, the receipt and sufficiency of which are hereby confirmed, Fort Worth and Burleson hereby agree to the following:

1. TERRITORY

The Territory that constitutes the subject of this Agreement is described in Exhibit "A," which is attached hereto and made a part hereof for all purposes.

2. SERVICES

Of and from the Effective Date of this Agreement, the Municipal Court of Burleson, Texas, shall have and assume concurrent jurisdiction with the Municipal Courts of Fort Worth, Texas, and shall have and assume original jurisdiction of criminal offenses arising under local ordinances occurring within the Territory. This shall include all criminal cases that arise under the ordinances of the municipality and that are punishable by fine not to exceed $2,000 in all cases arising under municipal ordinances that govern fire safety, zoning, or public health and sanitation, other than dumping of refuse; $4,000 in cases arising under municipal ordinances that govern the dumping of refuse; $500 in all other cases arising under a municipal ordinance; or cases that arise under section 821.022, Texas Health and Safety Code; or cases that arise under section 65.003(a), Texas Family Code. Any criminal case listed above that may be filed in the Municipal Courts of Fort Worth, Texas, may be filed in said courts or in the Municipal Court of the City of Burleson, Texas. And, the Municipal Court of the City of Burleson, Texas, may adjudicate all criminal offenses, as described above, that may be within the jurisdiction of municipal courts within the State of Texas arising within the Territory.

The procedural rules applicable to each court shall apply in all matters adjudicated in that court. Court costs shall be imposed according to State law and the ordinances of the jurisdiction in which the municipal court exists as if the matter originated within the territorial jurisdiction of that City.

3. TERMINATION

Either Party may terminate this Agreement upon thirty days' written notice to the other; provided, however, that termination shall not apply to any case pending on the effective date of termination.

4. INDEPENDENT CONTRACTOR

The Parties agree that this Agreement is not a joint enterprise and neither is a contractor, independent or otherwise, partner, or agent of the other.

5. PAYING FOR PERFORMANCE

Each Party paying for the performance of governmental functions or services under this Agreement will make those payments from current revenues available to the paying Party. This Agreement does not require an expenditure of City of Fort Worth funds; however the Parties agree that the Party paying for the performance of governmental functions or services under this Agreement has been fairly compensated.

6. RIGHT TO AUDIT

Burleson agrees that Fort Worth shall, until the expiration of three years after final payment under this Agreement, or the final conclusion of any audit commenced during the said three years, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers and records of Burleson involving transactions relating to this Agreement at no additional cost to Fort Worth. Burleson agrees that Fort Worth shall have access during normal working hours to all necessary Burleson facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. Fort Worth shall give Burleson reasonable advance notice of intended audits. Fort Worth and Burleson acknowledge and agree that such access under this section is subject to the limitations and requirements under the Texas Public Information Act.

7. NOTICES

Notices required pursuant to the provisions of this Agreement shall be conclusively determined to have been delivered when (1) hand-delivered to the other Party, c/o the designated person listed below; or (2) received by the other Party by United States Mail, registered, return receipt requested, addressed as follows:

City of Fort Worth
Attn: TBA
Assistant City Manager
200 Texas Street
Fort Worth, Texas 76102-6311

With Copy to the City Attorney At same address

City of Burleson
Attn: Tommy Ludwig
City Manager
141 W. Renfro Street
Burleson, Texas 76028

With Copy to the City Attorney At same address

8. GOVERNMENTAL POWERS/IMMUNITIES

It is understood and agreed that by execution of this Agreement, neither the City of Fort Worth nor the City of Burleson waives or surrenders any of their governmental powers or immunities.

9. NO WAIVER

The failure of Fort Worth or Burleson to insist upon the performance of any term or provision of this Agreement or to exercise any right granted herein shall not constitute a waiver of Fort Worth's or Burleson's respective right to insist upon appropriate performance or to assert any such right on any future occasion.

10. GOVERNING LAW/VENUE

This Agreement shall be construed in accordance with the laws of the State of Texas. If any action, whether real or asserted, at law or in equity, is brought pursuant to this Agreement, venue for such action shall lie in state courts located in Tarrant County, Texas or the United States District Court for the Northern District of Texas, Fort Worth Division.

11. SEVERABILITY

If any provision of this Agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

12. FORCE MAJEURE

Fort Worth and Burleson shall exercise their best efforts to meet their respective duties and obligations as set forth in this Agreement, but shall not be held liable for any delay or omission in performance due to force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any government law, ordinance or regulation, acts of God, acts of the public enemy, fires, strikes, lockouts, natural disasters, wars, riots, material or labor restrictions by any governmental authority, transportation problems and/or any other similar causes.

13. HEADINGS NOT CONTROLLING

Headings and titles used in this Agreement are for reference purposes only, shall not be deemed a part of this Agreement, and are not intended to define or limit the scope of any provision of this Agreement.

14. APPROVAL OF AGREEMENT

The governing bodies of Fort Worth and Burleson have approved the execution of this Agreement, and the persons signing the Agreement have been duly authorized by the governing bodies of Fort Worth and Burleson to sign this Agreement on behalf of the governing bodies.

15. REVIEW OF COUNSEL

The Parties acknowledge that each Party and its counsel have reviewed and revised this Agreement and that the normal rules of construction to the effect that any ambiguities are to be resolved against the drafting Party shall not be employed in the interpretation of this Agreement.

16. AMENDMENTS

No amendment of this Agreement shall be binding upon a Party hereto unless such amendment is set forth in a written instrument, which is executed by an authorized representative of each Party.

17. ENTIRETY OF AGREEMENT

This Agreement, including Exhibit A, contains the entire understanding and agreement between Fort Worth and Burleson, their assigns and successors in interest, as to the matters contained herein. Any prior or contemporaneous oral or written agreement is hereby declared null and void to the extent it conflicts with any provision of this Agreement.

18. COUNTERPARTS

This Agreement may be executed in one or more counterparts and each counterpart shall, for all purposes, be deemed an original, but all such counterparts shall together constitute one and the same instrument.

EXECUTED in multiple originals on the dates shown below.

CITY OF BURLESON:

By: _____

Tommy Ludwig, City Manager City of Burleson

Date: _____

ATTEST: By: _____,

City Secretary

Date: _____

APPROVED AS TO FORM AND LEGALITY:

By: _____,

City Attorney

Date: _____

CITY OF FORT WORTH:

By: _____

Chief of Police Fort Worth Police Department

Date: _____

By: _____

Assistant City Manager

City of Fort Worth

Date: _____

APPROVED AS TO FORM AND LEGALITY:

By: _____

Assistant City Attorney

Date: _____

ATTESTED BY:

By: _____

City Secretary

Date: _____

CONTRACT COMPLIANCE MANAGER:

By signing I acknowledge that I am the person responsible for the monitoring and administration of this contract, including ensuring all performance and reporting requirements.

By: _____

Contract Compliance Specialist

EXHIBIT A

DESCRIPTION OF THE TERRITORY

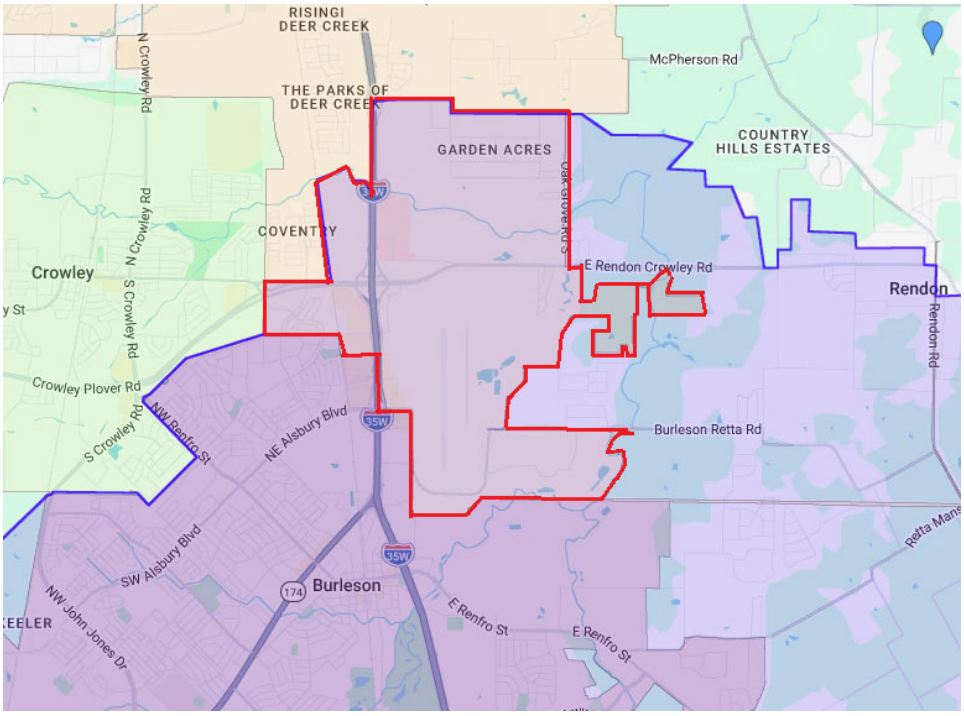
Geographic Service Area — City of Fort Worth, Texas, Within ZIP Code 76028

Defined Area. For purposes of this Agreement, the "Service Area" shall consist of all territory located within the incorporated municipal boundaries of the City of Fort Worth, Texas, that is geographically associated with United States Postal Service ZIP Code 76028 and lies outside the incorporated municipal boundaries of the City of Burleson, Texas.

Included Locations. The Service Area shall include all roadways, frontage roads, service roads, businesses, commercial establishments, and other properties situated within the foregoing geographic limits, subject to the terms and scope of this Agreement.

Municipal Boundary Limitations. Only territory within the incorporated municipal boundaries of the City of Fort Worth and outside the incorporated municipal boundaries of the City of Burleson shall be included. Territory located outside the City of Fort Worth, including unincorporated territory within ZIP Code 76028, shall be excluded.

Boundary Identification and Verification. The geographic limits of the Service Area shall be determined by reference to official municipal boundary records for the City of Fort Worth and the City of Burleson, together with applicable ZIP code boundary data. A map depicting the Service Area shall be attached to this Agreement as *Exhibit A* and incorporated herein by reference. The parties shall verify the depicted boundaries before execution of this Agreement.



THE CITY OF BURLESON TEXAS

Department Memo

Public Safety & Court Committee

DEPARTMENT: **Information Technology**

FROM: **James Grommersch, Chief Technology Officer**

MEETING: **December 2, 2026**

SUBJECT:

Receive a report, hold a discussion, and provide recommendations to the city council on Public Safety Radio Infrastructure and Equipment Update. *(Staff Contact: James Grommersch, Chief Technology Officer)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
High Performing City Organization Providing Exceptional, People Focused Services	1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers
Beautiful, Safe, & Vibrant Community	3.3 Enhance emergency response services 3.4 Ensure public safety equipment and personnel needs are being met

SUMMARY:

The radio consolidation project started after an equipment failure on the Johnson County (JoCo) radio network forced our first responders onto backup channels. Following that outage, we experienced roughly two more outages over a three-month period. During those outages, Fire worked three structure fires on a single channel.

Following the outage, BTX-IT recommended replacing our standard handheld radios with APX NEXT radios because they have cellular backup. We replaced all handheld radios for Police, Fire, and Animal Services, along with a number of Fire apparatus radios. As we continued to consolidate radio management, we learned that the County's radio infrastructure would need to be replaced in the near future.

Following our last discussion with the Public Safety Committee and Council, BTX-IT met with the Johnson County radio team to see where they are with their next-generation radio infrastructure. They expect an updated quote from Motorola before Thanksgiving and plan to meet with the agencies on their network early in 2027 to review the costs.

While talking with Johnson County radio team about the work it takes to support Burleson's radio operations, they agreed that we would benefit from a dedicated radio professional to manage service requests, provide day-to-day support, and coordinate installations with our departments, vendors, and the larger radio groups. The County radio team said they're open to continuing our regional partnership if we move forward with a City-owned site.

The County Judge understood why we're considering our own site as part of our due diligence. He expressed interest in Burleson staying on the County's radio network given the impact our departure would have and the desire for the same regional partnership. CMO committed to the County Judge that Burleson would share our tower costs numbers with them and provide a year notification to them should Council decide to pursue a Burleson owned tower.

Motorola's updated estimate for a Burleson radio tower is $1.7 million. That's in line with what Johnson County previously expected us to contribute toward its tower upgrade. Once we have the numbers from JoCo, we'll build our 15-year cost comparison and make a recommendation to the Committee on whether to move forward with our own site or stay on the Johnson County network.

Remaining Radio Replacements and Enhancements

Whichever way we go on the tower, we still have radios that need to be replaced. As we've shared in previous updates to the Public Safety Committee, we've identified 76 devices across Police, Fire, and the Emergency Operations Center that are past end of life. If one fails today, we have to replace it. The $550,364.94 covers the remaining replacements and the RadioCentral license. The new equipment will have manufacturer warranty and repair support.

PD has also requested multikey AES encryption so we can better protect our radio traffic and talk securely with other cities on shared channels that are using that level of encryption today.

For our mobile and station radios, we want to add wireless tethering so they can connect to Wi-Fi and we can program them over the air. That's a gap we have today. Closing it would speed up updates and let us handle routine programming and support without bringing vehicles in. The combined cost of encryption and tethering is $111,404.08.

The total request for the radio replacements and upgrades is $661,769.02. BTX-IT and Finance recommend using bond fund interest income to fund this work.

PROCUREMENT METHOD:

This agreement is being entered into under the authority of Texas Government Code Chapter 791, the Interlocal Cooperation Act. The City of Burleson is partnering with the City of Fort Worth to purchase radio equipment and services. Interlocal agreements allow political subdivisions to share resources and participate in cooperative programs to achieve operational

efficiencies and cost savings. Purchases under Section 791.025 satisfy applicable competitive bidding requirements.

RECOMMENDATION:

Approval from Council Committee to move forward to full Council for purchase of Motorola Radio Equipment, Radio Licenses and Radio Enhancements.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

Proposed Expenditure: $661,769.02.
Project Number(s): CE2703
Account Description: Capital Furniture & Equipment
Procurement Method: Interlocal Agreement

STAFF CONTACT:

James Grommersch
Chief Technology Officer
jgrommersch@burlesontx.com
817-426-9672

Radio System Updates

Public Safety Council Committee
December 2nd, 2026

THE CITY OF BURLESON TEXAS | Information Technology



History

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Overview

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They expect an updated quote from Motorola before Thanksgiving and plan to meet with the agencies on their network early in 2027 to review the costs.

We talked with County staff about the work it takes to support Burleson's radio operations.

The radio team agreed that we would benefit from a dedicated radio professional to manage service requests, provide day-to-day support, and coordinate installations with our departments, vendors, and the larger radio groups.

Overview

The County radio team said they're open to continuing our regional partnership if we move forward with a City-owned site.

The County Judge understood why we're considering our own site as part of our due diligence. He expressed interest in Burleson staying on the County's radio network given the impact our departure would have and the desire to have same regional partnership.

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PD has also requested multikey AES encryption so we can better protect our radio traffic and talk securely with other cities on shared channels that are using that level of encryption today.

For our mobile and station radios, we want to add wireless tethering so they can connect to Wi-Fi and we can program them over the air.

That’s a gap we have today. Closing it would speed up updates and let us handle routine programming and support without taking vehicles out of service.

The combined cost of encryption and tethering is $111,404.08.

The total request for the radio replacements and upgrades is $661,769.02.

BTX-IT and Finance recommend using bond fund interest income to fund this work.

Funding and procurement

The total request for the radio replacements and upgrades is $661,769.02.

BTX-IT and Finance recommend using bond fund interest income to fund this work.

PROCUREMENT METHOD

The City will utilize our interlocal with the City of Fort Worth to purchase the radio equipment and services through the Fort Worth Radio Contract.

Recommendation

Approval from the Council Committee to move forward to full Council for the purchase of the Motorola Radio Equipment, Radio Licenses and Radio Enhancements.

