



**CITY OF HUTCHINS
CITY COUNCIL MEETING
AGENDA**

**Tuesday, September 03, 2024 at 6:00 PM
City Hall, 321 N. Main Street**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Hutchins City Council to be held on Tuesday, September 3, 2024 beginning at 6:00 p.m. at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items will be discussed and considered.

City Council Members

Mayor Mario Vasquez
Mayor Pro Tem Steve Nichols
Councilmember Brenda Campbell
Councilmember Dominic Didehbani
Councilmember Raymond Elmore
Councilmember Demarcus Odom

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. CITIZEN COMMENTS - *This agenda item provides an opportunity for citizens to address the City Council on any matter that is not posted on the agenda. Anyone wishing to address the City Council should complete a Citizen Comments Form and submit it to the City Secretary prior to the start of the City Council meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the City Council cannot discuss issues raised or make any decision at this time.*

D. PRESENTATIONS

1. Dallas County Inland Port Presentation, Presented by Commissioner John Wiley Price, District 3
2. 2024-2025 Proposed Budget. Presented by: Maria Joyner, Director of Finance
3. Proclamation recognizing September 17-23, 2024, as Constitution Week.
4. Introduction of new Police Officer

E. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the City Council reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

5. Discuss and consider Resolution R2024-09-1210 OF THE CITY OF HUTCHINS, TEXAS ESTABLISHING AN INTER-JURISDICTIONAL EMERGENCY MANAGEMENT PROGRAM WITH DALLAS COUNTY FOR THE PURPOSE OF PROVIDING AND RECEIVING COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAMS. Presented by Stacy Hickson, Fire Chief

6. Discuss and consider Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election Presented by: Cynthia Olguin
7. Discuss and consider two appointments to the Planning and Zoning Commission. Presented by: Cynthia Olguin
8. Discuss and consider appointments to the Hutchins Economic Development Corporation. Presented by: Cynthia Olguin
9. Discuss and consider appointments to the Atwell Public Library Board. Presented by: Cynthia Olguin
10. Discuss and consider appointments to the Parks and Recreation Board. Presented by: Cynthia Olguin

F. EXECUTIVE SESSION

11. The Hutchins City Council will hold a closed Executive Session pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, in accordance with the authority contained in §551.087. Deliberation regarding economic development negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision to a business prospect: 1) KTN DP TERMINAL CENTER. Presented by: Guy Brown HEDC Executive Director
12. Pursuant to Texas Government Code Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY. A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person. Potential property sites for the Recreation Center and Library

G. RECONVENE INTO REGULAR SESSION

13. Take action, if any, as a result of Executive Session:
 - a. Deliberation regarding economic development negotiations. 1) KTN DP TERMINAL CENTER.
 - b. Deliberation Regarding Real Property: Potential property sites for the Recreation Center and Library

H. ITEMS OF COMMUNITY INTEREST

14. Parks and Recreation Board Meeting - Wednesday, September 4, 2024, at 6:30 p.m. City Hall Council Chamber, 321 N. Main St., Hutchins.

Keep Hutchins Beautiful Board, Tuesday, September 10, 2024, at 6 pm. City Hall Council Chamber, 321 N. Main St., Hutchins

City Council Meeting, Monday, September 16, 2024, at 6:30 p.m. City Hall Council Chamber, 321 N. Main St., Hutchins

Atwell Public Library Board Meeting - Tuesday, September 17, 2024, at 6:30 p.m. City Hall Council Chamber, 321 N. Main St., Hutchins.

Planning and Zoning Commission Meeting, Thursday, September 19, 2024, at 6:00 p.m. City Hall Council Chamber, 321 N. Main St., Hutchins

Early Voting By Personal Appearance for the November Election: Hutchins City Hall – Council Chamber, 321 N. Main St., or at any of the Dallas County Elections early voting branch polling places listed on their website at www.dallascountyvotes.org.

Monday-Friday, October 21 – 25, 2024, from 8:00 a.m. to 5:00 p.m.

Saturday, October 26, 2024, from 7:00 a.m. to 7:00 p.m.

Sunday, October 27, 2024, from 12:00 p.m. to 6:00 p.m.

Monday-Thursday, October 28th – November 1st, 2024, from 7:00 a.m. to 7:00 p.m.

I. ADJOURN

CERTIFICATION

I certify that a copy of the September 3, 2024, agenda of items to be considered by the Hutchins City Council was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on August 30, 2024, before 6:00 p.m.


Cynthia Olguin
City Secretary



ACCESSIBILITY STATEMENT

The meeting location is wheelchair accessible from the front door. Request for special services must be received at least 48 hours in advance of scheduled meeting. For assistance, please call the office of the City Secretary at 972-225-6121 or email the City Secretary at colguin@cityofhutchins.org



CITY OF HUTCHINS DALLAS COUNTY

DALLAS COUNTY INLAND PORT

OVERVIEW

Dallas County Vision

Transportation Infrastructure Projects

- MCIP Projects in/near City of Hutchins
- MCIP Projects in/near District 3
- Inland Port Projects



Section D, Item1.



DALLAS COUNTY VISION

Our Mission: Deliver exceptional services
that promote a
thriving
community

Our Vision: Improving people's lives

Our Values: Professionalism
Customer Focus
Diversity & Inclusion



CITY OF HUTCHINS FACTS

LOCATED IN COUNTY COMMISSIONER DISTRICT 3

Section D, Item1.



DEMOGRAPHICS

13th Most Main Road Miles
in District 3

12th Most Populated City
in District 3



MCIP FUNDING

County District 3 MCIP Funding
in Hutchins since 2000: \$8.032M

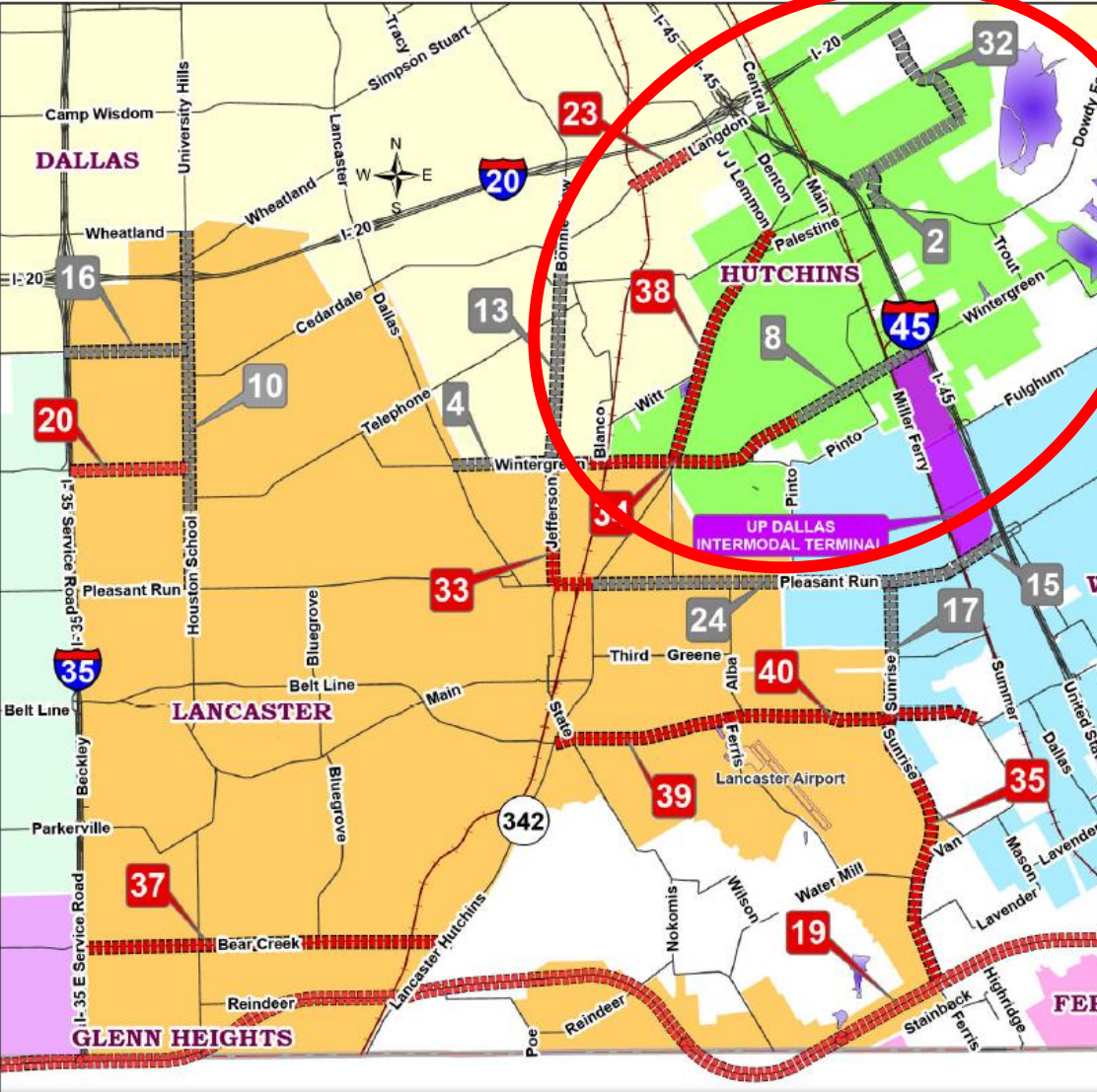


CITY OF HUTCHINS PROJECTS

Section D, Item1.



Inland Port Projects with County Participation since 2000



Project	ID
Cleveland Rd (and extension) IH 45 to Dowdy Ferry	2
Wintergreen Rd – SH 342 to Bonnie View Rd	4
Wintergreen Rd UPRR Overpass – IH 45 to ½ mile W of Vanderbilt	8
Houston School Rd – Wheatland Rd to Pleasant Run Rd	10
Bonnie View Rd – Langdon Rd to Wintergreen Rd	13
Pleasant Run UPRR Overpass – Sunrise Rd to IH 45	15
Danieldale Rd – IH 35E to Houston School Rd	16
Sunrise Rd – Pleasant Run Rd to Belt Line Rd	17
Loop 9 – IH 35E to IH 45 (Alignment subject to change)	19
Wintergreen Rd – IH 35E to Houston School Rd	20
Langdon Rd – W of BNSF RR to Dallas City Limit	23
Pleasant Run Rd – Lancaster/Hutchins to Millers Ferry Rd	24
Buena Vida Way – Langdon Rd to Cleveland Rd	32
Jefferson St – Wintergreen Rd to Pleasant Run Rd	33
Wintergreen Rd – Jefferson St to W of Carpenter Rd	34
Sunrise Rd – Belt Line Rd to North of Loop 9	35
Bear Creek Corridor Study	37
Lancaster/Hutchins Rd – JJ Lemmon Rd to Wintergreen Rd	38
Belt Line Rd – Lancaster/Hutchins Rd to Ferris Rd	39
Belt Line Rd – Ferris Rd to East of Mason Rd	40

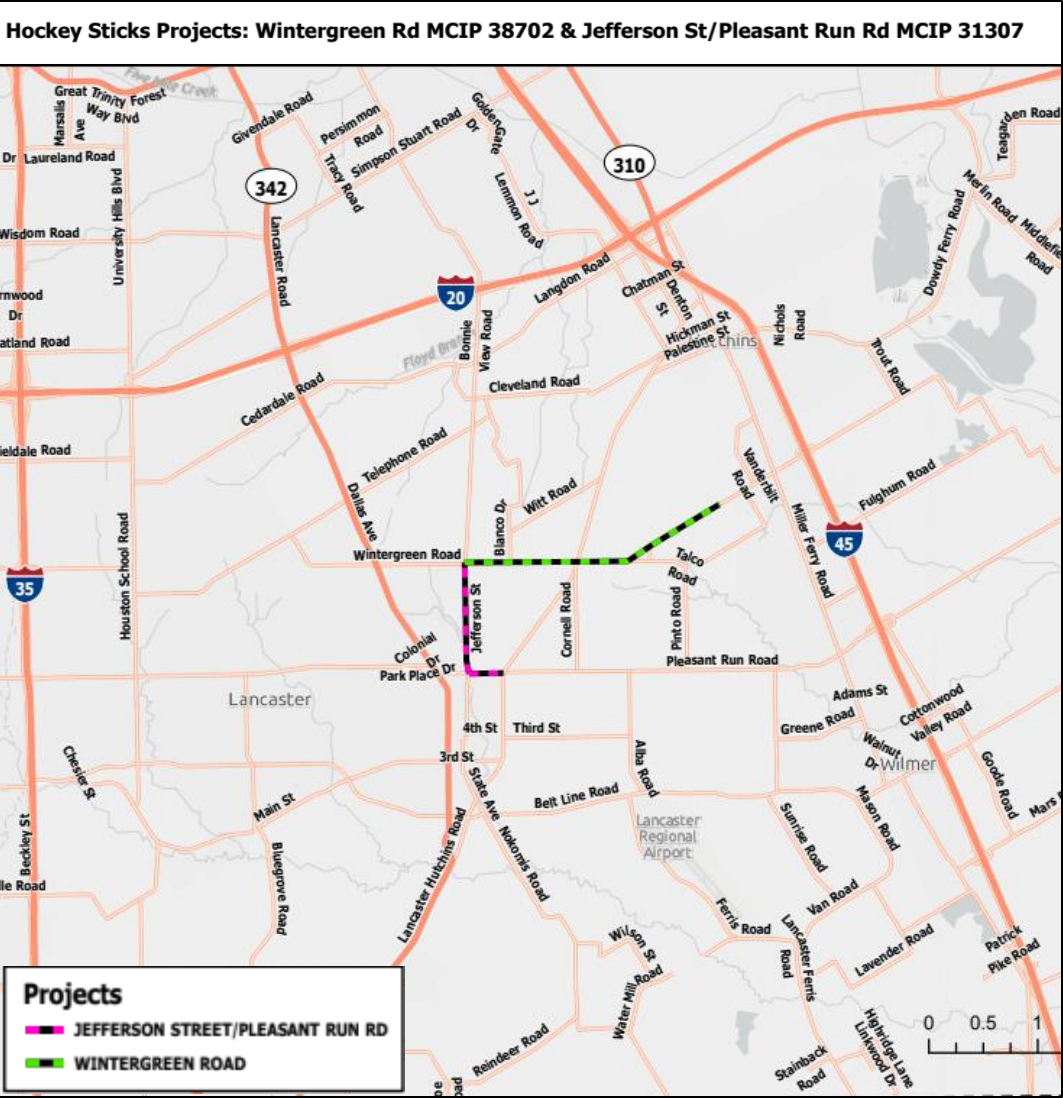
PROJECT TOTALS FOR THE CITY OF HUTCHINS

Project Totals for The City of Hutchins			
	County District 3 MICP Totals in Hutchins	Other Entity Totals	Combined City of Hutchins Totals
Recently Completed	\$3,105,000	\$9,507,000	\$12,612,000
In Planning/Design/Construction	\$4,928,000	\$12,344,000	\$17,272,000
TOTAL	\$8,033,000	\$21,851,000	\$29,884,000

CURRENT PROJECTS IN/NEAR HUTCHINS



INLAND PORT LOOP- HOCKEY STICKS PROJECT



34 Wintergreen Road from Jefferson St. to West of Carpenter Road		
PROJECTS COSTS	PARTICIPATION	STATUS
\$20,726,830	\$9,478,600 TxDOT \$7,748,230 MCIP \$1,500,000 Lancaster \$2,000,000 Hutchins	1) 30% design under review. 2) Upcoming meetings with Lancaster, Hutchins & NCTCOG.



33 Jefferson St. & Pleasant Run from Wintergreen Road to Lancaster-Hutchins Road		
PROJECTS COSTS	PARTICIPATION	STATUS
\$12,751,600	\$8,251,600 TxDOT \$3,000,000 MCIP \$1,500,000 Lancaster	1) Schematic/30% design under review. 2) Upcoming meetings with Lancaster & NCTCOG.



DALLAS COUNTY INLAND PORT (DCIP) MULTIMODAL CONNECTIVITY PROJECT

Section D, Item1.

Project Limits: Belt Line Road from Alba Road to east of Mason Road and Sunrise Road from Pleasant Run Road to the Loop 9 frontage roads

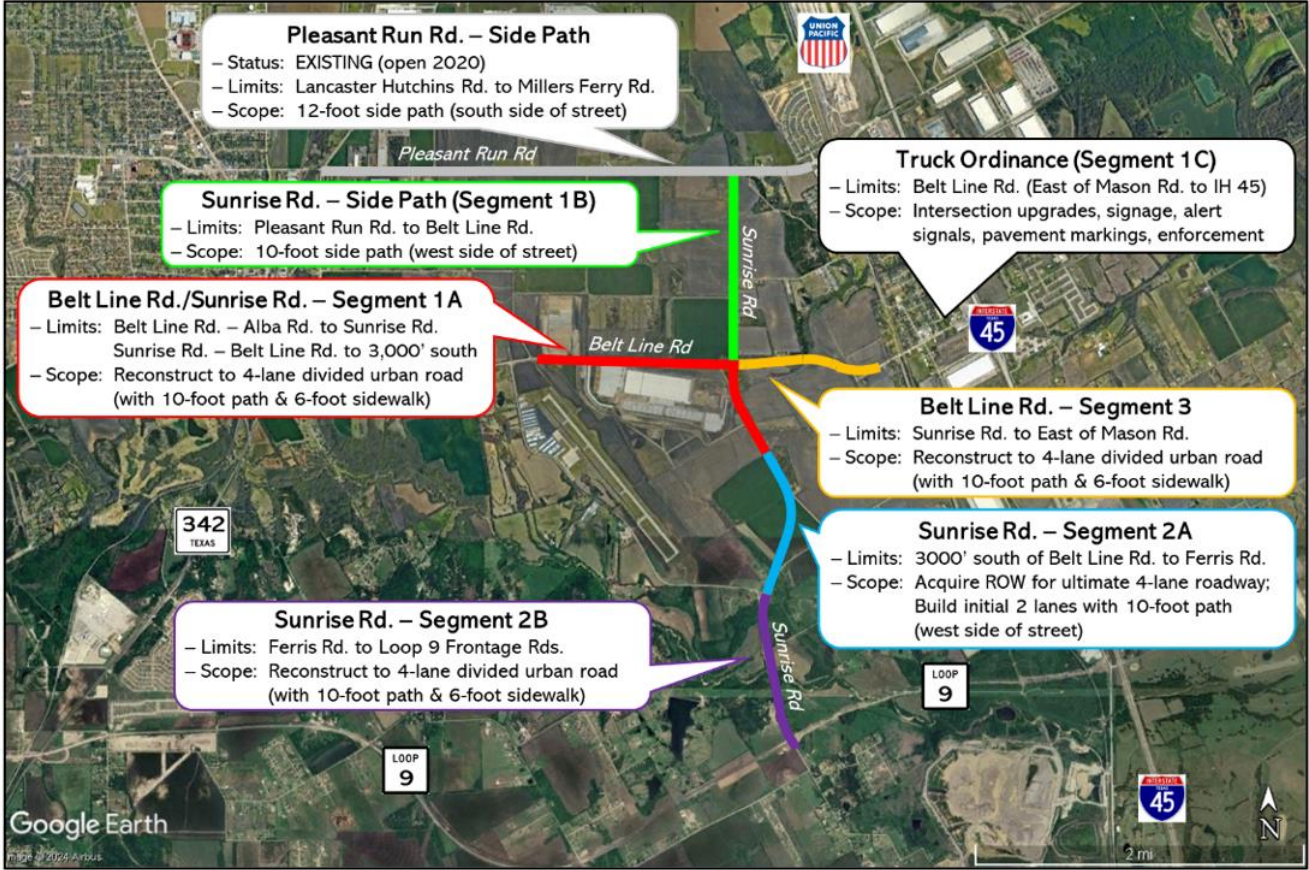
Project scope: widen 2-lane roadways to 4-lane divided facilities with side paths and sidewalks.

Status: Awarded 2024 RAISE Grant

DALLAS COUNTY INLAND PORT (DCIP) MULTIMODAL CONNECTIVITY PROJECT

Recipient	Dallas County
Location	Dallas County, TX: Texas
Project Type	Capital
Urban or Rural	Rural
RAISE Grant Funding	\$25,000,000
Construction Start (estimate)	April 2027
Area of Persistent Poverty or Historically Disadvantaged Community Designation? Yes	

* Estimated construction start date provided by Recipient

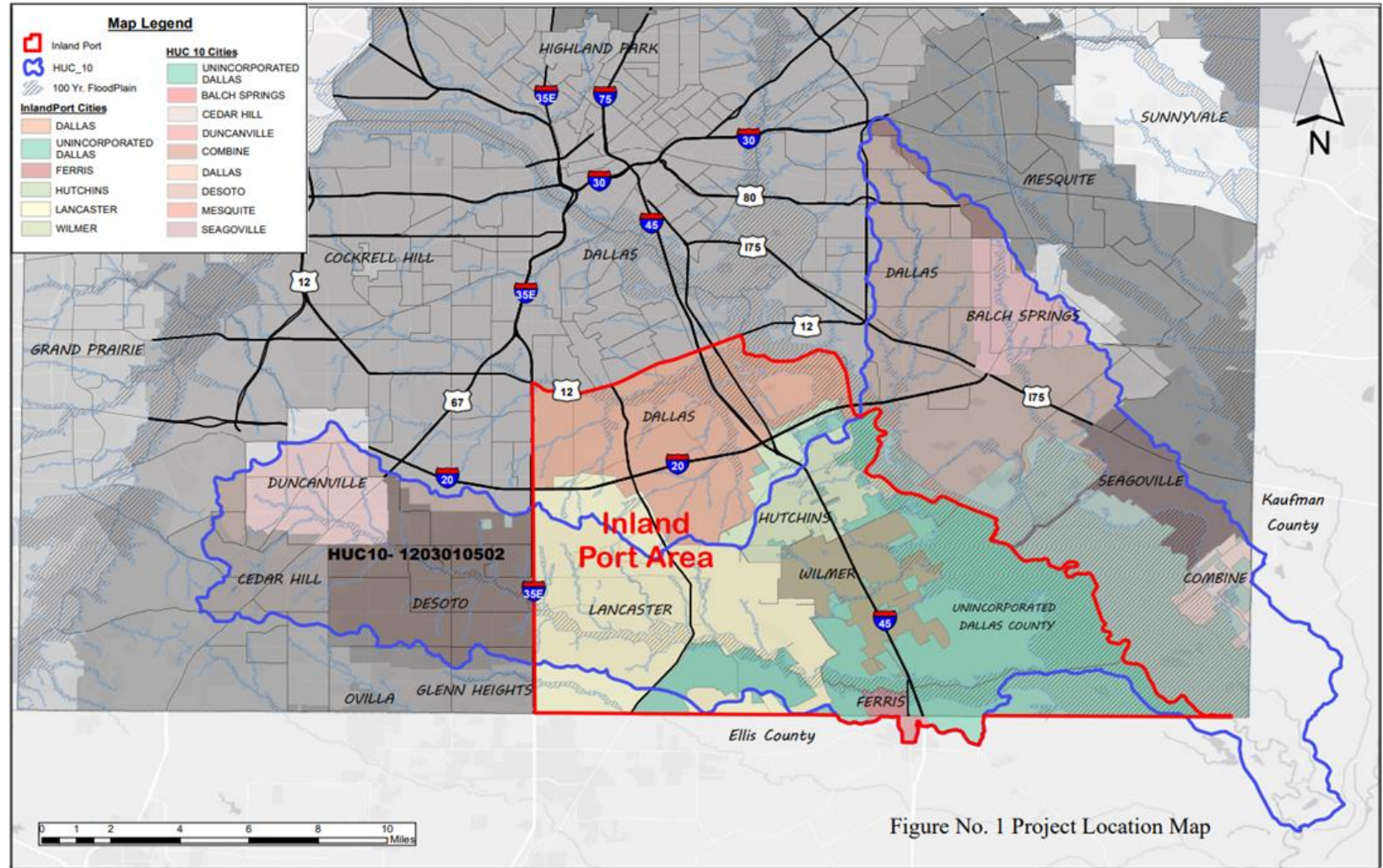


INLAND PORT FLOOD PLANNING STUDY

Section D, Item 1.

Scope

- H&H of overall HUC-10, including
 - Ten Mile Creek
 - Cottonwood Creek
 - Rawlins Creek
- Existing stormwater drainage $\geq 24"$
- Floodplain mapping
- Assess protection of current system
- Recommend improvements
- Identify projects for Texas Flood Plan



DALLAS COUNTY INTERNATIONAL INLAND PORT SIGNAGE LANCASTER, WILMER, DALLAS & HUTCHINS

Project Limits:

South of IH 20 to the southern Dallas County Boundary Line

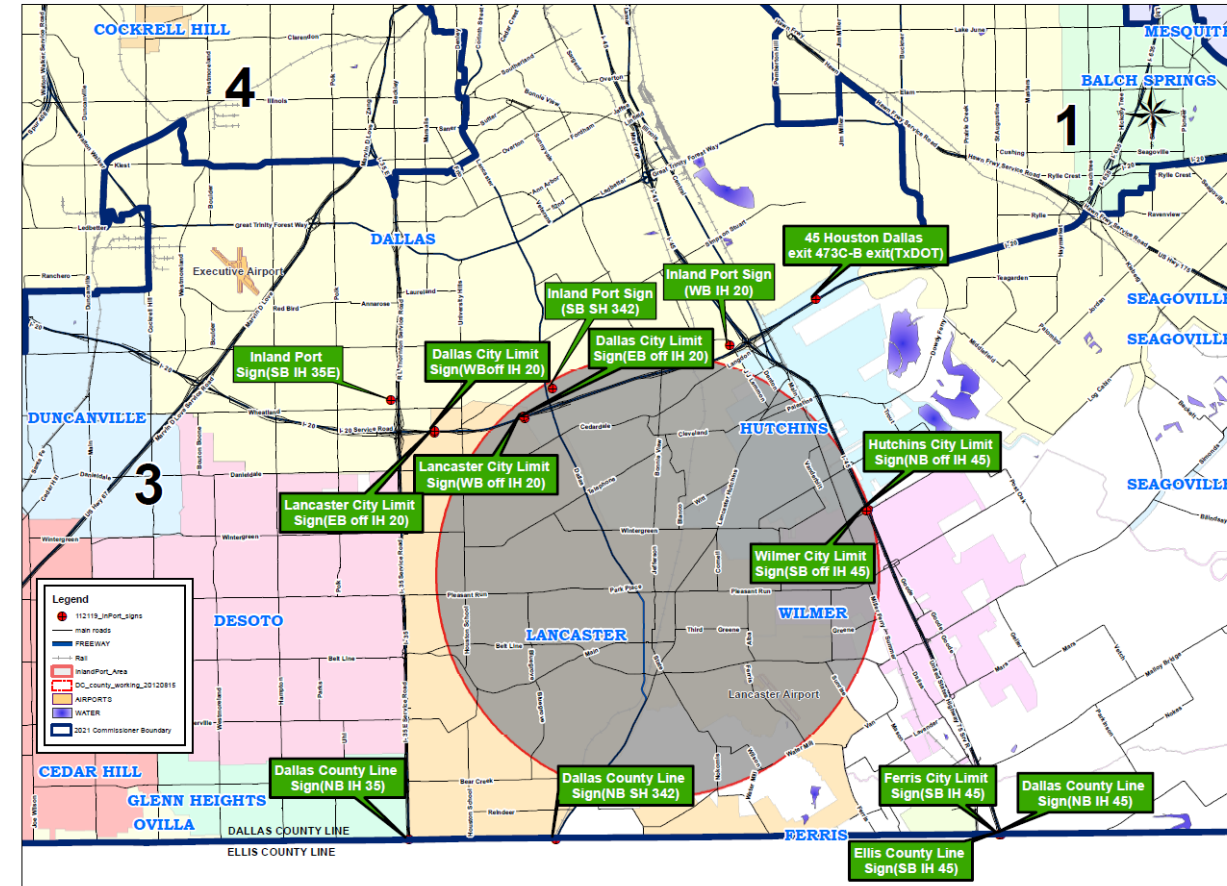
Project Scope: This study will identify the type of signage, potential signage location and develop signage prototype for wayfinding in the Dallas County International Inland Port Area

Project History: Commissioner Price has expressed the need for signage in the Inland Port Area

- Kickoff meeting with Inland Port Cities March 2020
- Initial Coordination with TxDOT April 2020
- Dallas County selected consultant, Civil Associates June 2021
- Signage Work Order was approved in Commissioners Court April 2022
- Partnership with IPTMA and Plaquemine

Status: Kick off meeting held October 2022. Currently on Hold.

PROPOSED INLAND PORT AREA SIGNAGE



LOOP 9 SEGMENT B: IH35E TO IH45

Project Details

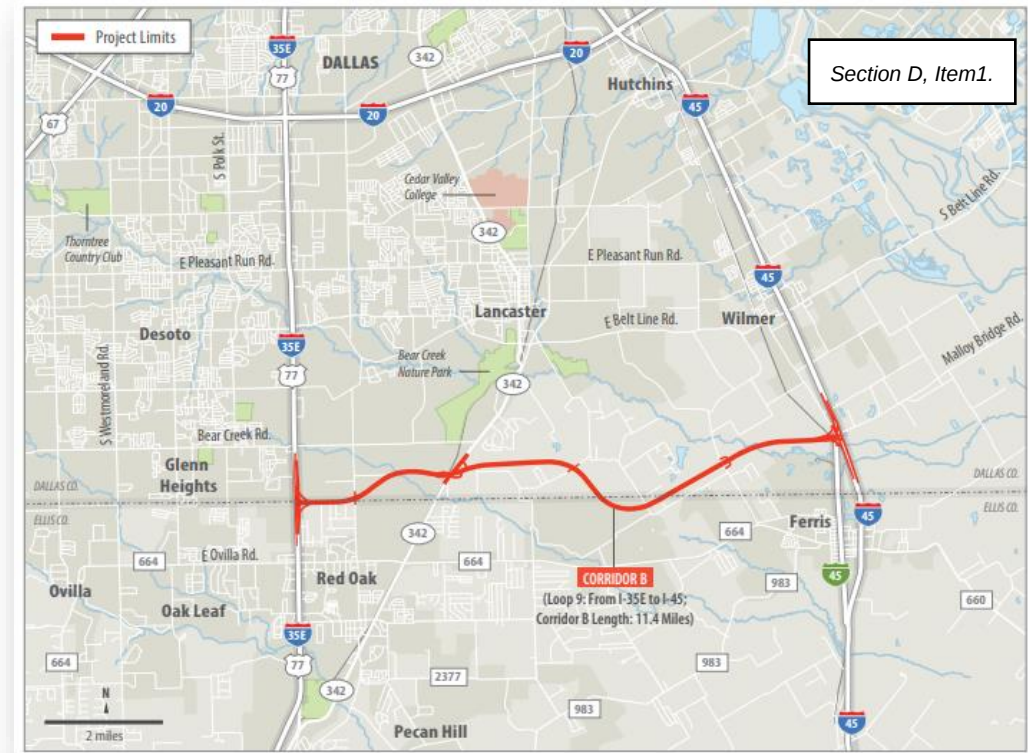
Limits: I-35E To I-45

Csj: 2964-10-005

Description: Construct 0 To 2 (Ultimate 6) Lane Frontage

Status: Under Construction

Total Length: 11.4 Miles



DALLAS COUNTY INLAND PORT

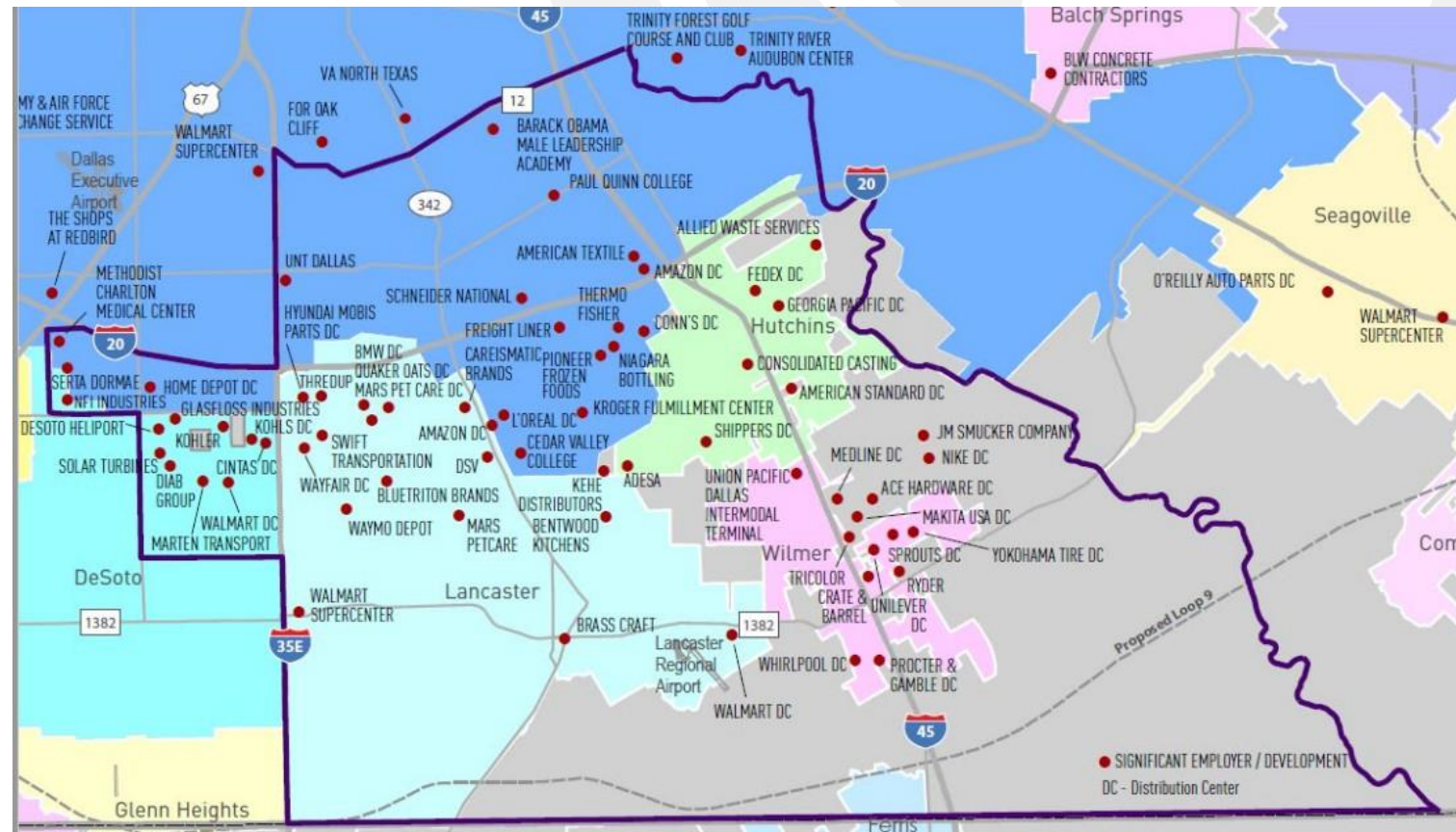


DALLAS COUNTY INLAND PORT VIDEO

WHAT MAKES THIS AN INLAND PORT?

➤ Three Interstates
I-20, I-45, I-35

➤ Union Pacific
Intermodal
Terminal



Dallas-Fort Worth Region's National and International Truck Freight Connectivity

Section D, Item1.

 4 hours

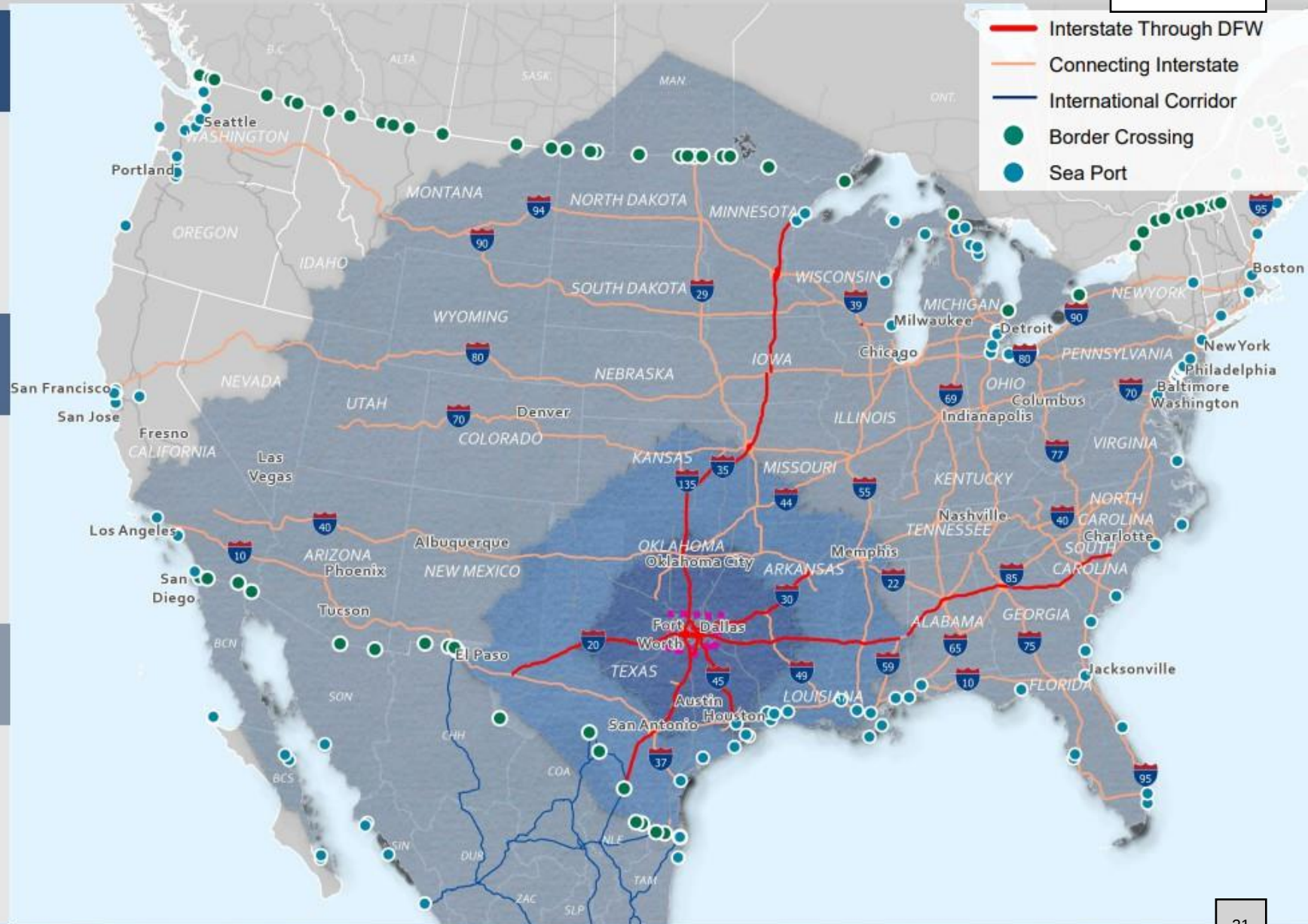
5 major metro areas
4 states

 8 hours

Metro areas in 5 states
12 truck border crossings
16 container port terminals

 24 hours

77% of US Urbanized Areas
29 Mexican States
3 Canadian Provinces

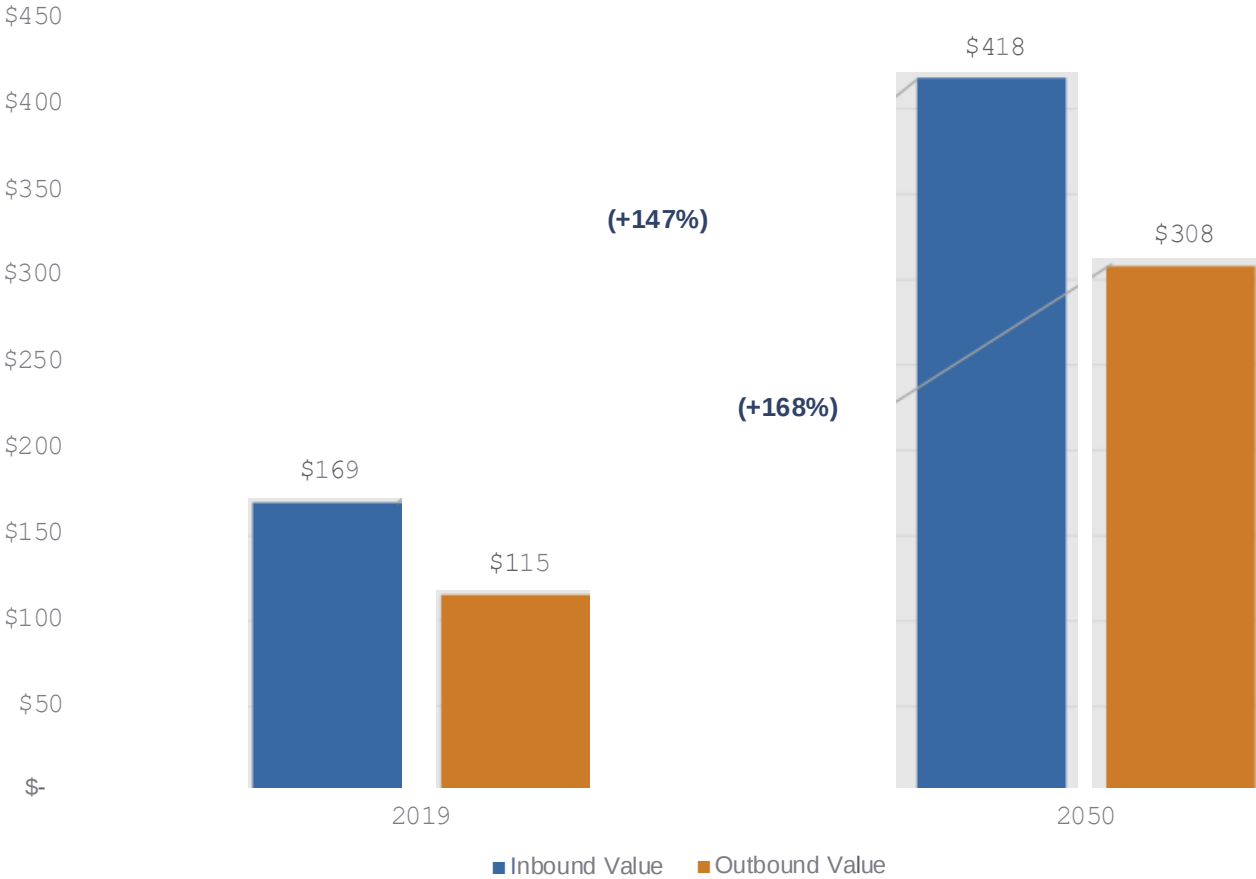


Growth Potential of the Southern Dallas Inland Port Area

The Inland Port area
employs over **30,000**

**30% of employers are in
manufacturing** and **52%
in distribution**

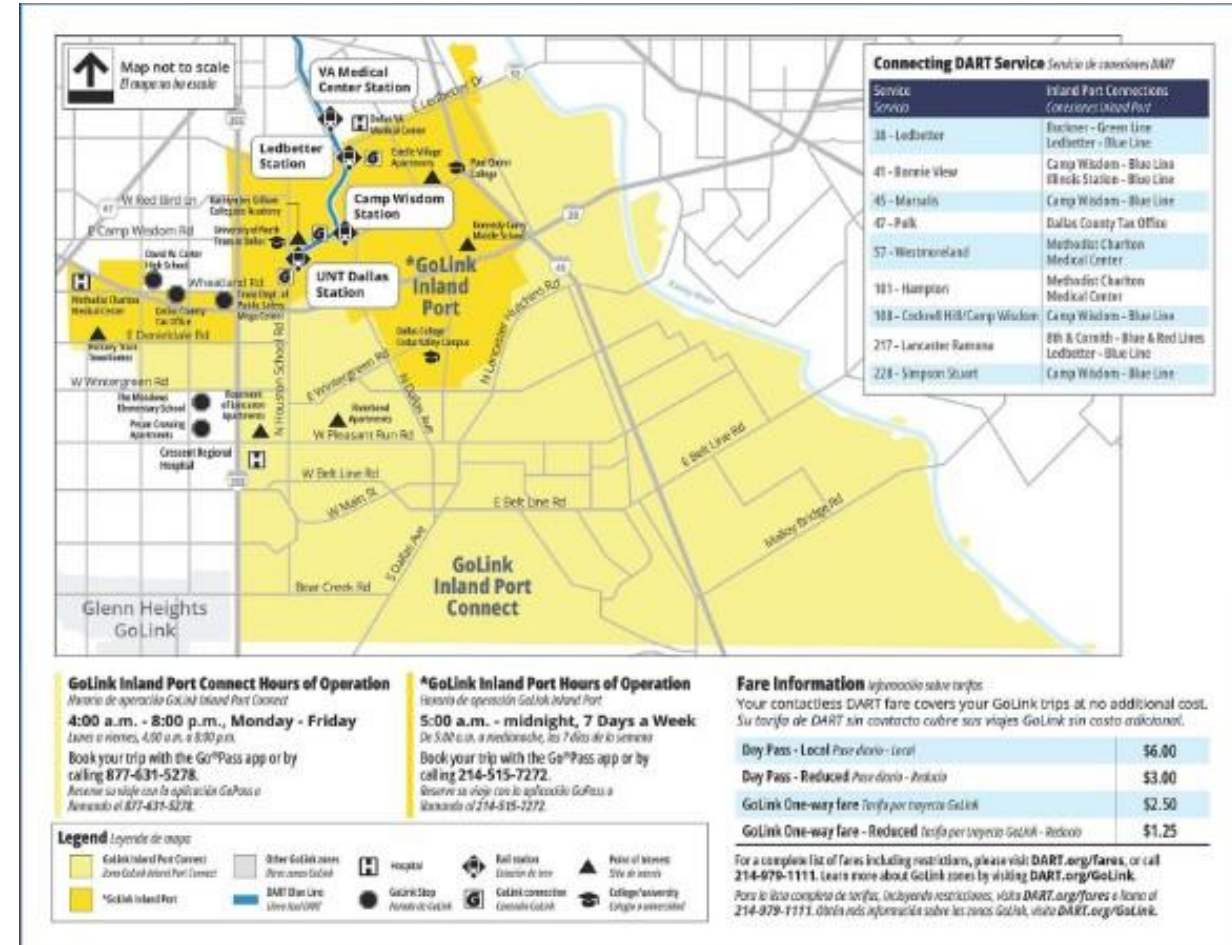
**The value of Dallas
County inbound and
outbound commodity
flows** is expected to **grow
by \$248B** and **\$193B**,
respectively



DALLAS COUNTY INLAND PORT

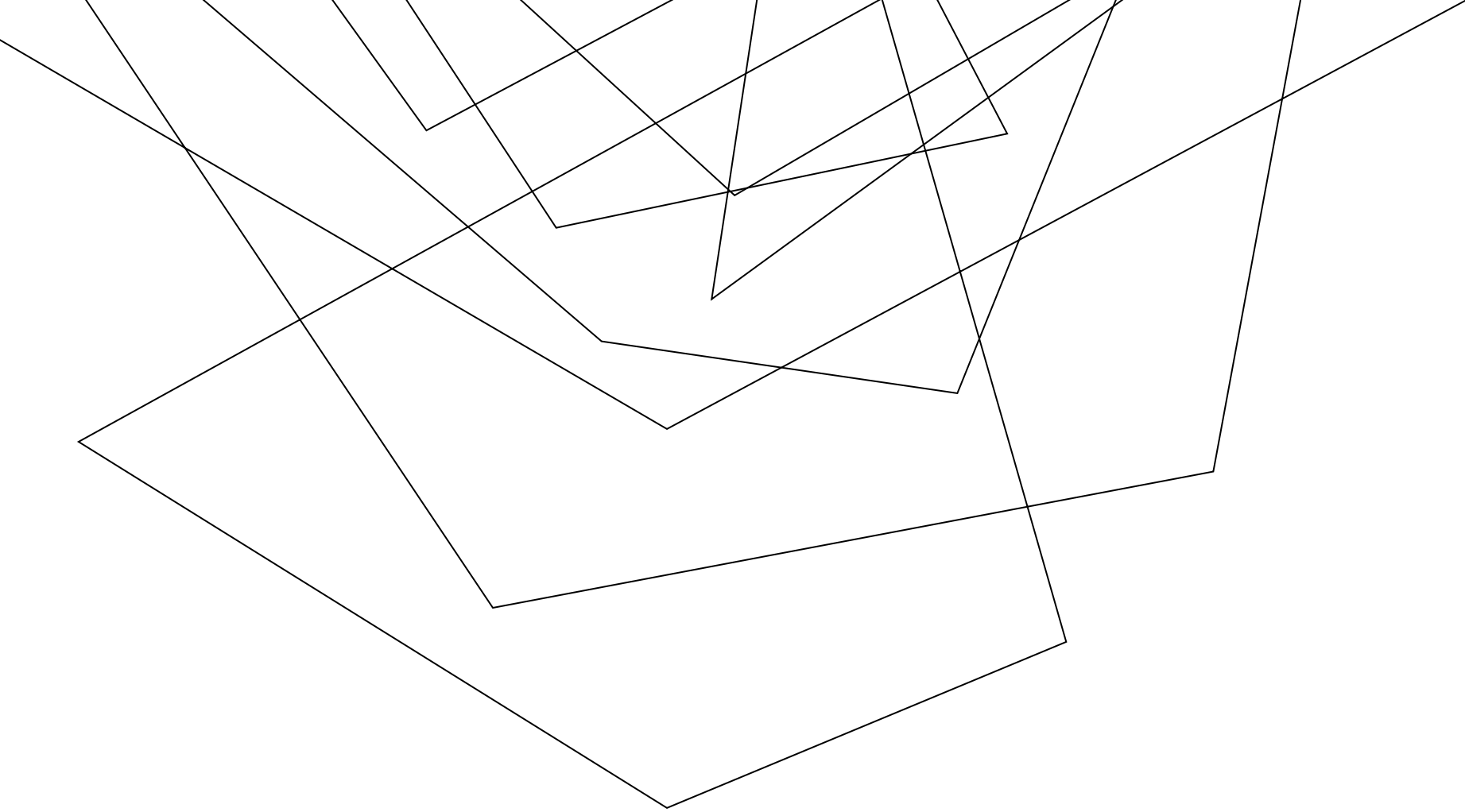
UNIQUE QUALITIES

- Made Up of Five Cities
- Individual Developer Driven
- No Port Authority or Overarching Strategic Team
- Workforce On-Demand Transportation for 120 Sq. Miles



CURRENT INFRASTRUCTURE PROJECTS

- 2012 Southern Dallas County Infrastructure Analysis
- 2021 \$12.8M RAISE grant
- 2024 \$25M RAISE grant for road expansion
- DCIP Flood Protection Planning Study
- Loop 9



IPTMA AND LGC UPDATE

August 2024

RECAP LGC CREATION

RECAP

- Dallas County and the Cities of Balch Springs, Mesquite and Wilmer are the initial incorporators
- Cities of Cedar Hill, DeSoto, Duncanville and Hutchins have expressed desire to join the LGC
- NCTCOG has authorized \$1.8M to facilitate the establishment of a Local Government Corporation (LGC)
- The LGC is designed to support economic development, housing, and transportation needs within the Dallas County Inland Port
 - LGC will encourage investments through grants and public/private partnerships
 - LGC will update Inland Port community on transportation and infrastructure projects
- Funding will cover first three years of LGC costs. Local partners will be responsible for identifying sustainable funding after that time
 - Funding will cover the necessary study and coordination to develop a long-term finance plan as well as clearly defining mission and goals of LGC

See Appendix for full list of NCTCOG funding in the Dallas County Inland Port

UPDATE LGC CREATION

LGC FORMATION

- Still waiting for State approval of LGC Application and Certificate of Formation
- Meeting planned with Michael Morris and Commissioner Price in September

GRANT ACTIVITIES

- The following grant applications were not led by the IPTMA/LGC, but they serve as an example of LGC coordination role in the future:
 - Clean Ports Grant – Perform emissions inventory, assess the daily effects in real-time and engage with the community. Grant led by City of Wilmer
 - SMART Grant – Integrate Urban Air Mobility Technologies in the Inland Port Multimodal Freight Transportation system. Grant led by City of Wilmer and City of Lancaster
- For existing grants (e.g., RAISE 2024 grant) the LCG will play the role of communicating project status with the Inland Port community, both business and residential

LGC CREATION UPDATE (CONTINUED)

INLAND PORT EXPOSURE

- We are making stronger connections with various federal staff members
 - Provided an Inland Port tour for Policy staff for the US Senate Committee on Commerce, Science and Transportation (Cruz is ranking committee member)
 - Provided an abbreviated Inland Port tour for Senator Cornyn's staff
 - Presented at TxDOT Freight Advisory Committee
- These stronger connections are leading to greater support for the Inland Port overall
 - Grant assistance, ability to lobby, data assistance, etc.



Commissioner John Wiley Price



Phone
[214-653-6671](tel:214-653-6671)



Email
district3@dallascounty.org



Website
www.dallascounty.org



THANK YOU!



STAFF REPORT

MEETING DATE:	September 3, 2024
MEETING TYPE:	City Council
SUBMITTED BY:	Maria Joyner
AGENDA CAPTION:	2024-2025 Proposed Budget
	Presented by: Maria Joyner, Director of Finance

Background Information

The proposed budget will be presented via PowerPoint presentation during the council meeting.

Budget Implications

The annual budget and tax rate is scheduled for adoption on September 16, 2024.

Legal Review

N/A

Staff Recommendation

No action required



STAFF REPORT

MEETING DATE:	September 3, 2024
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Proclamation recognizing September 17-23, 2024 as Constitution Week.

Background Information

This item was requested by Mary Sykes representing Daughters of the American Revolution, Pleasant Run Chapter in Lancaster.

Proclamation



Hutchins, Texas

Whereas, it is the privilege and duty of the American people to commemorate the two hundred and thirty-third anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution week,

Now, Therefore, I, Mario Vasquez, by virtue of the authority vested in me as Mayor of the City of Hutchins, do hereby proclaim the week of September 17th through 23rd as

Constitution Week

and urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

In Witness Whereof, I hereunto set my hand and official seal this 3rd day of September 2024.

Mario Vasquez, Mayor



STAFF REPORT

MEETING DATE:	September 3, 2024
MEETING TYPE:	City Council
SUBMITTED BY:	Stacey Hickson
AGENDA CAPTION:	Discuss and consider Resolution R2024-09-1210 OF THE CITY OF HUTCHINS, TEXAS ESTABLISHING AN INTER-JURISDICTIONAL EMERGENCY MANAGEMENT PROGRAM WITH DALLAS COUNTY FOR THE PURPOSE OF PROVIDING AND RECEIVING COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAMS. Presented by Stacy Hickson, Fire Chief

Background Information: This is a Joint Resolution with Dallas County for cooperation on the Dallas County Emergency Plan. This plan is renewed every 10 years. We have partnered with Dallas County since 2004.

Budget Implications: No Budget impact.

Operational Impact: In case of Disaster the plan would be implemented.

Legal Review: No

Staff Recommendation: Staff recommends approving Resolution.

Supporting Documentation and Attachments: Supporting documentation has been provided thru MuniCode.



Prepared by:

Dallas County Office of Homeland Security and Emergency Management (HSEM).

The 2024 Dallas County Emergency Management Base Plan is a viable document, which should be reviewed and updated periodically.

Comments, suggestions, corrections and additions are encouraged from all interested parties.

Please send review comments to:

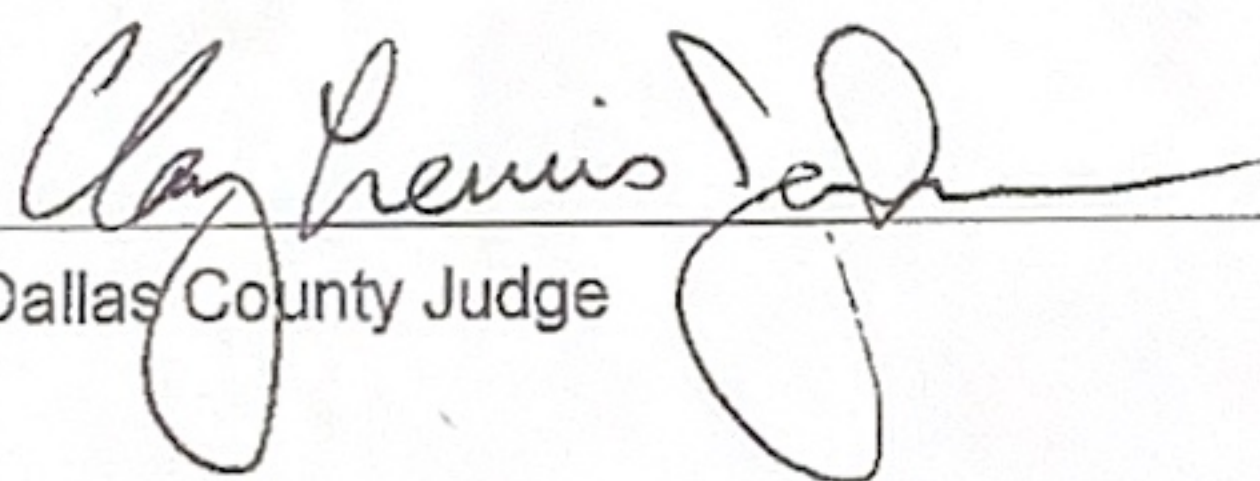
Chief of Emergency Services/Emergency Management Coordinator
Dallas County Office of Homeland Security and Emergency Management
2121 Panoramic Circle, Suite 240
Dallas, TX 75212

Approval and Implementation

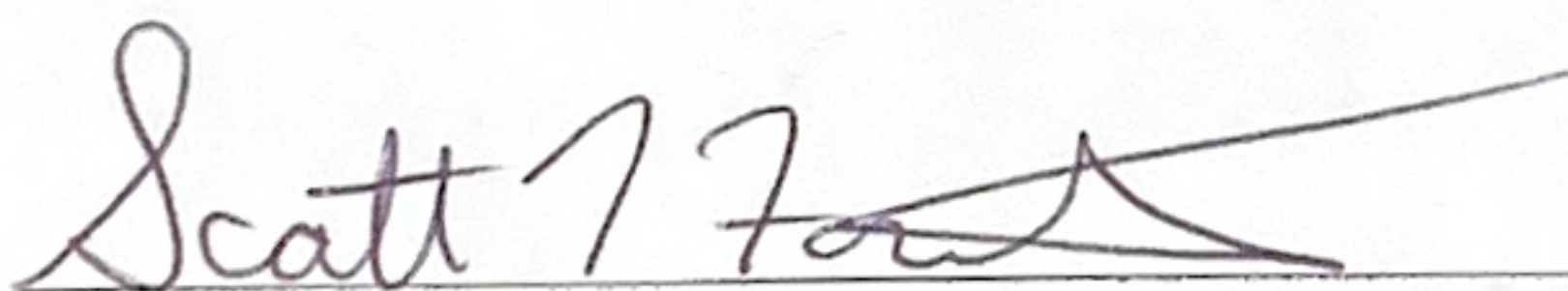
This Emergency Management Plan is considered approved when signed by the jurisdiction's authorized Representatives.

The Dallas County Emergency Management Plan

This Emergency Management Plan is hereby approved. This plan is effective immediately **and** precedes all previous editions. The Dallas County Emergency Management Plan has been approved as an Advanced level plan by Texas Department of Emergency Management.


Dallas County Judge

08/05/2024
Date

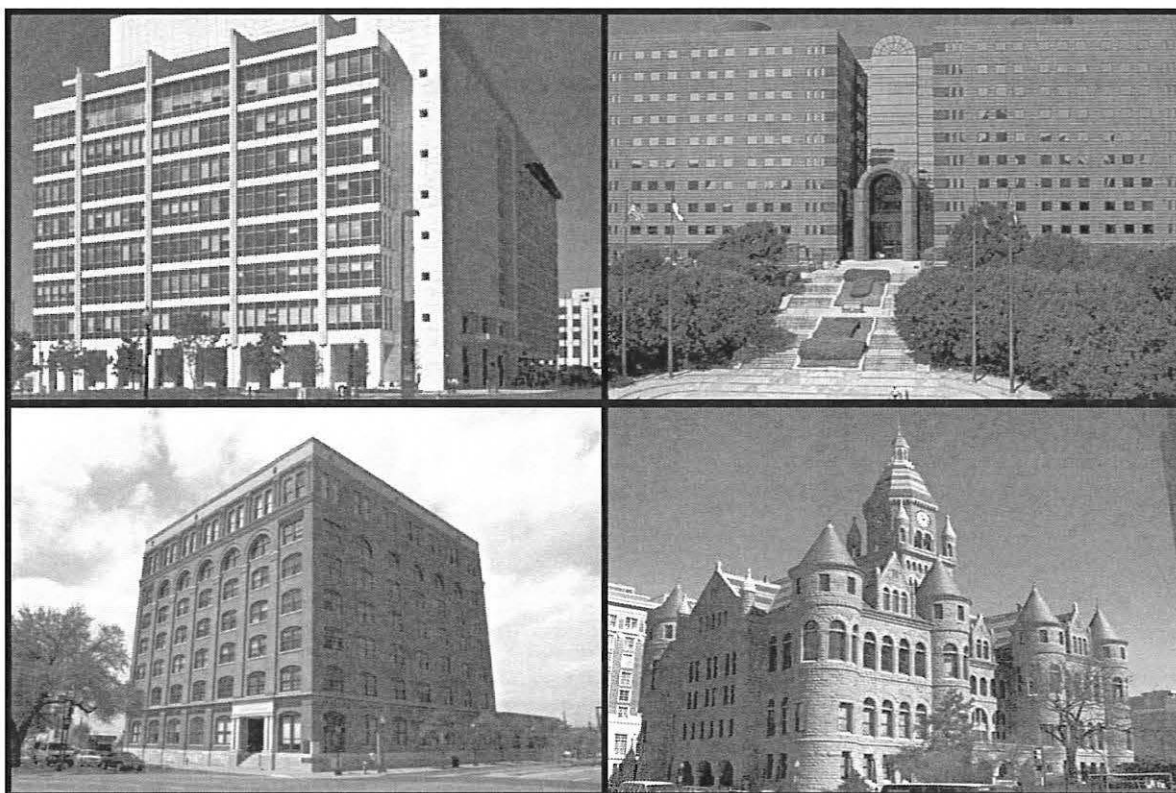

Dallas County Chief of Emergency Services

8/5/24
Date

Participating municipalities include: The City of Balch Springs; City of Cockrell Hill; Town of Addison; Town of Highland Park; City of Hutchins; City of Seagoville; Town of Sunnyvale; City of University Park; City of Wilmer. Signature pages for the municipalities are kept on file with the Dallas County Office of Homeland Security and Emergency Management.



Dallas County Office of Homeland Security & Emergency Management County Emergency Management Base Plan 2024 Edition



FOR OFFICIAL USE ONLY-SECURITY SENSITIVE INFORMATION

This entire document or parts therein may be exempt from Public Information Act requests
Texas Government Code §§ 418.176 and 418.177



Prepared by:

Dallas County Office of Homeland Security and Emergency Management (HSEM).

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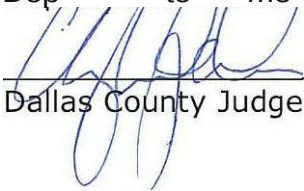
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Dallas County Office of Homeland Security and Emergency Management
2121 Panoramic Circle, Suite 240
Dallas, TX 75212

Approval and Implementation
This Emergency Management Plan is considered approved when signed by the jurisdiction's authorized representatives.

The Dallas County Emergency Management Plan

This Emergency Management Plan is hereby approved. This plan is effective immediately **and** precedes all previous editions. The Dallas County Emergency Management Plan has been approved as an Advanced level plan by the Texas.

Dep _____ to Emergency Management.



Dallas County Judge



Date

Dallas County Office of Homeland Security
and Emergency Management Chief

Date

Participating municipalities include: The City of Balch Springs; City of Cockrell Hill; Town of Addison; Town of Highland Park; City of Hutchins; City of Seagoville; Town of Sunnyvale; City of University Park; City of Wilmer. Signature pages for the municipalities are kept on file with the Dallas County Office of Homeland Security and Emergency Management.

Record of Change
This section documents the date of change and who made the changes.

Change#	Date of Change	Change Entered By	Date Entered
1	11/07/2006	Mariah Armitaae	11/07/2006
2	01/21/2009	Tonya Hunter	01/21/2009
3	02/23/2009	Tonya Hunter	02/23/2009
4	03/10/2014	Michael Gaciri	03/10/2014
5	11/07/2018	James Pogue, Jim Guin, & Gentrea Hendrickson	4/18/2019
6		Aaron Street & La'racheal Lacy	

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EMERGENCY SUPPORT FUNCTIONS (ESF) (distributed separately)

- ESF #1 - Transportation (Annex S)
- ESF #2 - Communications (Annex B)
- ESF #3 - Public Works and Engineering (Annex K)
- ESF #4 - Firefighting (Annex F)
- ESF #5 - Emergency Management (Annex N)
- ESF #6 - Mass Care, Emergency Assistance, Housing and Human Services (Annex C & O)
- ESF #7 - Logistics and Resource Management (Annex M)
- ESF #8 - Public Health and Medical Services (Annex H)
- ESF# 9 - Search and Rescue (Annex R)
- ESF #10 - Oil and Hazardous Materials Response (Annex D & Q)
- ESF #11 - Agriculture and Natural Resources
- ESF #12 - Energy (Annex L)
- ESF #13 - Public Safety and Security (Annex G)
- ESF #14 - Superseded in accordance with National Disaster Recovery Framework
- ESF #15 - External Affairs (Annex I)

- Support Functions - Warning (Annex A)
- Support Functions - Evacuation and Population Protection (Annex E)
- Support Functions - Volunteer and Donations Management (Annex T)
- Support Functions - Legal (Annex U)
- Support Functions - Terrorist Incident Response (Annex V)

Hazard Functions - Hazard Mitigation (Annex P)

Recovery Functions - Long-Term Community Recovery (Annex J)

1. Preface

This section summarizes this document's relation to the Dallas County emergency operations plan, relevant regional plans, and to state and federal emergency management authority and guidance.

This document is a component of an emergency operations plan that is composed of a basic plan and essential, hazard, and support function annexes. It is designed to integrate vertically with local, regional, tribal and federal plans.

This document applies to Dallas County and all signatory municipalities. Whenever this base plan indicates a city/county official or office, it also refers to the corresponding municipal official or office.

The document complies with Homeland Security Presidential Directive 5 (HSPD-5) *Management of Domestic Incidents* and Presidential Directive 8 (PPD-8) *National Preparedness* and takes into account the needs of the whole community. The state and this jurisdiction operate within the principles of the National Incident Management System (NIMS) in support of the National Response Framework (NRF).

For an explanation of the acronyms and terms in this document please refer to the *State of Texas Acronyms and Terms (STAT)* book, which can be found on the Texas Department of Public Safety (DPS) website:

<http://www.tx-tert.org/documents/TDEMAcronymsTerms.pdf>

2. Overview and Purpose

This section outlines Dallas County's intentions and planning assumptions.

2.1 Purpose

This Basic Plan outlines the approach to emergency operations and is applicable to Dallas County. It provides general guidance for emergency management activities and an overview of Dallas County's methods of prevention and protection, mitigation, preparedness, response, and recovery. It provides a tool that can assist in reducing the loss of life and property and establishes the legal and organizational basis for managing emergency operations within Dallas County due to natural or manmade disasters or emergencies.

2.2 Objective/Scope

The plan provides the concept of operations and organizational roles and responsibilities for events resulting in a local emergency within Dallas County. It also describes emergency response organization and assigns responsibilities for various emergency tasks. This plan establishes authority for direction and control of emergency operations. It is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, agencies, and partner organizations that have identified roles and responsibilities within the plan.

2.3 Audience

The primary audience for the document includes our Chief Elected Official and other elected officials including identified municipalities, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations and partners that support emergency operations and others who may participate in our prevention and protection, mitigation, preparedness, response, and recovery efforts.

2.4 Situation

Dallas County is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Dallas County covers 909 mi² in North Texas. There are 31 cities within Dallas County and the second-most populous county in Texas with a population over 2.6 million. There are six Interstate Highways that transect Dallas County, among numerous other US and State roadways. Dallas County is home to a regional airport at Dallas Executive Airport-RBD, a general-purpose airport at Love Field (DAL), and an international airport at Dallas/Fort Worth International Airport (DFW). The Dallas Area Rapid Transit (DART) serves as mass transit throughout most of Dallas County with light rail trains and a fleet of buses.

2.5 Threat and Hazard Identification and Risk Assessment

To fully evaluate each hazard, each hazard was ranked based on its level of potential risk to Dallas County. A common definition of risk was used for this plan in accordance with DHS's *National Infrastructure Protection Plan (NIPP)*, which defines risk as a "function of consequence, vulnerability, and threat". Six hazards were identified as having higher likelihood of affecting Dallas County. These hazards are

Flooding, **Severe Weather**, Active shooter, **Winter Weather**, **Infrastructure/Utility** Failure, CBRNE-Biological Attack, Civil Unrest/Disturbance, and Complex Coordinated Attack. Refer to Attachment 9: Threat and Hazard Identification and Risk Assessment for a more comprehensive list and breakdown of how the hazards are identified and assigned risk values.

2.6 Assumptions

Dallas County will continue to be exposed to the impact of those hazards described above, as well as lesser hazards and hazards that may develop in the future. These hazards are located in the North Central Texas Council of Governments Threat and Hazard Identification and Risk Assessment (THIRA), which includes Dallas County. These hazards are also described in the Dallas County Hazard Mitigation Plan.

It is possible for an incident to occur at any time and at any place. In many cases, dissemination of advanced warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations may occur with little or no warning.

Outside assistance should be available in most emergency situations affecting Dallas County. As it takes time to summon external assistance, it is essential for Dallas County to be prepared to carry out the initial emergency response on an independent basis.

Methods to improve Dallas County's readiness to deal with emergency situations can include detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises. Proper mitigation actions, such as floodplain management and fire inspections can also prevent or reduce disaster-related losses.

Based on the recommendation from the Federal Emergency Management Agency (FEMA), residents, businesses, public agencies and industry should be prepared to utilize their plans, guidelines and resources in order to provide for themselves for at least the first 72 hours after an emergency or disaster.

Local government officials recognize their responsibilities for the safety and well-being of the public and should perform their responsibilities in the implementation of this emergency management plan.

Proper implementation of this plan may reduce or prevent disaster related losses.

Local signatory municipalities will have active and written Standard Operating Guidelines in place for their own jurisdictional authority.

2.7 Plan Organization

There are five parts to the Dallas County Plan:

- **Base Plan:** Describes the county's emergency management organization and a system for coordination.
- **Emergency Support Function (ESF) Annexes:** Outline the objectives, policies, concepts of operations and responsibilities of agencies relative to unique functional activities before, during and after disaster incidents that exceed the capacities of local jurisdictions. These annexes may be augmented by other supporting plans.
- **Support Function Annexes:** Describe essential supporting aspects that are common to all incidents and serve as the primary mechanism for providing assistance at the operational level. These annexes may be augmented by other supporting plans.
- **Hazard Functions:** Describe essential supporting aspects that are common to a specific hazard and serve as the primary mechanism for providing assistance at the operational level. These annexes may be augmented by other supporting plans.
- **Recovery Functions:** Describe essential supporting aspects that are common to the recovery phase in a post-disaster setting and serve as the primary mechanism for providing assistance at the operational level. These annexes may be augmented by other supporting plans.

The Dallas County Plan is designed to align vertically with other local, regional or state plans and annexes. It also is designed to align horizontally with other Dallas County agencies' emergency management plans and incorporates their plans into this plan by references in the ESF, Support, Hazard or Recovery function(s).

3. Concept of Operations

This section outlines the concept of operations for the jurisdiction's emergency operations base plan and identifies its operational agencies.

3.1 Objectives

The objectives of the Dallas County emergency management program are to protect life safety, to provide for incident stabilization, and to provide for property/environmental conservation.

3.2 General

It is the responsibility of Dallas County officials to protect public health and safety and preserve property from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect the community.

It is impossible for government to do everything that is required to protect the lives and property of our population, without the participation of residents and partners. Dallas County, in coordination with local jurisdictions, should assist in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

In part, local governments are responsible for:

- Organizing, training, and equipping local emergency responders and emergency management personnel.
- Providing appropriate emergency facilities.
- Providing suitable warning and communications systems.
- Providing emergency services.

The state and federal governments offer programs that provide some assistance with portions of these responsibilities listed above.

To achieve plan objectives, Dallas County has organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups and partners) and comprehensive (addresses prevention and protection, mitigation, preparedness, response, and recovery). This plan is one element of Dallas County's preparedness activities.

This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, Support Function - Warning (Annex A), addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.

Departments and agencies tasked in this plan are expected to develop and keep current Standard Operating Guidelines (SOGs) that describe how emergency tasks may be performed. In addition, departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place, within their capability.

This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities should be employed during emergency situations. As personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions should be redirected to accomplish emergency tasks.

Dallas County has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. The County's adoption of NIMS should provide a consistent approach to the effective management of situations involving natural or manmade disasters, or terrorism. The NIMS allows the County to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

This plan, in accordance with the National Response Framework (NRF), and other supporting documents, is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of a catastrophic incident, as defined in HSPD-5, the County should integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

3.3 Operational Guidance

The County should employ the six components of the NIMS in all operations, which should provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details regarding **NIMS**.

Initial Response: Dispatched emergency responders are likely to be the first on the scene of an emergency situation. They should normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They may seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

Implementation of Incident Command System (ICS):

- The first local emergency responder to arrive at the scene of an emergency situation should implement the ICS and serve as the Incident Commander (IC) until relieved by a more senior or more qualified individual. The IC should establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
- For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the Emergency Operations Center (EOC) may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an ICP may be established, and direction and control of the response may be transitioned to the IC.

Source and Use of Resources:

- Identified municipalities should use their own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if municipal resources are insufficient or inappropriate.
- Upon request, Dallas County should use its own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if County resources are insufficient or inappropriate. Chapter §418.102 provides that the County should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, the County should:
 - Summon those resources available to Dallas County pursuant to Statewide Mutual Aid and inter-local agreements. Attachment 6 to this plan summarizes the inter-local agreements and identifies the officials authorized to request those resources. (In accordance with Texas Government Code §418.111)
 - Summon emergency service resources with which the County has contracts. See Attachment 6. (In accordance with Texas Government Code §418.111)
 - Request assistance from Volunteer Organizations Active in Disasters.
 - Request assistance from industry or individuals who have available resources needed to deal with the emergency situation.
- When external agencies respond to an emergency situation within Dallas County's jurisdiction, we expect them to conform to the guidance and direction provided by the Dallas County IC, which should be in accordance with the NIMS.

3.4 ICS - Incident Command System

Dallas County and signatory municipalities intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling EOC and field operations. It is designed to effectively integrate resources from different agencies into a

temporary emergency organization that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.

The IC is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of RES are Operations, Planning, Logistics, and Finance/Administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions to ensure an appropriate span of control for each section.

An IC using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response should normally obtain support through their own department or agency.

In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal RES structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Command.

3.5 ICS - Emergency Operations Center (EOC) Interface

For major emergencies and disasters, the Emergency Operations Center (EOC) may be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

- The IC is generally responsible for field operations, including:
 - Isolating the scene.
 - Directing and controlling the on-scene response to the emergency situation 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 in-place sheltering) 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 EOC Manager is generally responsible for:
 - Providing resource support for the 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 arrangements for evacuees.
- Requesting assistance from the State and other external sources.

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

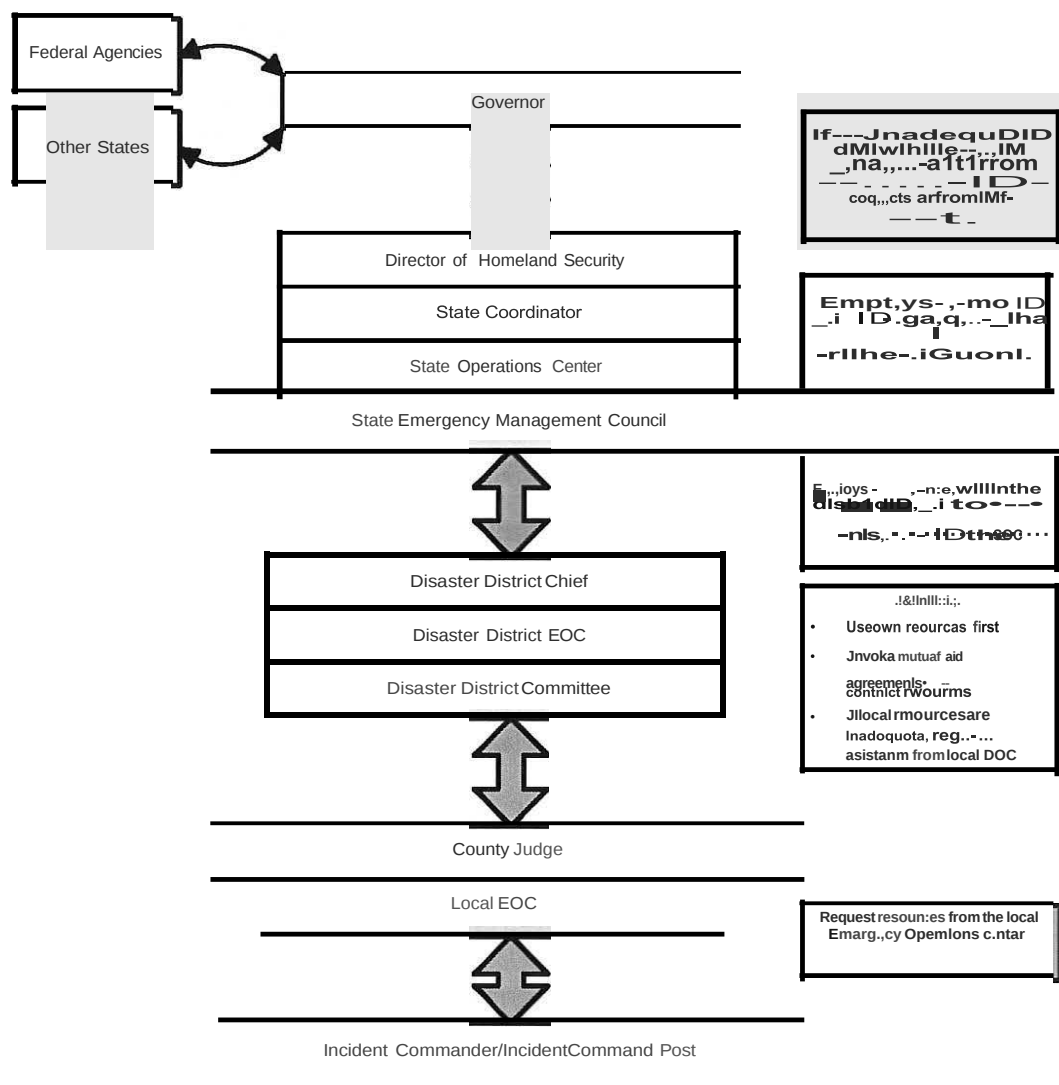
3.6 State, Federal & Other Assistance

State & Federal Assistance

- Signatory municipalities must request assistance from Dallas County before requesting from the state (Rule §7.23).
- A local government is expected to use its own resources and the resources available to it through mutual aid agreements before requesting assistance from the state (Rule §7.23).
- When an emergency situation exceeds Dallas County's capability to respond or recover, the County may seek supplemental assistance, to include assistance in obtaining information needed to respond to an emergency situation, from local region resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.
- When an emergency situation exceeds regional capability to respond or recover, Dallas County may seek supplemental assistance, to include assistance in obtaining information needed to respond to an emergency situation, from the State. State emergency assistance to local governments begins at the County Liason Officer (CLO) and the key person to validate a request for, obtain, and provide that state assistance and support is the District Chief. If the County cannot provide the requested assistance, the Dallas County Judge or Chief of Emergency Services may request State assistance from the CLO or District Chief.
- The District Chief has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor. The District Chief is expected to validate the request for assistance, identify, and task resources available with the district to meet the needs. The use of the National or State Guard requires advance approval by the Governor, which should be coordinated by the SOC. If a particular state agency is required by law to render assistance in a certain type of emergency (e.g., oil spill, hazmat, animal disease outbreak, radiological event, etc.), then direct communications between local government officials and that state agency is appropriate; however, the District Chief must be

kept informed of the operational situation. If state assistance is authorized by District Chief or directed by statute, state agencies should provide response and recovery assistance within their capabilities in accordance with state statutes and regulations and this plan.

- State assistance furnished to local governments is to supplement local resources, not a substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. See Appendix 3 to ESF #7 Logistics and Resource Management (Annex M), for a State of Texas Assistance Request (STAR) form that can be used to request state assistance. The STAR process typically will occur through the WebEOC platform. The STAR supports a request process starting at a local level including a simple city to county process. The FEMA res form 213 RR may be used as an alternative to the STAR in some circumstances. The provision of state response assistance to local governments is not dependent upon a formal declaration of a State of Disaster, either by the local government or Governor when such response is required by state law or, in the opinion of either the Governor, the Director of the Texas Division of Emergency Management, or the District Chief, such assistance is needed for lifesaving operations or to relieve suffering and hardship.
- The Disaster District staff should forward resource requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) for appropriate action. When state resources are insufficient to deal with an emergency situation, the SOC senior staff may coordinate with the Governor's Office to request specific assistance from other states or the federal government.



Other Assistance:

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

emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Recovery Support Function - Long-Term Community Recovery (Annex J), for additional information on the assistance that may be available during disaster recovery.

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

3.7 Emergency Authorities

Key federal, state, and local legal authorities pertaining to emergency management are listed in Section 8 of this plan.

Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the Chief Elected Official, with a number of powers to control emergency situations. If necessary, the County can use these powers during emergency situations. These powers include:

- Emergency Declaration: In the event of riot or civil disorder, the Dallas County Judge may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. The use of the emergency declaration is explained in Support Function - Legal (Annex U).
- Disaster Declaration: When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Dallas County Judge may, by executive order or proclamation, declare a local state of disaster. In addition, the County Judge may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers may include:
 - Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
 - Restricting the movement of people and occupancy of premises.
 - Prohibiting the sale or transportation of certain substances.
 - Implementing price controls.
 - Suspending procedural laws and rules to facilitate a timely response.

A local disaster declaration activates the recovery aspects of this plan. A County disaster declaration **is required** to obtain state and federal disaster recovery assistance. See Support Function - Legal (Annex U), for further information on disaster declarations and guidelines for invoking emergency powers.

Authority for Evacuations: State law provides the Chief Elected Official with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

3.8 Actions by Phases of Emergency Management

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

Prevention & Protection:

The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Unlike other mission areas, which are all-hazards by design, Prevention core capabilities are focused specifically on imminent terrorist threats, including ongoing attacks or stopping imminent follow-on attacks. Protection includes the capabilities to safeguard the homeland against acts of terrorism and manmade or natural disasters. It focuses on actions to protect our people, our vital interests and our way of life.

Prevention & Protection Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Forensics and Attribution
- Access Control and Identity Verification
- Cybersecurity
- Supply Chain Integrity and Security
- Intelligence and Information Sharing
- Interdiction and Disruption
- Physical Protective Measures
- Risk Management for Protection Programs and Activities
- Screening, Search and Detection

Mitigation

Dallas County should conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. The County's mitigation program is outlined in the Dallas County Hazard Mitigation Action Plan (HazMap) and ESF:

Hazard Function - Hazard Mitigation (Annex P).

Mitigation Core Capabilities include:

- Planning
- Public Information and Warning
- Operational Coordination
- Community Resilience
- Long-Term Vulnerability Reduction
- Threats and Hazards Identification
- Risk and Disaster Resilience Assessment

Preparedness

Dallas County should conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are:

- Providing emergency equipment and facilities.
- Emergency planning, including maintaining this plan, its annexes, and appropriate SOGs.
- = Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- Conducting periodic drills and exercises to test the County's plans and training.

Response

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

Response Core Capabilities include:

- Planning
- Public Information and Warning
- Operational Coordination
- Infrastructure Systems
- Critical Transportation
- Environmental Response/Health and Safety
- Fatality Management Services
- Fire Management and Suppression
- Logistics and Supply Chain Management
- Mass Care Services
- Mass Search and Rescue Operations
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Public Health, Healthcare, and Emergency Medical Services
- Situational Assessment

Recovery

If a disaster occurs, the County should carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris,

removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. The County's recovery program is outlined in Recovery Support Function - Long-Term Community Recovery (Annex J).

Recovery Core Capabilities include:

- Planning
- Public Information and Warning
- Operational Coordination
- Infrastructure Systems
- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

4. Organization and Assignment of Responsibilities

This section outlines the organization and assignment of responsibilities of those who have preparedness, recovery and response capabilities.

4.1 Organization

General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, normal organizational arrangements are modified to facilitate emergency operations. Dallas County and signatory municipalities', governmental organizations for emergencies are supported by emergency services and support services. Attachment 3 depicts the emergency organization.

Emergency Services

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

Emergency Support Services

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

Voluntary Organizations Active in Disasters (VOAD) and Other Partner Services

These groups include organized volunteer groups, MRC, and businesses that have agreed to provide certain support for emergency operations.

4.2 Assignment of Responsibilities

General

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

The department having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and ESF (annex) assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Dallas County Judge, Chief of Emergency Services, the Liaison to Elected Officials, emergency services, emergency support services, and other support agencies. Signatory municipalities may designate other roles as appropriate. Additional specific responsibilities can be found in the ESFs (annexes) to this Basic Plan.

Responsibilities

- The Dallas County Judge, herein after referred to as the Director:
 - Serves as the Director of Homeland Security and Emergency Management.
 - Directs the emergency response during disaster situations.
 - Declares a local state of disaster, requests the Governor declare a state of emergency, or invokes the emergency powers of government when necessary.
 - Directs, or delegates responsibilities to the EOC Manager and develops guidelines for the operation of the EOC and requires training for those who staff it.
 - Establishes objectives and priorities for the emergency management program and provides general guidance on the conduct of that program.
 - Makes determinations on requests for assistance to other local governments or the State when necessary.
 - Oversees keeping the public informed during emergency situations.
 - May amend plan as needed for life safety and preservation of property.
- The Chief of Emergency Services herein after referred to as the coordinator, or Emergency Management Coordinator (EMC):
 - Upon request, activates and manages the Dallas County EOC.
 - Serves as the staff advisor to the Director on emergency management matters.
 - Keeps the Director apprised of the preparedness status and emergency management needs.
 - Coordinates local planning, preparedness activities, and the maintenance of this plan.
 - Prepares and maintains a county point of contact list for resources.
 - Encourages training for emergency management personnel and emergency responders.
 - Coordinates periodic emergency exercises to test the County's plan and training.
 - Assists with managing the EOC and develop guidelines for its operation and encourage training for those who staff it.
 - Implements the policies and decisions of the governing body relating to emergency management.
 - Organizes the emergency management program and identifies personnel, equipment, and facility needs.

- Collaborates with departments and agencies as appropriate.
 - Encourages departments and agencies to participate in emergency planning, training, and exercise activities.
 - Coordinates the operational response of local emergency services.
 - Coordinates and orchestrates the activation of the EOC and supervises its operation to carry out objectives of the Director of HSEM.
 - Performs day-to-day liaison with the state emergency management staff and other local emergency management personnel.
 - Coordinates with organized volunteer groups and businesses regarding emergency operations.
 - Supports the overall preparedness program in terms of its budgetary and organizational requirements.
 - Implements the policies and decisions of the governing body.
 - Prepares and maintains ESFs (annexes) to this Plan and supporting SOGs.
 - If determined that Dallas County is eligible for state or federal disaster assistance, coordinates with state and federal agencies to carry out authorized recovery programs as directed.
- The County Administrator will serve as the Liaison to Elected and Appointed Officials:
 - Gathers input and assistance from elected officials outside of the incident command structure because it is beneficial and integral to a successful response.
 - Works with this important group of county leaders to ensure a free flow of information and successful integration of their offices' assistance into response.
- Common Responsibilities of designated persons
 - All emergency services and support services:
 - Provide personnel, equipment, and supplies to support emergency operations upon request.
 - Develop and maintain SOGs for emergency tasks.
 - Provide trained personnel to staff the ICP and EOC and conduct emergency operations.
 - Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to ESF #7 Logistics and Resource Management (Annex M).
 - Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.
- Emergency Services Responsibilities
 - The IC should:
 - Isolate the scene.
 - Direct and control the on-scene response to the emergency situation and manage the emergency resources committed there.
 - Warn the potentially affected population in the area of the incident and provide emergency instructions.
 - Implement traffic control routes in and around the incident scene.

- Request additional resources from the EOC.
 - Manage emergency response resources and operations at the ICP to assist in the resolution of the emergency situation.
 - Determine and implement required protective actions for response personnel and the public at an incident site.
- Signatory Municipality Executive Group Responsibilities:
- Emergency management, at the local government level, is established in State law, the City Charter, and local ordinances. State law designates the mayor as being responsible for directing the emergency management program in the city. The mayor can designate an individual to coordinate that program.
 - The Texas Disaster Act places overall responsibility for the management of local disasters occurring within the signatory municipalities with the mayor, as the presiding officer of the City Council. The Executive Order of the Governor Relating to Emergency Management provides that the mayor may, when a State of Local Disaster has been declared, exercise similar powers on an appropriate local scale as have been granted to the Governor in the Disaster Act. A Disaster Declaration is also required when seeking State or Federal assistance, including a Presidential Disaster Declaration. A Disaster Declaration provides the mayor with additional powers. These powers include, but are not limited to, the following:
 - Temporarily suspending the provisions of any City statute prescribing the guidelines for conduct of City business or the orders or rules of a City Department if strict compliance with the provisions, orders, or rules would in any way hinder, prevent, or delay necessary action in coping with a disaster.
 - Using all available resources of City government that are necessary to cope with the disaster.
 - Temporarily reassigning resources, personnel, or functions of City Departments or their units for the purpose of facilitating emergency services.
 - Commandeering or using any private property needed to cope with the disaster, subject to compensation requirements.
 - Determine and implement protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - Ordering evacuation of all or part of the population from a stricken or threatened area.
 - Controlling access to and from a disaster area.
 - Purchasing, leasing, or otherwise acquiring temporary housing units to be occupied by disaster victims.
 - The mayor's responsibilities:
 - With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.

- 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.
 - Direct activation of the EOC.
 - Request assistance from other local governments or the State when
- It:Le:::,::,a1 y.
- The City Manager's, or appointed official (if applicable) responsibilities:
 - Implement the policies and decisions of the governing body relating to emergency management.
 - Establish objectives and priorities for the emergency management program and provide general policy guidance on conduct of the program.
 - Assign emergency management program tasks to departments and agencies.
 - Ensure departments and agencies participate in emergency planning, training, and exercise activities.
 - Monitor emergency responses during disaster situations and provide directions where appropriate.
 - With the assistance of the Public Information Officer (PIO), keep the public informed during emergency situations.
 - When the Mayor makes a Declaration of Local Disaster and exercises the above powers, the City Manager should execute the orders as directed by the mayor.
 - The Signatory Municipalities Emergency Management Coordinator's responsibilities:
 - Serve as the staff advisor to the Mayor and City Manager on emergency management matters.
 - Keep the Mayor, City Manager, and governing body apprised of the preparedness status and emergency management needs.
 - Coordinate local planning, preparedness activities, and the maintenance of this plan.
 - Prepare and maintain a resource inventory.
 - Arrange appropriate training for local emergency management personnel and emergency responders.
 - Coordinate periodic emergency exercises to test our plans and training.
 - Manage the EOC, develop guidelines for its operation, and conduct training for the staff.
 - Coordinate the operational response of local emergency services.
 - Activate the EOC when required and supervise its operation.
 - Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
 - Coordinate with organized volunteer groups and businesses regarding emergency operations.
 - Signatory Municipality services:

Fleet

- Identifies local public and private transportation resources and coordinates their use in emergencies.
- Coordinates deployment of transportation equipment to support emergency operations.
- Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
- Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

Police

- Preservation of law and order.
- Traffic Control.
- Terrorist incident response.
- Provision of security for vital facilities, evacuated areas, and shelters.
- Access control for damaged or contaminated areas.
- Warning support.
- Post-incident reconnaissance and damage assessment.
- Prepare and maintain an inventory of available resources.
- Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
- Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
- Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
- Ensure required notification of terrorist incidents is made to local, state, and federal authorities.

Fire

- Establish ICS to manage the response to large incidents if needed.
- Fire prevention activities.
- Fire detection and control.
- Hazardous material and oil spill response.
- Terrorist incident response.
- Evacuation support.
- Post-incident reconnaissance and damage assessment.
- Fire safety inspection of temporary shelters.
- Prepare and maintain fire resource inventory.
- Coordinate and conduct search and rescue activities.
- Identify requirements for specialized resources to support rescue operations.

Emergency Management

- Direct and control for the local operating forces.
- Maintain coordination with neighboring jurisdictions and the County.
- Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.

- Assigns representatives, by title, to report to the EOC and develop guidelines for crisis training.
- Develop and identify the duties of the staff, use of displays and message forms, and guidelines for EOC activation.
- Coordinates the evacuation of areas at risk.

Public Health (if applicable)

- Coordinate health and medical care and EMS support during emergency situations.
- ¹¹ Public health information and education.
- Inspection of food and water supplies.
- Develop emergency public health regulations and orders.
- Coordinate collection, identification, and interment of deceased victims.
- Health/safety, environmental inspections of shelters.

Public Works & Facilities

- Prioritize restoration of utility service to vital facilities and other facilities.
- Arrange for the provision of emergency power sources where required.
- Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
- Assess damage to, repair, and restore public utilities.
- Monitor recovery activities of city-owned facilities.

Purchasing

- Maintain an inventory of emergency resources.
- During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
- Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- Establish emergency purchasing guidelines and coordinate emergency procurements.
- Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
- Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
- Establish staging areas for resources, if required.
- During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
- Maintain records of emergency-related expenditures for purchases and personnel.

Legal

- Advise elected officials on emergency powers of local government and guidelines for invoking those measures.
- Review and advise city officials on possible legal issues arising from disaster operations.
- Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.

- Advise elected officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

4.3 Emergency Support Function (ESF) Annexes:

Outline the objectives, policies, concepts of operations and responsibilities of agencies relative to unique functional activities before, during and after disaster incidents that exceed the capacities of local jurisdictions. These annexes may be augmented by other supporting plans.

Respective signatory municipal departments should coordinate and assist with respective county departments in the following emergency support functions listed below:

- **ESF #1 - Transportation:**
 - The primary responsibility for this function is assigned to the **Dallas County Office of Homeland Security and Emergency Management (HSEM)**. HSEM should prepare and maintain ESF #1 Transportation (Annex S) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Identifies local public and private transportation resources and coordinates their use in emergencies.
 - Coordinates deployment of transportation equipment to support emergency operations.
 - Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
 - Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.
- **ESF #2 - Communications:**
 - This function is for internal and interjurisdictional communication, not external communication, which falls under the PIO/County Judge's office.
 - Primary responsibility for this function is assigned to the **Dallas County Sheriff's Office**, who should prepare and maintain ESF #2 Communications and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Identify the communications systems available with the local area and determine the connectivity of those systems and ensure their interoperability.
 - Develop plans and guidelines for coordinated use of the various communications systems available in the County during emergencies.
 - Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- **ESF #3 - Public Works & Engineering:**

- Primary responsibility for this function is assigned to the **Dallas County Public Works Department**, who should prepare and maintain ESF #3 Public Works & Engineering (Annex K) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Protect government facilities and vital equipment where possible.
 - Assess damage to streets, bridges, traffic control devices, and other public facilities.
 - ¹¹ Direct temporary repairs of vital facilities.
 - Restore damaged roads and bridges.
 - Restore waste treatment and disposal systems.
 - Arrange for debris removal.
 - General damage assessment support.
 - Building inspection support.
 - Provide specialized equipment to support emergency operations.
 - Support traffic control and search and rescue operations.
- **ESF #4 - Firefighting:**
 - Primary responsibility for this function is assigned to the **Dallas County Fire Marshal's Office**, who should prepare and maintain ESF #4 Firefighting (Annex F) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Establish ICS to manage the response to large incidents.
 - Fire prevention activities.
 - Fire detection and control.
 - Hazardous material and oil spill response.
 - Terrorist incident response.
 - Evacuation support.
 - Post-incident reconnaissance and damage assessment.
 - Fire safety inspection of temporary shelters.
 - Prepare and maintain fire resource inventory.
 - Coordinate and conduct search and rescue activities.
 - Identify requirements for specialized resources to support rescue operations.
 - Coordinate external technical assistance and equipment support for search and rescue operations.
- **ESF #5 - Emergency Management**
 - Primary responsibility for this function is assigned to the **Dallas County Office of Homeland Security and Emergency Management (HSEM)**, who will prepare and maintain ESF #5 Emergency Management (Annex N) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Direct and control for the County's local operating forces.
 - Maintain coordination with neighboring jurisdictions and the DDC.
 - Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.

- Assigns representatives, by title, to report to the EOC and develop guidelines for crisis training.
 - Develop and identify the duties of the staff, use of displays and message forms, and guidelines for EOC activation.
 - Coordinates the evacuation of areas at risk.
- **ESF #6 - Mass Care, Emergency Assistance, Housing and Human Services**
- Primary responsibility for this function is assigned to **Dallas County Department of Health and Human Services (DHHS)**, who should prepare and maintain ESF #6 Mass Care, Emergency Assistance, Housing and Human Services (Annex C & Annex O) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Perform emergency shelter and mass care planning.
 - Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.
 - Identify emergency feeding sites.
 - Identify sources of clothing for disaster victims.
 - Secure emergency food supplies.
 - Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
 - Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
 - Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.
- **ESF #7 - Logistics Management and Resource Support**
- Primary responsibility for this function is assigned to the **Dallas County Office of Homeland Security and Emergency Management (HSEM)**. HSEM in conjunction with **Purchasing & Audit Departments** should prepare and maintain ESF #7 Logistics Management and Resource Support (Annex M) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Maintain an inventory of emergency resources.
 - During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
 - Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
 - Establish emergency purchasing guidelines and coordinate emergency procurements.
 - Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
 - Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.

- Establish staging areas for resources, if required.
 - During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
 - Maintain records of emergency-related expenditures for purchases and personnel.
- **ESF #8 - Public Health and Medical Services.**
 - Primary responsibility for this function is assigned to the **Dallas County Department of Health and Human Services (DHHS)**, who should prepare and maintain ESF #8 Public Health & Medical Services (Annex H) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Coordinate health and medical care and EMS support during emergency situations.
 - Public health information and education.
 - Inspection of food and water supplies.
 - Develop emergency public health regulations and orders.
 - Coordinate collection, identification, and interment of deceased victims.
 - Health/safety, environmental inspections of shelters
- **ESF #9 - Search and Rescue.**
 - Primary responsibility for this function is assigned to the **Dallas County Fire Marshal's Office**, who should prepare and maintain ESF #9 Search and Rescue (Annex R) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Structural Collapse (Urban) Search and Rescue (USAR)
 - Waterborne Search and Rescue
 - Inland/ Wilderness Search and Rescue
- **ESF #10 - Oil and Hazardous Materials Response.**
 - Primary responsibility for this function is assigned to the **Dallas County Fire Marshal's Office**, who should prepare and maintain ESF #10 Oil and Hazardous Materials Response (Annex D & Annex Q) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Maintain inventory of radiological equipment.
 - Ensure response forces include personnel with current training in radiological monitoring and decontamination.
 - Respond to radiological incidents and terrorist incidents involving radiological materials.
 - Make notification concerning radiological and terrorist incidents to local, state, and federal authorities.
 - In accordance with OSHA regulations, establish **res** to manage the response to hazardous materials incidents.
 - Establish the hazmat incident functional areas (e.g., hot zone, warm zone, cold zone, etc.).

- Determine and implement requirements for personal protective equipment for emergency responders.
 - Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOGs.
 - Determine areas at risk and which public protective actions, if any, should be implemented.
 - Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
 - Determine when affected areas may be safely reentered.
- **ESF #11 - Agriculture and Natural Resources**
 - Primary responsibility for this function is assigned to AgriLife , who should prepare and maintain ESF #11 Agriculture and Natural Resources, and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Assess damage to agricultural resources.
 - Ensure safety and security of the food supply.
 - Respond to animal and plant disease outbreaks.
 - Coordinate protective actions associated with natural, cultural, and historic resources.
- **ESF #12 - Energy**
 - Primary responsibility for this function is assigned to the **Dallas County Facilities Management Department**, who should prepare and maintain ESF #12 Energy (Annex L) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Prioritize restoration of utility service to vital facilities and other facilities.
 - Arrange for the provision of emergency power sources where required.
 - Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
 - Assess damage to, repair, and restore public utilities.
 - Monitor recovery activities of Dallas County-owned facilities.
- **ESF #13 - Law Enforcement**
 - Primary responsibility for this function is assigned to the **Dallas County Sheriff's Office**, who should prepare and maintain ESF #13 Law Enforcement (Annex G) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Maintenance of law and order.
 - Traffic Control.
 - Terrorist incident response.
 - Provision of security for vital facilities, evacuated areas, and shelters.
 - Access control for damaged or contaminated areas
 - Warning support.
 - Post-incident reconnaissance and damage assessment.
 - Prepare and maintain law enforcement resource inventory.

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

- **ESF #14 - Long-Term Community Recovery**

This ESF has been superseded in accordance with the National Disaster Recovery Framework.

- **ESF #15 - External Affairs**

- Primary responsibility for this function is assigned to the **Dallas County Office of Homeland Security and Emergency Management (HSEM)**, who will prepare and maintain ESF # 15 External Affairs (Annex I) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Establish a Joint Information Center (JIC).
 - Conduct on-going hazard awareness and public education programs.
 - Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
 - Provide information to the media and the public during emergency situations.
 - Arrange for media briefings.
 - Compiles print and photo documentation of emergency situations.

Support Function Annexes:

- **Support Function - Evacuation (Annex E)**

- Primary responsibility for this function is assigned to the **Dallas County Office of Homeland Security and Emergency Management (HSEM)**, who will prepare and maintain Support Function - Evacuation (Annex E) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Identify areas where evacuation has been or may in the future and determine of population at risk.

- Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
 - Develop simplified planning guidelines for ad hoc evacuations.
 - Determine emergency public information requirements.
 - Assist with evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).
- **Support Function - Warning (Annex A)**
 - Primary responsibility for this function is assigned to the **Dallas County Sheriff's Department**, who should prepare and maintain Support Function - Warning (Annex A) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Receive information on emergency situations.
 - Alert key local officials of emergency situations.
 - Disseminate warning information and instructions to the public through available warning systems.
 - Disseminate warnings and instructions to special facilities such as schools and hospitals.
- **Support Function - Donations Management (Annex T)**
 - The primary responsibility for this function is assigned to the **Dallas County Office of Homeland Security and Emergency Management (HSEM)**, who will prepare and maintain Support Function - Donations Management (Annex T) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Compile resource requirements identified by the Resource Management staff.
 - Solicit donations to meet known needs.
 - Establish and implement guidelines to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
 - In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.
- **Support Function - Legal (Annex U)**
 - The primary responsibility for this function is assigned to the **Dallas County District Attorney (DA)**, who should prepare and maintain Support Function - Legal (Annex U) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Advise elected officials on emergency powers of local government and guidelines for invoking those measures.
 - Review and advise County officials on possible legal issues arising from disaster operations.
 - Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.

- Advise elected officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.
- **Support Function - Terrorist Incident Response {Annex V}**
 - Primary responsibility for this function is assigned to the **Dallas County Sheriff's Office**, who will prepare and maintain Support Function - Terrorist Incident Response (Annex V) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
 - Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
 - Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
 - Ensure required notification of terrorist incidents is made to local, state, and federal authorities.

Hazard Functions:

Describe essential supporting aspects that are common to a specific hazard and serve as the primary mechanism for providing assistance at the operational level. These annexes may be augmented by other supporting plans.

- **Hazard Function - Hazard Mitigation {Annex P}**
 - The primary responsibility for this function is assigned to the **Dallas County Office of Homeland Security and Emergency Management {HSEM}**, who will prepare and maintain Hazard Function - Hazard Mitigation (Annex P) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Maintain the local Threat and Hazard Identification and Risk Assessment (THIRA).
 - Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
 - In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
 - Coordinate and carry out post-disaster hazard mitigation program.

Recovery Functions:

Describe essential supporting aspects that are common to the recovery phase in a post-disaster setting and serve as the primary mechanism for providing assistance at the operational level. These annexes may be augmented by other supporting plans.

- **Recovery Function - Long-Term Community Recovery {Annex J}**

- Primary responsibility for this function is assigned to the **Dallas County Office of Homeland Security and Emergency Management (HSEM)**, who will prepare and maintain Recovery Function - Long-Term Community Recovery (Annex J) and any supporting SOGs to this plan. Emergency tasks to be performed and may include:
 - Identify trained personnel to conduct damage assessment. Coordinate the efforts for damage assessment with local, state, and federal damage assessment personnel who may be dispatched to assist the County.
 - Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
 - If damages are beyond the County's capability to deal with, compile information for use by the County's elected officials in requesting state or federal disaster assistance.
 - If Dallas County is determined to be eligible for state or federal disaster assistance, coordinate with local, state, and federal agencies to carry out authorized recovery programs.

Department and agency heads did not assign a specific function in this plan should be prepared to make their resources available for emergency duty at the direction of the Director.

4.4 Volunteer Organizations Active in Disaster & Other Partner Services

The first few hours of a disaster may require certain emergency services. The Dallas County VOAD agencies are on-call 24 hours a day to set up and provide services during disasters. The following agencies are examples of the members of the Dallas County VOAD and can be called upon for services during a disaster: Adventist Community Services, American Red Cross, Catholic Charities of Dallas, Community Council of Greater Dallas/2-1-1, North Texas Food Bank, , Society of St. Vincent de Paul-Dallas, SPCA of Texas, Texans on Mission, The Salvation Army, VolunteerNow, Tzu Chi Foundation, , Victim Relief Ministries, and the North Texas long Term Recovery Council and others. Other Partner Services include Lion's Club District 2X-1 Dallas County Animal Response Team and Dallas County Sheriff's Reserves.

- **Dallas County VOAD and other Voluntary Partners.** The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with Dallas County:
 - American Red Cross-Dallas Area Chapter (ARC).

Provides shelter management, mass care, emergency shelters, fixed and mobile feeding, first aid personnel, aid stations, distribution of bulk supplies, disaster mental health services, family safe and well inquiry services, individual client casework, emergency financial aid to individuals and

families, EOC Government Liaison, and canteen services for emergency workers.

- The Salvation Army (TSA).

Provides emergency assistance to include spiritual & emotional care to victims and first responders, donations management, cleanup and restoration to include distribution of cleaning supplies, coordination of volunteer rebuilding teams, setup of warehouses to distribute needed supplies, food & hydration services to victims and first responders, emergency shelter, disaster social services such as essential living supplies, food, shelter, clothing, baby supplies, emergency housing needs and provides referrals to government and private agencies for special services.

- Southern Baptist Convention Disaster Relief/Texans on Mission .

Texans on Mission provide mass cooking by mobile feeding units staffed by volunteers. The Texans on Mission also provide disaster childcare, water purification, amateur radio & satellite communications, shower units, chain saw crews, conduct temporary repairs, reconstruction, counseling, bilingual services, and cleanout operations.

- Dallas County Sheriff's Reserve

The Dallas County Sheriff's Reserve provides public safety and amateur radio support for emergency operations, including communications support in the EOC.

- Community Council of Greater Dallas and 2-1-1

The Community Council of Greater Dallas/2-1-1 provides information and referral services for eight counties to include Dallas County.

- SPCA of Texas.

SPCA of Texas provides search, rescue, recovery of abandoned and injured animals (domestic, livestock, poultry, fowl, wildlife, and exotic), rescue and investigation of cruelty to animals, provide emergency housing, first aid, food, water, cleaning of animals, birds contaminated with oil or other materials, emergency euthanasia, etc.

- Dallas County Animal Response Team (CART)

The Dallas County Animal Response Team (CART) may collaborate with SPCA of Texas and other animal response organizations to provide temporary pet shelters.

- The Lions Club District 2X-1 (of North Texas)

The Lions Club of North Texas may collaborate with Dallas County HSEM, and other cities for the establishment of a Volunteer Reception Center (VRC).

Section E, Item5.

The function of a VRC is to provide a single location for spontaneous volunteers to help in a disaster, or any immediate volunteer need, to be interviewed on their abilities to help, and then be matched to requests for help from a city or other jurisdiction. The VRC coordinates the requests for assistance from the jurisdiction to the volunteer, properly providing the volunteer with identification to enter a secure location and ensure the volunteer knows where to report and who is expecting their arrival. The VRC also ensures the jurisdiction has properly provided notice back to the VRC when the volunteer has completed their task and has left the location without any incidents.

Organization	Phone	Services
211 Information Line	(214) 871-5065	Provides social services resources to residents through information and referral assistance
American Red cross	(682) 216-5267	Help with sheltering, feeding at the shelter, coordinating with others to feed in the community.
Buddhist Tzu Chi Foundation	(972) 629-3105	Provides disaster relief through a variety of social services programs including medical and distribution. of supplies to residents.
Catholic Charities Dallas	(972) 607-3158	Provides disaster relief through a disaster program that can provide up to \$3000.00 to assist with repairs of residence
Lion's Club	(817) 584-0843	Volunteer Reception Center, managing and training. spontaneous volunteers for disaster relief response.
North Central Food Bank	(469) 212-7920	Provides meals to shelter and residents in need.
Society of St Vincent de Paul of North Texas	(214) 502-0650 ext. 122	Provides social services resources to residents through feeding, sheltering, and clothing
SPCA of Texas	(972) 824-1275	Provides information and assistance to residents with pets, through sheltering, feeding, and adoption
Texans on Mission	(214) 668-6977	Mobile Kitchens capable of 30,000 meals a day, food truck, Rapid, response unit, and 2 mass care kitchens, Mobile Generators 230k, 200k, 50k, support to power up buildings, Mobile shower/Laundry units, Mobile Laundry unit, Mobile recovery units, chainsaw, flood recovery, Mobile surveillance units, Mobile command center, Mobile refrigeration units, 16ft trailer, 53ft trailer, 2,600 credentialed volunteers
Volunteer Now	(214) 818-9857	Volunteer Now matches volunteers with nonprofit organizations. Our volunteer engagement platform has over 120,000 volunteers. The capability to message volunteers during disasters to inform how they can volunteer. Municipalities and nonprofits can post their volunteer needs on the website.

5. Direction and Control

This section outlines the direction and control of the base plan as well as the lines of succession in the event the base plan needs to be activated.

5.1 General

The Dallas County Judge serves as the Director of HSEM and is responsible for establishing objectives and policies for emergency management and providing overall direction of the response action for disaster response and recovery operations, all in compliance with the NIMS. As directed, during disasters, the coordinator may carry out those responsibilities from the EOC.

The coordinator assists the Director as the Emergency Management Coordinator and coordinates the response activities for all Dallas County departments. During major emergencies and disasters, the coordinator should normally carry out those responsibilities from the EOC.

The coordinator or designated IC should manage the EOC.

The IC, assisted by a staff sufficient for the tasks to be performed, should manage the emergency response.

During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment should carry out mission assignments directed by the IC. Each department and agency is responsible for having its own operating guidelines to be followed during response operations, but interagency guidelines, such as common communications protocol, may be adopted to facilitate coordinated effort.

If Dallas County's own resources are insufficient or inappropriate to deal with an emergency situation, the County may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in Section 3; 3.6 of this plan; see also the Request for Assistance form in ESF #7 Logistics and Resource Management (Annex M), Appendix 3. External agencies are expected to conform to the general guidance and directed provided by the County's senior decision-makers.

Within signatory municipalities, direction and control is assigned as appropriate.

5.2 Emergency Facilities

Incident Command Post (ICP): Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an ICP should be established in the vicinity of the incident site(s). As noted previously, the IC should be responsible for directing the emergency response and managing the resources at the incident scene.

EOC: When major emergencies and disasters have occurred or appear imminent, the County may activate the Dallas County EOC, which is located at 2121 Panoramic Circle, Suite 240, Dallas, Texas 75212.

The following positions are authorized to activate the EOC:

- Director
- Coordinator
- HSEM Duty Officer with approval from the Director or Coordinator.

The general responsibilities of the EOC, under direction of the EOC Director are to:

- Assemble accurate information on the emergency situation and current resource data to facilitate 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.
- Organize and activate large-scale evacuation and mass care operations.
- Provide emergency information to the public.

Representatives of those departments and agencies assigned emergency functions in this plan should staff the EOC. EOC operations are addressed in ESF #5 Emergency Management (Annex N). The interface between the EOC and the ICP is described in Section 3: 3.5 RES- EOC Interface.

Dallas County's alternate EOC has been identified from available Dallas County facilities in the event that the County's primary EOC becomes unusable. There is a current Mutual Aid Reciprocity Agreement with the City of Dallas to allow alternate EOC operations at their facility, located at: 1500 Marilla St. L2AN, Dallas TX 75201

Dallas County has three response vehicles (AE006 & AE007) and 1 mobile Command Emergency Response Vehicle (AE020), operated by the HSEM, which may be used as an ICP. (AE20) is equipped with radio and satellite that can be used for voice and data capabilities in the field.

Within signatory municipalities, staffing and activation of municipal EOCs is assigned to the municipalities.

5.3 Line of Succession

The line of succession for the Director is:

- Any county official or employee designated in writing by the Director.
- Commissioners in order of their seniority.

The line of succession for the Dallas County Coordinator is:

- Hazmat & Technology Manager
- Operations Division Chief

- HSEM Duty Officer(s).
- County Official or employee as designated by the Director.

The lines of succession for each department and agency head should be in accordance with the SOGs established by those departments and agencies.

The lines of succession for each signatory municipality should be in accordance with the SOGs and policies established by their city charter and laws.

6. Readiness Levels

This section describes the levels of readiness and the corresponding actions that should be taken at each level. The levels vary with the degree of threat and can be upgraded and downgraded based on the information received or anticipated by a threat.

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. Dallas County uses a four-tier system, similar to the State Operations Center (SOC). Readiness Levels may be determined by the Director or, in their incapacitation or unavailability, the coordinator. General actions to be taken at each readiness level are outlined in the ESFs (annexes) to this plan; actions that are more specific can be detailed in departmental or agency SOGs.

The following Readiness Levels should be used as a means of increasing our alert posture.

Level 4: Normal Conditions

- No significant emergency is present. Daily operation continues to conduct normal business and monitors the state for any natural and technological threats. Local responders resolve emergency incidents that might occur in their areas.
- **Typical Events:** Daily emergency responses, high profile visitor(s), weather and threat monitoring.
- **Typical Notifications:** Dallas County HSEM staff, Emergency Management Coordinators and Directors, fire departments/EMS, law enforcement, and public works.

Level 3: Increased Readiness

- A significant emergency has not yet occurred, but a higher-than-normal level of readiness is warranted because of increased vulnerability to a specific hazard. Advisory notifications are sent to the Emergency Management Council and appropriate officials and agency representatives are briefed on anticipated risk situations and potential impacts. Coordination activities may increase.
- **Typical Events:** Tropical weather system development, escalating or immediate risk to impact area. Additional potential threats, definitions and actions are listed below:
 - **Coastal Weather Threat:** A coastal weather threat generally is a tropical storm or hurricane that develops in the Caribbean and intensifies in the Gulf of Mexico and may strike the Texas Gulf Coast. Hurricanes winds can exceed 155 miles per hour causing damaging winds, spawn tornadoes and microbursts, create storm surges along the coast, and cause extensive damage from heavy rainfall and flooding. Readiness actions include regular situation monitoring through State readiness conference calls, contact with

coastal communities, review of plans and resource status, determining staff availability.

- **Tropical Weather Threat:** A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on call.
- **Tornado Watch:** Indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
- **Flash Flood Watch:** Indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
- **Wildfire Threat:** During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
- **Mass Gathering:** For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- **Typical Notifications:** Dallas County HSEM staff, Emergency Management Coordinators and Directors, fire departments/EMS, law enforcement, and public works.
- Declaration of "Level 3" may generally require the initiation of the "Increased Readiness" activities identified in each ESF (annex) to this plan.

Level 2: Escalated Response Conditions

- The scope of the emergency has expanded beyond that which can be handled by local responders. Normal state and local government operations may be impaired. Daily Operations makes recommendations on a higher level of activation of the Emergency Management Council. Depending upon the incident or event, emergency facilities increase staffing, expand hours of operation and intensify coordination. Requests for mutual aid resources for emergency assistance may be received and/or requested. Appropriate officials and agency representatives are briefed on the current situation and anticipated impacts.
- **Typical Events:** Major tornado impact(s), widespread flash flooding, major fire conditions, major medical emergencies and hurricane warnings. Additional potential threats, definitions and actions are listed below:

- **Coastal Weather Threat:** A coastal weather threat generally is a tropical storm or hurricane that develops in the Caribbean, intensifies in the Gulf of Mexico, and may strike the Texas Gulf Coast. Hurricanes winds can exceed 155 miles per hour causing damaging winds, spawn tornadoes and microbursts, create storm surges along the coast, and cause extensive damage from heavy rainfall and flooding. Readiness actions include regular situation monitoring through State readiness conference calls, contact with evacuating coastal communities, identification of evacuation routes and contra-flow, review of plans and resource status, determining staff availability, contact with the State of Texas Reception Center in Mesquite (as appropriate) and sheltering jurisdictions to identify available shelters and resource shortfalls.
- **Tropical Weather Threat:** A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
- **Tornado Warning:** Issued when a tornado has actually been sighted in the vicinity or indicated by radio and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
- **Flash Flood Warning:** Issued to alert persons that flash flooding is imminent or occurring on certain steams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, opening shelters to house evacuees, and continuous situation monitoring.
- **Winter Storm Warning:** Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
- **Mass Gathering:** Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert and continuous situation monitoring.
- **Typical Notifications:** Dallas County HSEM staff, mayor/city manager(s)/county judge, Emergency Management Coordinators and Directors, fire departments/EMS, law enforcement, Emergency Management Council agency representatives, public works, and public information officers.
- Declaration of a "Level 2" may generally require the initiation of the "Escalated Response" activities identified in each ESF (annex) to this plan.

Level 1: Emergency Conditions

- The scope of the incident has expanded beyond the response capability of local agencies. The Dallas County EOC is staffed with representatives from the Emergency Management Council agencies and organizations and remains operational for the duration of the incident. The EOC fulfills requests for assistance from local governments and may seek regional mutual aid and/or state aid as needed.
- **Typical Events:** Large scale evacuation and sheltering for specific parts of the impact area due to a major incident or hurricane response, community wide threats such as large hazardous materials spill and wide scale flooding. Additional potential threats, definitions and actions are listed below:
 - Coastal Weather Threat: A coastal weather threat generally is a tropical storm or hurricane that develops in the Caribbean and intensifies in the Gulf of Mexico and may strike the Texas Gulf Coast. Hurricanes winds can exceed 155 miles per hour causing damaging winds, spawn tornadoes and microbursts, create storm surges along the coast, and cause extensive damage from heavy rainfall and flooding. Readiness actions include regular situation monitoring through State readiness conference calls; contact with evacuating coastal communities; identification of evacuation routes and contra-flow; deployment of Incident Management Teams; Urban Search & Rescue teams and regional resources to the Gulf Coast as requested by TDEM; review of plans and resource status; determining staff availability; activation of EOC; contact with the State of Texas Reception Center in Mesquite (as appropriate) and sheltering jurisdictions to identify available shelters and resource shortfalls; regular regional conference calls; placing a Liaison at the DDC; Incident Action Planning; and use of E-Team.
 - Tropical Weather Threat: The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
 - Tornado Warning: Tornado has been sighted especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
 - Flash Flood Warning: Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
 - Mass Gathering: Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that

assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.

- **Typical Notifications:** Mayor/city manager(s)/county judge, Emergency Management Coordinators and Directors, fire departments/EMS, law enforcement, Emergency Management Council agency representatives, public works, and public information officers
- Declaration of "Level 1" will generally require the initiation of the "Maximum Readiness" activities identified in each ESF (annex) to this plan.

7. Administration and Support

This section provides the policies on reporting, record keeping and preservation of records.

7.1 Agreements and Contracts

Should Dallas County or signatory municipal resources prove to be inadequate during an emergency; requests may be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements should be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

In an effort to facilitate assistance pursuant to mutual aid agreements, the County's deployable grant-funded equipment is identified in the Texas Regional Response Network (TRRN).

The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

7.2 Reports

Hazardous Materials Spill Report: If there is a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, within the unincorporated portions of Dallas County, the department or agency responsible for the spill should make the required report. See ESF #10 Oil and Hazardous Materials Response (Annex D & Q), for more information. If the party responsible for a reportable spill cannot be located, the IC should ensure that the required report(s) are made.

Initial Emergency Report: This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See ESF #5 Emergency Management (Annex N) for the format and instructions for this report.

Situation Report: A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See ESF #5 Emergency Management (Annex N), for the format of and instructions for this report.

WebEOC Report: WebEOC, as part of the Incident Management System should be used to send STAR requests and to maintain appropriate situational awareness of the event.

Other Reports: Several other reports covering specific functions are described in the ESFs (annexes) to this plan.

7.3 Records

Record Keeping for Emergency Operations by Dallas County and signatory municipalities.

The coordinator, in consultation with the Director is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This should be done in accordance with the established local fiscal policies and standard cost accounting guidelines.

- Activity Logs: The ICP and the EOC should maintain accurate logs recording key response activities, including:
 - Activation or deactivation of emergency facilities.
 - Emergency notifications to other local governments and to state and federal agencies.
 - Significant changes in the emergency 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.
- Incident Costs: All department and agencies should maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- Emergency or Disaster Costs: For major emergencies or disasters, all departments and agencies participating in the emergency response should maintain detailed records of costs and expenditures for emergency operations. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government. Records could include:
 - Personnel costs, especially overtime costs
 - 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.

Preservation of Records

In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each

agency responsible for preparation of ESMs (annexes) to this plan should include protection of vital records in its SOGs.

If records are damaged during an emergency situation, the County may seek professional assistance to preserve and restore them.

7.4 Training

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

7.5 Consumer Protection

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

7.6 Post-Incident and Exercise Review

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

8. Plan Development and Maintenance

This section is used to describe the changes to this document and the process in which it is accomplished. The spreadsheet is used to provide a date, description, name and initials of who made the change.

8.1 Plan Development

Dallas County HSEM is responsible for the overall development and completion of the Emergency Management Plan, including ESFs (annexes). The Emergency Management Director is responsible for approving and promulgating this plan.

8.2 Distribution of Planning Documents

The Emergency Management Coordinator should determine the distribution of this plan and its ESFs (annexes). In general, copies of plans and ESFs (annexes) should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.

The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various ESFs (annexes) to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes the emergency management organization and basic operational concepts.

8.3 Review

The Basic Plan and its ESFs (annexes) should be reviewed annually, or whenever necessary, by local officials to address significant changes within the jurisdiction that would affect the way plans are implemented. Plans should also be updated in response to new or revised planning mandates, exercise outcomes or as needed after incidents or disasters. The coordinator should establish a schedule for annual review of planning documents by those tasked in them.

8.4 Update

This plan should be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.

The Basic Plan and its ESFs (annexes) must be updated and submitted to TDEM **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the coordinator. Responsibility for revising or updating the ESFs (annexes) to this plan is outlined in Section 4; 4.2, Assignment of Responsibilities, as well as in each ESF (annex). For details on the methods of updating planning documents as well as more information on when changes should be made, refer to "Texas Emergency Management Planning" section in the Texas Division of Emergency

Management (TDEM) *Texas Emergency Management Executive Guide* (FY 2019 Edition).

Revised or updated planning documents should be provided to all departments, agencies, and individuals tasked in those documents.

Government Code, Chapter 418.043(4) provides that TDEM should review local emergency management plans. The process for submitting new or updated planning documents to TDEM is described in the "Texas Emergency Management Planning" Section in the Texas Division of Emergency Management (TDEM) *Texas Emergency Management Executive Guide* (FY 2019 Edition). The Dallas County Coordinator is responsible for submitting copies of planning documents to the TDEM Policy and Plans Unit Planner for review.

9. Authority

This section outlines the authorities governing the enactment and implementation of this base plan.

- **Federal**

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93- 288, as amended
- 42 United States § 68 Disaster Relief Sub § IV. Major Disaster Assistance Programs Section Code § 5170. (2021, January 3, 2022). Procedure for Declaration.
- Emergency Planning and Community Right-to-Know Act, Section 301
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- Emergency Management and Assistance Compact, Public Law 104-321
-
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act of 2002
- Housing and Economic Recovery Act of 2008
- FEMA REP Manual/ NUREG 0654, April 2012
- Price-Anderson Amendments Act of 1988, Public Law 100-408, (as amended)
- Emergency Management Assistance Compact, Public Law 104-321
- Emergency Alert System, Code of Federal Regulations, (CFR) 47, Chapter 1, Subchapter A, Part 11
- Americans with Disabilities Act (ADA) of 1990, as amended
- ADA Guide for Local Governments, U.S. Department of Justice, July 2005
- Guidance on Planning for Integration of Functional Needs Support Services (FNSS) in General Population Shelters, November 2010
- Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101: Version 2.0 November 2010
- Disaster Relief Appropriations Act of 2013
- Homeland Security Presidential Directives
 - HSPD-3, Homeland Security Advisory System, March 2002
 - HSPD-5, Management of Domestic Incidents, February 2003
 - HSPD-7, Critical Infrastructure Identification, Prioritization and Protection December 2003
 - HSPD-8, National Preparedness, March 2011
 - HSPD-21, Public Health and Medical Preparedness
- National Incident Management System (NIMS), October 2017
- National Response Framework, January 2008
- The National Security Strategy, October 2022
- Nuclear/Radiological Incident Annex of the National Response Framework
- Chemical Safety Information, Site Security and Fuels Regulation Relief Act, 43 U.S.C. 5101-5127
- CERCLA "Superfund"
- Federal Radiological Emergency Response Plan
- NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs
- NFPA 3000: Standard for an Active Shooter/Hostile Event Response (ASHER)
- Post-Katrina Emergency Management Reform Act (PKEMRA), 2006

- Pet Evacuation and Transportation Standards Act (PETS Act), 2006
- Sandy Recovery Improvement Act (SIRA) of 2013
- Disaster Recovery Reform Act of 2018
- Executive Order 13347, Federal Register, Individuals with Disabilities in Emergency

Section E, Item5.

- **State**

- Constitution of the State of Texas
- Texas Education Code, Chapter 88, Sections 88.112 - 88.116 South Central Interstate Forest Fire Protection Compact
- State of Texas Emergency Management Plan
- Texas Homeland Security Strategic Plan 2021-2025
- Texas Local Government Code
 - Chapter 203, (as amended), Management and Preservation of Records
 - Chapter 229, (as amended), Miscellaneous Regulatory Authority of Municipalities
 - Title 6, Chapter 616 Emergency Interim Public Office Succession Act
 - Title 12, Chapter 391 Regional Planning Commission
- Texas Government Code
 - Chapter 411 301-307, (as amended), Texas Department of Public Safety (Power Outage Alert)
 - Chapter 418, (as amended), Emergency Management
 - Chapter 421, (as amended), Homeland Security
 - Chapter 433, (as amended), State of Emergency
 - Chapter 791.006 (as amended) Liability in Fire Protection Contract or Provision of Law Enforcement Services
 - Chapter 791.025 (as amended) Contracts for Purchases
 - Chapter 791.027 (as amended) Emergency Assistance
- Chapter 616 Emergency Interim Public Office Succession Act
- Chapter 391 Regional Planning Commissions
- State of Texas Health & Safety Code:
- Chapter 778 Emergency Management Assistance Compact
- Chapter 773 Emergency Medical Services
- Executive Orders of the Governor
 - GA 05 Relating to Emergency Management of Natural and Human-Caused Events, Emergencies, and Disasters (2018)
 - RP 1 Relating to Emergency Management (2011)
 - RP 16 Relating to the Creation of the Statewide Texas Amber Alert Network (2002)
 - RP-40 Relating to the Designation of the National Incident Management Systems as the Incident Management System for the State of Texas (2005)
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- RP 59 Relating to the Renewal of Disaster Recovery Issues due to the Effects of Hurricanes Katrina and Rita (2006)
- RP 68 Relating to the Creation of Blue Alert Program (2008)
- RP 69 Relating to the Creation of the Governor's Commission for Disaster Recovery and Renewal (2008)
- Texas Water Code, Title 2
 - Subtitle B, Chapter 13 Water Rates and Services
 - Subtitle C, Chapter 16 Provisions Generally Applicable to Water Development
 - Texas State Historical Association. (2022). Texas Almanac. (E. Alvarez,

- State of Texas Administrative Code, Title 37, Part 1, Chapter 7, Division of Emergency Management
- **Local**
 - Adoption of Dallas County Hazard Mitigation Action Plan, Court Order 2015-1728, December 12, 2015.
 - Adoption of the 2008 Dallas County Emergency Management Plan. Commissioner's Court Order# 2008- 369, dated February 19, 2008.
 - Resolution, Court Order 2007-1500, Advanced Level of Preparedness from the Governor's Division of Emergency Management, dated July 31, 2007.
 - Adoption of the National Incident Management System (NIMS), Court Order 2005-1633, August 30, 2005.
 - Joint Resolution between the County of Dallas and the Cities of Balch Springs, Cockrell Hill, Addison, Highland Park, Hutchins, Seagoville, Sunnyvale, University Park, and Wilmer as amended.
 - Inter-local Agreements & Contracts. See the summary in Attachment 6.
 - North Central Texas Council of Governments (NCTCOG) Regional Response Plan

10. Explanation of Terms

This section lists acronyms and definitions to terms listed throughout this document.

Acronyms

AAR	After Action Report
ARC	American Red Cross
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CFR	Code of Federal Regulations
DOC	Disaster District Committee
OHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
HazMap	Hazard Mitigation Action Plan
HazMat	Hazardous Material
THIRA	Threat and Hazard Identification and Risk Assessment
HSPD-5	Homeland Security Presidential Directive 5
IC	Incident Commander
ICP	Incident Command Post
res	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOGs	Standard Operating Guidelines
SOC	State Operations Center
STAR	State of Texas Assistance Request
TRRN	Texas Regional Response Network
TSA	The Salvation Army
VOAD	Voluntary Organizations Active in Disasters

Definitions

- Area Command/Unified Area Command: An organization established 1) to oversee the management of multiple incidents that are each being managed by an ICS organization or 2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to those priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

- Authority Having Jurisdiction (AHJ): The Authority Having Jurisdiction is an entity that can create and administer processes to qualify, certify and credential personnel for incident-related positions. AHJs include state, tribal, or federal government departments and agencies, training commissions, NGO's, or companies as well as local organizations such as police, fire, public health or public works.
- CBRNE: Acronym for Chemical, Biological, Radiological, Nuclear and Explosives. CBRNE materials are utilized in weapons of mass destruction. However, CBRNE events can also happen accidentally.
- Disaster District: Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
- Disaster District Committee (DDC): The DDC consists of a chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
- Emergency Operations Center (EOC): Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
- Emergency Operations Center (EOC) Director: The term "EOC Director" is a term that refers to the individual who heads the team that works in an EOC when it is activated. In actual practice, this position may have a variety of titles, such as EOC Manager or EOC Coordinator, depending on the plans and guidelines of the jurisdiction/organization.
- Emergency Operations Plan (EOP): The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property should be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions should be coordinated.
- Emergency Support Functions (ESF): Used by the Federal government and many State governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories or resources and provide strategic objectives for their use. ESFs use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.
- Emergency Situations: As used in this plan, is intended to describe either an emergency or disaster.

- Emergency: As defined by FEMA, an emergency is any occasion or instance - such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe - that warrants action to save lives and to protect property, public health, and safety.
- Disaster: 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, other public calamity requiring emergency action or emergency.
- Hazard: A natural, technological, or human-caused source or cause of harm or difficulty.
- Hazard Analysis: A document, published separately from this plan, identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
- Hazardous Material (HazMat): A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. This includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
- Incident: An event that has the potential to cause interruption, disruption, loss, emergency, crisis, disaster, or catastrophe.
- Incident Commander (IC): The Incident Commander (IC) is the individual responsible for on-scene incident activities, including developing incident objectives, ordering, and releasing resources. The IC has overall authority and responsibility for conducting incident operations.
- Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, guidelines, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents.
- Inter-local agreements: These are arrangements between governments or organizations, either public or private, for reciprocal aid and assistance

during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. They are commonly referred to as mutual aid agreements.

- Joint Information Center: A facility in which personnel coordinate incident-related public information activities. The JIC serves as the central point of contact for all new media. Public information officials from all participating agencies co-located at, or virtually coordinate through, the JIC.
- Joint Information System: A structure that integrates overarching incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations.
- Jurisdiction: Jurisdiction has more than one definition. Each use depends on the context: 1) A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g. city, county, tribal, State, or Federal boundary lines) or functional (e.g. law enforcement, public health); or 2) A political subdivision (e.g. Federal, State, county, parish, municipality) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.
- Levels of government
 - Field Response: This level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. ICS is used to control and coordinate field-level response activities. ICS provides a standard organizational structure to facilitate coordination of multiple response organizations at the field level. Departmental plans describe implementation of ICS in the various city departments.
 - Local government: Local governments include cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. The local government emergency management organization and its relationship to field response level may vary, depending upon factors related to geographical size, population, function and complexity.
 - County: This term encompasses all political subdivisions located within the County, including special districts. The County manages and/or coordinates information, resources and priorities among local governments within the County and serves as the coordinator and communications link between local government level and the regional level.
 - Region: The State of Texas is divided into 24 regional mutual aid jurisdictions, based upon existing Councils of Governmental regional

boundaries. Dallas County is part of the North Central Texas Council of Governments (NCTCOG), Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant and Wise counties. The regional level manages and coordinates information and resources among the local governments and counties within the 16-county area. The regional level also coordinates overall State agency support for emergency response activities within the region.

- State: Texas Department of Emergency Managers (TDEM) manages State resources to the emergency needs of the local and regional jurisdictional levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and State level, and serves as the coordination and communications link to the Federal disaster response system. The State response structure is organized into zones referred to as Disaster Districts. Dallas County is located within Disaster District 48.
- Mutual Aid Agreement or Assistance Agreement: A written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain assistance in the form of personnel, equipment, material, and other associated services. The primary objective is to facilitate the rapid, short-term deployment of support prior to, during, and/or after an incident.
- Public Information: Information that is disseminated to the public via multiple media outlets before, during, and/or after an emergency or disaster, ensuring the whole community are addressed.
- Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
- Standard Operating Guidelines: Approved methods for accomplishing a task or set of tasks. SOGs are typically prepared at the department or agency level.

11. Attachments

This section lists supporting attachments and appendices, if any, to this base plan.

Attachment 1: Distribution List

Attachment 2: Organization for Emergency Management

Attachment 3: Emergency Management Functional Responsibility Matrix

Attachment 4: ESF (Annex) Assignments

Attachment 5: Summary of Agreements & Contracts

Attachment 6: National Incident Management System Summary

Attachment 7: Threat and Hazard Identification Risk Assessment

Attachment 8: Signatory Municipality Signed Ordinances

Attachment 9: Dallas County Department Emergency Responsibilities

Attachment 1 - Distribution List**Emergency Management Plan and ESF (Annex) Distribution****Dallas County Office of Homeland Security and Emergency Management**

Department/ Agency	Basic Plan	
	Number of Copies*	(BP /ESF Annex)
American Red Cross (ARC)	1	All
Auditor	1	All
Auto Service Center	1	All
Budget & Evaluation, Office of	1	All
City of Balch Springs	1	All
City of Cockrell Hill	1	All
City of Hutchins	1	All
City of Seagoville	1	All
City of University Park	1	All
City of Wilmer	1	All
Communications & Central Services	1	All
Community Supervision & Corrections	1	All
Constables, Each	1	All
County Administrator	1	All
County Clerk	1	All
County Commissioners (Each	1	All
County Judge	1	All
County Treasurer	1	All
Dallas Area Rapid Transit (DART	1	All
Dallas County Community College District DCCCD,	1	All
Dallas County Hospital District/Parkland	1	All
Dallas Independent School District DISD	1	All
Dallas Water Utilities	1	All
District Attorney	1	All
Elections	1	All
EOC - Finance/Administration	1	All
EOC - Logistics	1	All
EOC - Operations	1	All
EOC - Planning	1	All
Facilities Management	1	All
Texas Division of Emergency Management, Regional Liaison Officer RLO	1	All
Health & Human Service - Environmental Health	1	All
Health & Human Services	1	All
Human Resources	1	All
Institute of Forensic Sciences	1	All
IT Services	1	All
Jury Services	1	All

Emergency Management Plan and ESF (Annex) Distribution

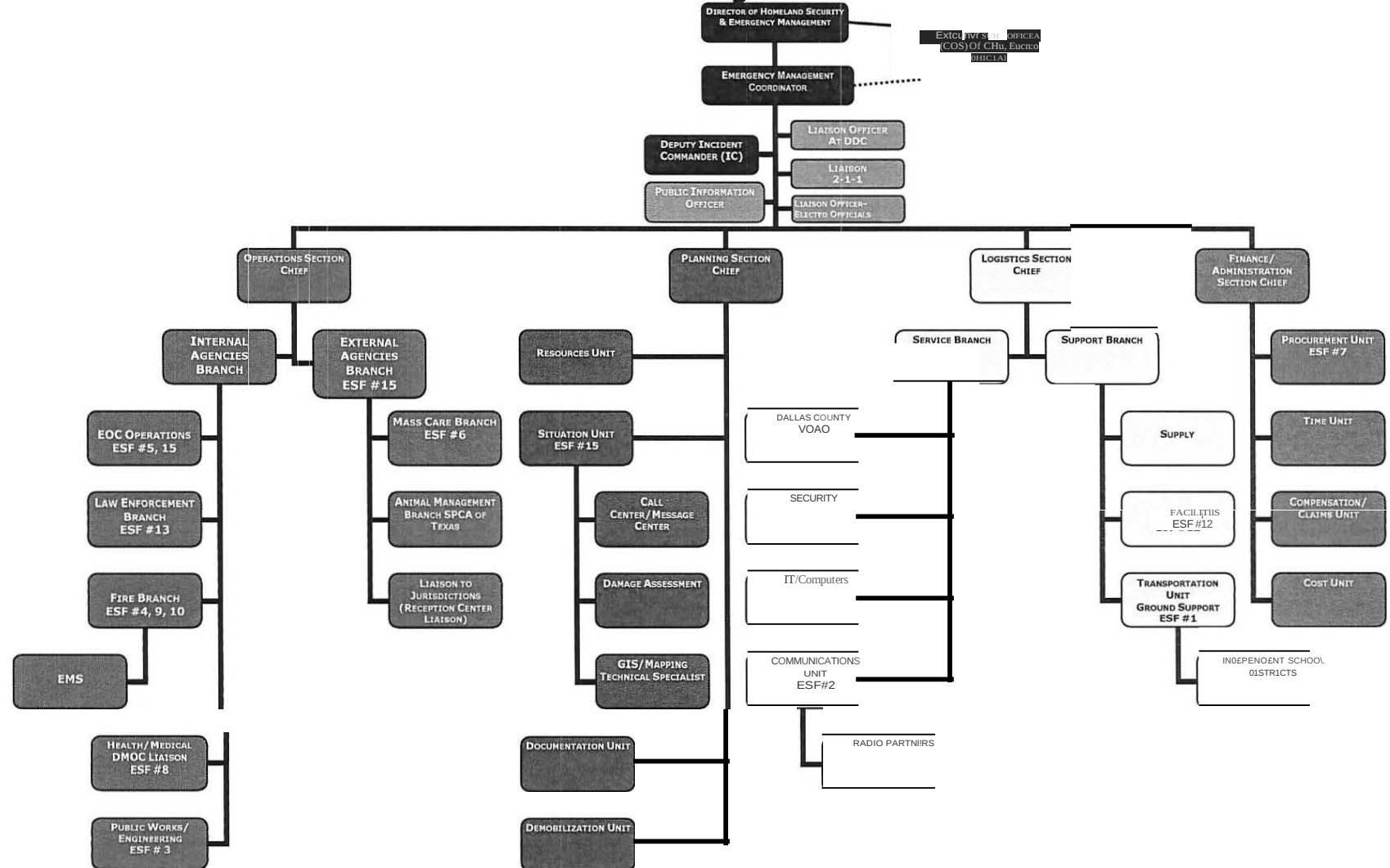


Dallas County Office of Homeland Security and Emergency Management

Justice of the Peace (Each)	1	All
Local Emergency Planning Committee (LEPC)	1	All
Dallas County Fire Marshal's Office - Dallas County Volunteer Fire & Rescue	1	All
Fire Marshal's Office	1	All
Dallas County Security Department	1	All
Office of Homeland Security & Emergency Management (HSEM)	1	All
Planning & Development	1	All
Public Works	1	All
Purchasing	1	All
Road & Bridge Districts (Each)	1	All
Sheriff's Dispatch Communications	1	All
Sheriff's Office	1	All
Southern Methodist University SMU	1	All
Tax Assessor	1	All
Texas Cooperative Extension Service	1	All
The Salvation Army TSA	1	All
Town of Addison	1	All
Town of Highland Park	1	All
Town of Sunnyvale	1	All

*Copies of the Dallas County EMP are distributed in electronic format via CD or portable flash drives. It is up to each Department/Agency to print off and maintain the appropriate number of copies they require.

Attachment 2 - Organization for Emergency Management



ATTACHMENT 3- Support Functions

	#1 - Transportation	#2 - Communications	#3 - Public Works & Engineering	#4 - Firefighting	#5 - Emergency Management	#6 - Mass Care	#7 - Logistics Management & Resource Support	#8 - Public Health & Medical Services	#9 - Search & Rescue	#10 - Oil & Hazardous Material Response	#11 - Agriculture & Natural Resources	#12 - Energy	#13 - Public Safety & Security	#14 - Cross-Sector Business & Infrastructure	#15 - External Affairs	Support Functions	Evaluation	Donations Management	Legal	Terrorist Incident Response	Warning	Hazard Functions	Hazard Mitigation	Recovery Support Functions	Long-Term Community Recovery
Dallas County Departments/Agencies																									
Auditor							S											S							
Auto Service Center	S																								
Budget & Evaluation, Office of							S																		
Communications & Central Services		S									S														S
Community Supervision & Corrections																									
Constables		S											S												
County Clerk																			S						
County Treasurer							S																		
External/Support Agencies																									
Human Resources																									
Institute of Forensic Sciences							S																		S
IT Services		S																							S
Jury Services							S																		
Office of Homeland Security & Emergency Management	P	S					P			S					P		S	P			S				P
Planning & Development			S																						S
Public Works		S	P														S								S
Purchasing							S											S							
Road & Bridge Districts		S	S								S						S								S
Sheriff's Office		P											P		S		S				P				
Tax Assessor																		S							
Salvation Army (TSA)																		S							
Southern Baptist Convention/Texas Baptist Men																									S
Texas AgriLife											P														
TDEM																									
Onor												P													

Attachment 4 - Emergency Support Functions (ESF)

Emergency Support Function (ESF)	Assigned to:
1: Transportation	Office of Homeland Security and Emergency Management (HSEM)
2: Communications	Dallas County Sheriff's Office
3: Public Works and Engineering	Public Works Department
4: Fire Fighting	Dallas County Fire Marshall's Office
5: Emergency Management	Office of Homeland Security and Emergency Management (HSEM)
6: Mass Care, Emergency Assistance, Housing and Human Services	Dallas County Health and Human Services (DCHHS)
7: Logistics Management and Resource Support	Office of Homeland Security and Emergency Management (HSEM)
8: Public Health and Medical Services	Dallas County Health and Human Services (DCHHS)
9: Search and Rescue	Dallas County Fire Marshall's Office
10: Hazardous Materials and Spill	Dallas County Fire Marshall's Office
11: Agriculture and Natural Resources	Texas A&M AgriLife Extension Office
12: Energy	Facilities Management Department
13: Public Safety and Security	Dallas County Sheriff's Office
14: Long-Term Community Recovery	Superseded in accordance to National Disaster Recovery Framework
15: External Affairs	Office of Homeland Security and Emergency Management (HSEM) and Office of County Judge
Support Functions	
Donations Management	Office of Homeland Security and Emergency Management (HSEM)
Legal	Dallas County District Attorney (DA)
Warning	Dallas County Sheriff's Office
Evacuation	Office of Homeland Security and Emergency Management (HSEM)
Terrorist Response	Dallas County Sheriff's Office
Hazard Functions	

Hazard Mitigation	Office of Homeland Security and Emergency Management (HSEM)
Recovery Functions	
Recovery	Office of Homeland Security and Emergency Management (HSEM)

Attachment 5 - Summary of Agreements & Contracts

Agreements

Description: Court Order: 2009 0380

Summary of Provisions: American Red Cross as supporting agency for ESF #6

Officials Authorized to Implement: Dallas County Emergency Operations Center

Costs: No Cost

Copies Held By: American Red Cross and Dallas County

Description: Court Order 2016-0405

Summary of Provisions: City of Dallas EOC Mutual Aid Reciprocity Agreement

Officials Authorized to Implement: Dallas County Emergency Operations Center and City of Dallas

Costs: No Cost

Copies Held By: Dallas County and City of Dallas

Description: Court Order 2016-0979

Summary of Provisions: Cooperative working relationship and exchange of information

Officials Authorized to Implement: Dallas County Emergency Operations Center

Costs: None

Copies Held By: Dallas County and SPCA

Description: MOU between 2-1-1 Texas North Central Texas Dallas Region Area Information Center and Dallas County Office of Homeland Security and Emergency Management

Summary of Provisions: Cooperative working relationship and exchange of information

Officials Authorized to Implement:

Costs: None

Copies Held By: Dallas County and 2-1-1

Contracts

Description:

Summary of Provisions:

Officials Authorized to Implement:

Costs:

Copies Held By:

Attachment 6 - National Incident Management System (NIMS) Summary

BACKGROUND

- The NIMS system is the culmination of more than 40 years of effort to improve interoperability in incident management. This work began in the 1970s with local, state, and federal agencies collaborating to create a system called Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE). FIRESCOPE included ICS and the Multiagency Coordination System (MACS). In 1982, the agencies that developed FIRESCOPE and the National Wildfire Coordinating Group (NWCG) created the National Interagency Incident Management System (NIIMS), in part to make ICS and MACS guidance applicable to all types of incidents and all hazards. Recognizing the value of these systems, communities across the nation adopted ICS and MACS, but adoption was not universal.
- The need for an integrated nationwide incident management system with standard structures, terminology, processes, and resources became clear, in the aftermath of the 2001 terrorist attacks. The Department of Homeland Security (DHS) led a national effort to consolidate, expand, and enhance the previous work of FIRESCOPE, NIIMS, and others to develop NIMS.
- The Federal Emergency Management Agency (FEMA) published the first NIMS document in 2004 and revised it in 2008. The 2017 version of NIMS reflects progress since 2008 based on lessons learned, best practices, and changes in national policy also including updates to the National Preparedness System. Additionally, the 2017 version of the NIMS:
 - Reiterates concepts and principles of the earlier versions of NIMS;
 - Provides additional guidance for EOCs; and
 - Describes how NIMS command and coordination mechanisms fit together.

COMPONENTS

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

organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, guidelines, and communications operating within a common organizational structure and designed to aid in the management of the resources during incidents.

1) Features of ICS

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

- a) Incident Commander: The Incident Commander (IC) is the individual responsible for on-scene incident activities, including developing incident objectives, ordering, and releasing resources. The IC has overall authority and responsibility for conducting incident operations.
- b) Common Terminology: ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- c) Organizational Resources: All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be "typed" with respect to capability. This typing should minimize confusion and enhance interoperability.
- d) Manageable Span of Control: Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- e) Organizational Facilities: Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
- f) Use of Position Titles: All ICS positions have distinct titles.
- g) Reliance on an Incident Action Plan: The incident action plan, which may be verbal or written, is intended to provide supervisory personnel with a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are

assisting local response personnel, or there has been significant turnover in the incident staff.

- h) Integrated Communications: Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- i) Accountability: JCS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) Unified Command

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

3) Area Command

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

- **Multi-agency Coordination Systems:** Multi-agency coordination systems may be required for incidents that require higher-level resource management or information management. The components of multi-agency coordination systems include facilities, equipment, EOCs, specific multi-agency coordination entities, personnel, guidelines, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
- **Public Information:** The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the OHS *National Incident Management System Plan*, dated March 2004.
- **Preparedness:** Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
- **Resource Management:** All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
- **Communications and Information Management:** Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
- **Supporting Technologies:** This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
- **Ongoing Management and Maintenance:** The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.
- **Authority Having Jurisdiction:** The Authority Having Jurisdiction (AHJ) is an entity that can create and administer processes to qualify, certify, and credential personnel for incident-related positions. AHJs include state, tribal, or federal government departments, agencies, and training commissions, NGOs, or companies, as well as local organizations such as police, fire, public health or public works.

- Emergency Operations Plan (EOP): The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property may be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions should be coordinated.

Attachment 7 - Threat and Hazard Identification Risk Assessment

Profiling Hazards

This section of the plan provides an overview of the specific natural, technological, and manmade hazards that can affect Dallas County, including information on historical occurrences and the probability of future occurrences. The following table contains the Threat and Hazard and Risk Assessment (THIRA) for Dallas County. Threat and Hazard Identification and Risk Assessment was performed to determine the hazards that pose the greatest threat that might impact to people, property, environment, Dallas County employees, Dallas County facilities, and Dallas County Business Processes. Numerical values were assigned to each event for the following factors:

Threat (T):

Threats were ranked from 1 (highly unlikely to occur) to 3 (may occur) as show below:

Figure 1:

	Probability
	3 highly likely to occur
	2 (moderately likely to occur)
	1(least likely to occur)
	0 (unlikely to occur)

Vulnerability (V)

Vulnerability scores were determined using Vulnerability Assessment Worksheets, which evaluated potential risk due to natural/technological hazards on six factors. These factors include:

- Human Impact (possibility of death of injury)
- Property Impact (physical losses and damages)
- Business Impact (interruption of services)
- County Preparedness (preplanning)
- Internal Response (time, effectiveness, resources)
- External Response (community/mutual aid staff and supplies)

Figure 2:

	Definition
0	N/A
1	Low
2	Moderate
3	High

- Impact within the **county** and impact outside the **county**:
Determining the impact outside the site was also ranked on a 0 to 3 scale with 0 meaning there would be no loss to the outside jurisdiction and 3 meaning there would be a very high loss to the site.

- **County** Preparedness:

Consequences of a disaster event can be greatly minimized by the measures taken in the **county** to prevent or response to those hazards. These measures usually fall under the Plans, Organization, Equipment, Training and Exercise (POETE) umbrella. Each hazard was ranked on a 0 to 3 scale based on their susceptibility to disasters including how prepared the site was to prepare for certain events.

A summary of the major hazards that Dallas County may face is provided in Table 1

Section E, Item5.

1. These major hazards are identified as natural, manmade, and technological hazards. Table 1: Summary of Risk Assessment Data identifies the threat, vulnerability, consequence, risk score, and risk level to the residents in Dallas County.

Table 2 identifies the risk levels. Additional hazard information is provided in our Dallas County Threat and Hazard Identification and Risk Assessment (THIRA), which is published separately

-
-
-
-

Table 1:

Alert Type	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)						RISK
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
	Likelihood this will occur	Possibility of death or injury	Physical losses and damages	Interruption of services	Preplanning	Time, effectiveness, resources	Community/Mutual Aid staff and supplies	* Relative threat
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low	0 = N/A 1 = High 2 = Moderate 3 = Low	0 = N/A 1 = High 2 = Moderate 3 = Low	0 - 100%
Dam/Levee Failure	2	3	3	2	2	2	2	16%
Drought	2	3	2	2	2	2	2	15%
Earthquake	2	2	3	3	2	1	1	14%
Extreme Temperatures	3	3	2	2	3	2	2	17%
Flooding	3	2	2	3	2	2	2	16%
Hazardous Materials Incident	2	3	2	2	2	2	2	15%
Karst Topography	1	1	2	1	1	2	2	10%
Mass Casualty	2	3	1	2	2	2	2	14%
Mass Gathering	3	3	1	1	2	2	2	14%
Severe Weather Thunderstorms (Includes high winds, hail, lightning)	3	3	3	3	3	3	3	21%
Severe Winter Storms (includes snow & ice)	3	3	3	3	2	3	3	20%
Solar Geomagnetic Storm	1	1	1	2	1	1	1	8%
Threat/Hazard	3	3	1	1	1	3	2	14%
Tornadoes	3	3	3	3	2	3	3	20%
Wildfire /Wildland Fire	1	3	3	3	2	3	3	18%

Attachment 8 - Signatory Municipality Signed Resolutions

<ATTACHED AS SIGNED>

Attachment 9 - Dallas County Department Emergency Responsibilities

Emergency Preparedness for Dallas County Departments Self-Assessment Check List

Each Dallas County Department is encouraged to complete the emergency preparedness self-assessment check. This checklist is designed to provide department directors, elected officials, judicial officials, safety coordinators and others with basic emergency preparedness information. This document is for internal use only and should not be sent to anyone outside your agency.

If you have any questions, please contact HSEM at 214-653-7980.

The Dallas County Emergency Operations Plan (EOP or the Plan) is a multidisciplinary all-hazards plan that establishes a comprehensive framework for the management of major emergencies and disasters within Dallas County. The Plan is implemented when it becomes necessary to mobilize the resources of the identified departments and agencies to save lives and protect property and infrastructure. The Plan assigns primary and secondary roles and responsibilities to departments and agencies. The Plan requires departmental planning, training, and exercises to occur prior to a real-world event in order for the County to respond effectively.

The successful implementation of the Plan is contingent upon a collaborative approach with a wide range of departmental, partner agencies and organizations that provide crucial support during emergency operations. The Plan recognizes the significant role of all departments, agencies and organizations shall perform during emergencies and disasters and their specific roles and responsibilities are included in the Plan.

Your assigned roles and responsibilities include:

- Be prepared to perform assigned duties identified in the Plan 24/7.
 - Provide senior representatives to the Emergency Operations Center (EOC), incident command post, or other identified emergency locations when activated and requested.
 - Determine which of your employees are essential or non-essential to carry out your assigned emergency responsibilities, in accordance with the Plan. Ensure they are aware of this designation. Ensure employees know how they will be informed regarding reporting to work during emergencies.
 - Conduct operations in accordance with the Incident Command System, applicable Homeland Security Directives, and the National Response Framework. (FEMA Training courses ICS 100, 200, 700 and 800 are required for those working in the EOC).
 - Participate in planning, preparedness activities, exercises and training designed to prepare your staff to accomplish assigned emergency response and recovery responsibilities.
-

- Maintain financial records in accordance with guidance from the County Auditor, HSEM and other applicable County/State procedures.
- Appoint and assign Department Safety Coordinators to work with employees and the public prior to and during emergencies affecting your department. Safety Coordinator are empowered to act on behalf of department senior management in an emergency event. Backup Safety Coordinators should be appointed. Participation as a Safety Coordinator is a voluntary function.
- Ensure HSEM has emergency contacts for your department; including department head and a minimum of two alternates with decision-making authority that would have availability to report to EOC when required.
- Conduct a survey of employees and know County of residence.
- In cooperation with the County IT Department, establish, maintain, and exercise employee emergency notifications and callback. Ensure employees are informed of how to register their personal cellphone and email in the Dallas County Emergency Notification System in order to receive emergency notifications.
- Develop and maintain an inventory of department resources that would be applicable to accomplishing assigned emergency functions.
- Maintain an approved agency/department-specific Continuity of Operations Plan (COOP) in accordance with County guidelines and standards, including identifying and preparing an alternate site(s) for the efficient relocation of operations.
- Safeguard vital records always including digital data.
- In cooperation with HSEM and County Purchasing, establish stand-by contracts for services, equipment, and other resources for your department.
- In cooperation with HSEM, establish mutual aid agreements with surrounding municipalities and regional capabilities.
- Periodically review all emergency plans, policies, and procedures.
- Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis. HSEM offers training to departments.
- Familiarize all personnel with availability of emergency action plans, procedures, checklist and information on-line at the HSEM website on the tab "Employee Emergency Information". This link is available from County owned computers.
- Familiarize all personnel with the topic of "Active Shooter". Training is available through several County departments and on-line.
- Obtain and use NOAA Weather Radio units provided by HSEM.
- Be familiar with "safe areas" in your building(s) or work area for employees to use during tornadoes or other severe weather. Tornado Safe Area signs are displayed throughout most County buildings.

Updated April 2019A

12. References

This section lists references used in the creation of this document.

1. Texas Department of Public Safety, Governor's Division of Emergency Management, *Disaster Recovery Manual*
2. Texas Department of Public Safety, Governor's Division of Emergency Management, *Mitigation Handbook*
3. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
4. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*
5. U. S. Department of Homeland Security, *National Response Framework*
6. 79th Texas Legislature, *House Bill 3111*
7. *Government Code, Chapter 418*
8. FEMA, *National Preparedness Guidelines*, 2017
9. FEMA, *National Incident Management System*, 2017
10. FEMA, *National Disaster Recovery Framework*, June 2016
11. North Central Texas Council of Governments, *Threat and Hazard Identification Assessment Report*, 2017
12. *Texas Administrative Code Title 37, Chapter 7*
13. TDEM, *Texas Emergency Management Executive Guide FY2019 Edition*

CITY OF HUTCHINS, TEXAS
RESOLUTION 2024-09-1210

A RESOLUTION OF THE CITY OF HUTCHINS, TEXAS ESTABLISHING AN
INTER-JURISDICTIONAL EMERGENCY MANAGEMENT PROGRAM WITH
DALLAS COUNTY FOR THE PURPOSE OF PROVIDING AND RECEIVING
COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAMS.

WHEREAS, the City of Hutchins, by Resolution 2004-1213 and Dallas County by Commissioners Court Order Number 2004-2207 have established similar programs of comprehensive emergency management which includes the mitigation, preparedness, response and recovery phases of emergency management; and

WHEREAS, the Cities and County find that vulnerability to many potential hazards is shared by residents of Hutchins and the unincorporated portions of Dallas County; and

WHEREAS, the Cities and County further finds that the common goal of emergency management can best be achieved through an organization which shares the combined resources of the City and the County; and

WHEREAS, the contemplated action is specifically authorized by the aforementioned Resolution and Court Order.

THEREFORE, BE IT RESOLVED that there is hereby established the Dallas County Emergency Management program which shall consist of the officers and employees of the City and of the County as designated in an inter-jurisdictional emergency management plan, together with such organized volunteer groups as that plan may specify; and

BE IT FURTHER RESOLVED that the Mayor of Hutchins and the Dallas County Judge shall mutually appoint an Emergency Management Coordinator to coordinate all aspects of the Emergency Management program of comprehensive emergency management, including the preparation and maintenance of an inter-jurisdictional emergency management plan for Hutchins and Dallas County in accordance with this resolution.

BE IT FURTHER RESOLVED that any party to this agreement may withdraw from the combined organization created by this resolution and its related inter-jurisdictional emergency management plan by giving sixty days advance notice in writing to each of the signatories to this resolution and to the Texas Division of Emergency Management.

RESOLVED this the 3rd day of September 2024.

Mario Vasquez
Mayor, City of Hutchins

County Judge, County

Attest:

Cynthia Olguin
City Secretary

County Clerk



STAFF REPORT

MEETING DATE:	September 3, 2024
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election Presented by: Cynthia Olguin

Background Information

The officials listed on the attached ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers’ Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on the ballot.

Voting Process:

1. Ballot included for Places 11-14 of the Board of Trustees
2. Record your organization’s choices by placing an “X” in the square beside the candidate’s name or writing in the name of an eligible person in the space provided.
3. Mayor will sign the Certificate of votes cast.

Staff Recommendation

Make a motion to cast a vote in favor of:

for Place 11

for Place 12

for Place 13

for Place 14

OFFICIAL BALLOT

Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 11 – 14 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. Each Member of the Pool is entitled to vote for Board of Trustee members. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate for each place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2024. Ballots received after September 30, 2024, cannot be counted. **The ballot must be properly signed, and all pages of the ballot must be mailed to: Trustee Election, David Reagan, Secretary of the Board, P.O. Box 149194, Austin, Texas 78714-9194. If the ballot is not signed, it will not be counted.**

PLACE 11

- ☐ **Randy Criswell.** (Incumbent) Randy Criswell is currently the City Manager of Wolfforth (Region 3), a position he’s held since 2022. He has served on the TML Risk Pool Board of Trustees since 2015 and as Chair of the Board from 2020 to 2022. He has been in public service since 1994, having served the City of Canyon in three administrative roles including City Manager, the City of Mineral Wells as City Manager, and his current position. Mr. Criswell has a Bachelor of Science Degree from Texas Tech University in Engineering Technology and is a Certified Public Manager. He is a member of TCMA and a past member of the TCMA Board of Directors. He and his wife Janie have three grown children, and he enjoys golf, his Harley Davidson motorcycle, and spending time with Janie.
- ☐ **Robert S. Davis.** Robert Davis serves as the City Attorney for the City of Bullard (Region 15). He is a Senior Partner at Flowers Davis PLLC in Tyler and oversees the Business and Commercial Litigation, Insurance Defense, Defense of Governmental Entities, Employment Law, and Medical Liability Sections of the law firm. Mr. Davis has extensive experience in representing governmental entities and government officials in all types of litigation. He also has extensive experience in litigation for major insurance carriers and drafting coverage opinions for insurance carriers. Through the years, he has written many papers for and made numerous presentations to Texas Sheriff’s Association, Texas Association of Counties, Texas Jail Association, and Texas Chief Deputies’ Association.

WRITE IN CANDIDATE:

PLACE 12

- ☐ **Cedric Davis, Sr.** Cedric Davis is the City Manager of the City of Mathis (Region 11). He joined the city’s administration team on January3, 2024, and has more than three decades of experience as a public servant. He served as the City Manager of Mathis for over four years, and is a former Chief of Police and Public Educator. He is a graduate of Law Enforcement Management Institute of Texas and the Advanced Military Academy of Texas. He has a Bachelor of Science degree in Criminal Justice Administration from Sam Houston State University. He is a licensed Master Peace Officer, Police Instructor, Investigator, and holds certifications in Public Management, Smart City Practitioner, and Public Finance Investment Officer. In 2008 he served as Mayor of Balch Springs.
- ☐ **Rocky Hawkins.** Rocky Hawkins is a Councilmember for the City of Gladewater (Region 15), and served as such for four years. He has also served on the Gladewater Lake Board for 10 years, as a Chamber of Commerce Volunteer, as a member of the “Friends of the Library” at the Lee-Bardwell Public Library in Gladewater, and on various boards and committees at First Baptist Church for 30 years. Mr. Hawkins began his career with a brief stint as a Parole Officer for Gregg County; later spent almost 15 years in the Hospitality/Restaurant Business; and finished his career with 30 years at Eastman Chemical Co. He holds an associate’s degree in business management from Kilgore College and a B.S. degree in Criminal Justice from Sam Houston State University.
- ☐ **Allison Heyward.** (Incumbent) Allison Heyward has served as Councilmember for the City of Schertz (Region 7) since 2018. She also serves on the TML Board of Directors and is currently the TML President Elect. She previously served in 2022 on the TMLIRP Board as the TML Board representative. In January 2023, she was appointed to Place 12 on the TMLIRP Board to fill a vacancy. She holds a Bachelor’s Degree in Accounting from Texas Southern University, and is a 2020 graduate of the Chamber Leadership Core Program. Mrs. Heyward is also a TML Leadership Fellow and a Certified Municipal Officer (CMO), having received the TMLI CMO (Certified Municipal Official Designation) Award of Excellence for maintaining the designation for 5 continuous years. She has also been recognized with the President's Award for being one of the top 2 highest earners of Continuing Education Units.
- ☐ **Rudy Zepeda.** Rudy Zepeda has served as the Finance Director for the City of Santa Fe (Region 14) since 2021. Before joining Santa Fe, Mr. Zepeda served eight years in Dayton, Texas, as Assistant City Manager and Finance Director. He holds a degree in Classics from the University of Arizona and certification in Certified Public Management from Stephen F. Austin University. While Finance Director in Santa Fe, the city earned the Government Finance Officers Association (GFOA) Budget Presentation Award and the Excellence in Financial Reporting award. This year, the city was recognized by the State Comptroller’s Office with its Traditional Finances Star Award. Mr. Zepeda’s career spans 30 years, with significant experience in both public and private sectors, including 14 years in local government.

WRITE IN CANDIDATE:

PLACE 13

- ☐ **Harlan Jefferson.** (Incumbent) Deputy City Manager for the City of Burleson (Region 13). Mr. Jefferson has been in public service for 41 years, serving as a Risk Manager for the City of Denton early in his career and serving as Town Manager for Flower Mound and Prosper, Texas. Mr. Jefferson is an active member of the Texas City Management Association (TCMA), having served on its Board of Directors and is a Past President of the North Texas City Manager Association. He holds a Bachelor of Arts in Political Science and a Master of Public Administration from the University of North Texas. Additionally, he is an Adjunct Faculty member in the Master of Public Administration Program at the University of North Texas.
- ☐ **James Quin.** City Administrator for the City of Hutchins (Region 13) since March 2022. He served as City Administrator of Haslet for 8 years and City Manager for Richland Hills for 16 years. Mr. Quin earned a Bachelor of Science Education degree and a Master of Public Administration degree from Missouri State University. He is a member of the International City/County Management Association (ICMA) and maintains the ICMA Credentialed Manager (CM) designation. In April 2022, he was awarded the High Performance Leadership Academy Certificate issued by ICMA Professional Development Academy. Also, he is a full member of TCMA, and previously served on the HCA Medical City Alliance Hospital Board for 6 years.

WRITE IN CANDIDATE:

PLACE 14

- ☐ **Mike Land** (Incumbent) City Manager for the City of Coppell (Region 13) since 2017, and Deputy City Manager from 2012-2017. Previously, he was Town Manager for Prosper, City Manager for Gainesville, and Executive Director for the Southwestern Diabetic Foundation. Mr. Land serves on the International City/County Management (ICMA) Board of Directors and is the 2024-25 ICMA President-Elect. Additionally, he serves on the Texas Women’s Leadership Institute Advisory Board, the Texas A&M University’s Development Industry Advisory Council, and the UTA MPA Advisory Board. He has also served as School Board Trustee for Gainesville Independent School District and as President of TCMA.

WRITE IN CANDIDATE:

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

Witness my hand, this _____ day of _____, 2024.

Signature of Authorized Official

Title

Printed Name of Authorized Official

Printed Name of Political Entity



STAFF REPORT

MEETING DATE:	September 3, 2024
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Discuss and consider two appointments to the Planning and Zoning Commission. Presented by: Cynthia Olguin

Background Information

The Hutchins City Council annually, or as needed, makes appointments to all Boards and Commissions.

The Planning and Zoning Commission is made up of five (5) regular members and two (2) alternate members. The following Commission Member terms expired in 2024:

- Don Pressler, seeking reappointment
- Harry Gross, not seeking reappointment

Applications for consideration:

- Don Pressler – application for reappointment
- Teronika Gaines, seeking new appointment

Staff Recommendation

Staff recommends the appointments by motion:

EXAMPLE:

I make a motion to appoint:

_____ (name)

_____ (name)

To the Planning and Zoning Commission for a two-year term expiring in July 2026.



**Planning & Zoning Commission
2023/2024 Attendance Roster
(July through July)**

BOARD MEMBER	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN	FEB.	MAR.	APR.	MAY	JUNE	JULY
Joseph Matthews	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Harry Gross	✓	✓	✓	✓	✓	✓	✓		✓	A	A	A	A
Marie Harris	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Tod Davis	✓	✓	A	✓	✓	✓	✓		✓	✓	✓	✓	✓
Don Pressler	✓	✓	✓	✓	✓	✓	A		✓	✓	✓	✓	✓

Check Mark: Present
Absent: A



CITY OF HUTCHINS BOARDS AND COMMISSIONS APPLICATION

Return to: City Secretary, P.O. Box 500, Hutchins, Texas 75141
or email to colguin@cityofhutchins.org

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

1. LIVED IN THE CITY LIMITS FOR AT LEAST THE LAST 12 MONTHS
2. A REGISTERED VOTER IN THE CITY OF HUTCHINS.

Board or Commission you wish to serve: Check One (1):

☐ Atwell Public Library Board	☐ Building and Standards Commission
☐ Economic Development Corporation	☐ Historical Society Board
☐ Parks and Recreation Board	☒ Planning and Zoning Commission
☐ TIRZ – Tax Increment Financing Zone	☐ Zoning Board of Adjustment
☐ Keep Hutchins Beautiful Advisory Board	

Applicant Information:

(Ms./Mrs./Mr.) (Last Name) Gaines (First Name) Teronika (MI) C
 Home Address [REDACTED] Dr. Hutchins TX 75141 Zip Code 75141
 Home Phone Number [REDACTED] Cell Phone Number [REDACTED] Email Address [REDACTED]

1. Resident of the City for 5 years. Are you a Qualified Registered Voter? ☒ YES ☐ NO
2. Do you, your spouse, or your employer have any financial interest (direct or indirect) in the following?
 1) In any contract with the City of Hutchins; 2) Regarding the sale of land, materials, supplies, or services to the City of Hutchins; or 3) In matters that might come before the Board/Committees to which you are seeking appointment?
☐ YES ☒ NO If yes, please explain: _____
3. Please list any education, experience or special knowledge that qualifies you to serve: As a Homeowner in Hutchins I have first hand knowledge about how important preserving property values and etc. This board handles this and many other things.
4. List any civic or community activities in which you have been involved. I have volunteered with Salvation Army for many years. Also I am a member of the Hutchins Neighborhood Watch.
5. Have you or are you currently serving on another Board or Commission? ☐ YES ☒ NO
 If yes, please list and include approximate dates of service. _____

6. Are you an existing Board/Commission member desiring to remain on the same board? ☐ YES ☒ NO
7. Have you attended a City Council meeting before? ☒ YES ☐ NO
8. Have you attended a Board or Commission meeting for which you have applied? ☐ YES ☒ NO
9. Do you have knowledge regarding the Board/Commission you are applying to serve? ☒ YES ☐ NO

PUBLIC INFORMATION NOTICE

Certain information submitted on the Boards and Commission Application is subject to the Texas Information Act and may be disclosed to anyone requesting this information. The act allows a board member of a governmental body to choose whether to allow public access to the information in the custody of the city that relates to the **home address and phone numbers**.

I, Teronika Gane, applicant for City of Hutchins Boards and
(PRINT NAME HERE)

Commissions, choose the following:

- ☐ ALLOW public access to my home address and telephone number(s).
- ☒ DO NOT ALLOW public access to my home address and telephone number(s).

All individuals appointed to serve on a board or commission will be required to complete member orientation and one hour of training relative to the Texas Open Meetings Act & and the Texas Public Information Act.

I have read and understand the instructions and the appointment process. I certify the answers I have provided are true and correct to the best of my knowledge and belief, and I acknowledge that any misrepresentation or omission of fact may result in disqualification from service.

Signature

Teronika Gane

Date Submitted

4-18-2024

OFFICE USE ONLY

Date Received: _____ Application Verified by: _____ Forwarded to council: _____

Appointed by council: YES ☐ NO ☐ Date Appointed: _____

Regular Member: ☐ Alternate Member: ☐ Full Term: ☐ Unexpired Term: ☐ Term Dates: _____

Oath of Office on file: _____ PIA Training – Date Completed: _____ OMA Training – Date Completed: _____



**CITY OF HUTCHINS
BOARDS AND COMMISSIONS
REAPPOINTMENT FORM**

April 5, 2024

Dear Board or Commission member:

Our records indicate that your current appointment will expire in July 2024. If you wish to seek reappointment, please complete this form and the enclosed application, and return by May 1, 2024.

Don Pressler

Name

Planning And Zoning Commission

Board or Commission currently serving

CHOOSE ONE BOX

☒ Yes, I would like to be reappointed to serve another term.

☐ No, I do not wish to be reappointed to the board I currently serve.

Signature

4-11-24

Date

Please return the application to:

City of Hutchins
City Secretary's Office
321 N. Main St.
Hutchins, TX 75141

Email to:

colguin@cityofhutchins.org

DEADLINE TO SUBMIT YOUR RESPONSE IS MONDAY, MAY 1, 2024

Thank you for your commitment and service to the City of Hutchins!

Regards,

Cynthia Olguin
City Secretary



STAFF REPORT

MEETING DATE:	September 3, 2024
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Discuss and consider appointments to the Hutchins Economic Development Corporation. Presented by: Cynthia Olguin

Background Information

The Hutchins City Council annually, or as needed, makes appointments to all Boards and Commissions.

The Hutchins Economic Development Corporation is made up of seven (7) regular members. The following Board Member terms expired in 2024, and all are seeking reappointment. No other applications were received:

- Artis Johnson, seeking reappointment
- Aurora Madrigal, seeking reappointment
- Steve Nichols, seeking reappointment
- Mario Vasquez, seeking reappointment

Staff Recommendation

Staff recommends the appointments by motion:

EXAMPLE:

I make a motion to appoint:

_____ (name)

_____ (name)

_____ (name)

_____ (name)

To the Hutchins Economic Development Corporation for a two-year term expiring in July 2026.



**CITY OF HUTCHINS
BOARDS AND COMMISSIONS
REAPPOINTMENT FORM**

April 5, 2024

Dear Board or Commission member:

Our records indicate that your current appointment will expire in July 2024. If you wish to seek reappointment, please complete this form and the enclosed application, and return by May 1, 2024.

Artis Johnson

Name

Economic Development Corporation

Board or Commission currently serving

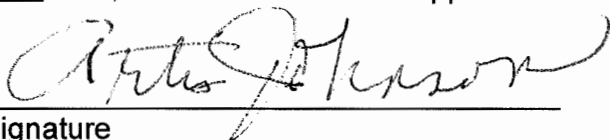
CHOOSE ONE BOX



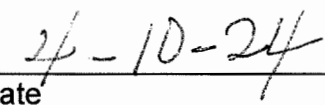
Yes, I would like to be reappointed to serve another term.



No, I do not wish to be reappointed to the board I currently serve.



Signature



Date

Please return the application to:

City of Hutchins
City Secretary's Office
321 N. Main St.
Hutchins, TX 75141

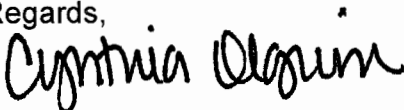
Email to:

colguin@cityofhutchins.org

DEADLINE TO SUBMIT YOUR RESPONSE IS MONDAY, MAY 1, 2024

Thank you for your commitment and service to the City of Hutchins!

Regards,



Cynthia Olguin
City Secretary



**CITY OF HUTCHINS
BOARDS AND COMMISSIONS
REAPPOINTMENT FORM**

April 5, 2024

Dear Board or Commission member:

Our records indicate that your current appointment will expire in July 2024. If you wish to seek reappointment, please complete this form and the enclosed application, and return by May 1, 2024.

Aurora Madrigal
Name

Economic Development Corporation
Board or Commission currently serving

CHOOSE ONE BOX

☒ Yes, I would like to be reappointed to serve another term.

☐ No, I do not wish to be reappointed to the board I currently serve.

Aurora Madrigal
Signature

4-07-2024
Date

Please return the application to:

City of Hutchins
City Secretary's Office
321 N. Main St.
Hutchins, TX 75141

Email to:

colguin@cityofhutchins.org

DEADLINE TO SUBMIT YOUR RESPONSE IS MONDAY, MAY 1, 2024

Thank you for your commitment and service to the City of Hutchins!

Regards,
Cynthia Olguin

Cynthia Olguin
City Secretary



**CITY OF HUTCHINS
BOARDS AND COMMISSIONS
REAPPOINTMENT FORM**

April 5, 2024

Dear Board or Commission member:

Our records indicate that your current appointment will expire in July 2024. If you wish to seek reappointment, please complete this form and the enclosed application, and return by May 1, 2024.

Steve Nichols
Name

EDC
Board or Commission currently serving

CHOOSE ONE BOX

☒ Yes, I would like to be reappointed to serve another term.

☐ No, I do not wish to be reappointed to the board I currently serve.

Steph Licht
Signature

06/10/2024
Date

Please return the application to:

City of Hutchins
City Secretary's Office
321 N. Main St.
Hutchins, TX 75141

Email to:

colguin@cityofhutchins.org

DEADLINE TO SUBMIT YOUR RESPONSE IS MONDAY, MAY 1, 2024

Thank you for your commitment and service to the City of Hutchins!

Regards,

Cynthia Olguin
City Secretary



**CITY OF HUTCHINS
BOARDS AND COMMISSIONS
REAPPOINTMENT FORM**

April 5, 2024

Dear Board or Commission member:

Our records indicate that your current appointment will expire in July 2024. If you wish to seek reappointment, please complete this form and the enclosed application, and return by May 1, 2024.

MARIO VASQUEZ
Name

EDC
Board or Commission currently serving

CHOOSE ONE BOX

☒ Yes, I would like to be reappointed to serve another term.

☐ No, I do not wish to be reappointed to the board I currently serve.

Mario Vasquez
Signature

7-15-24
Date

Please return the application to:

City of Hutchins
City Secretary's Office
321 N. Main St.
Hutchins, TX 75141

Email to:

colguin@cityofhutchins.org

DEADLINE TO SUBMIT YOUR RESPONSE IS MONDAY, MAY 1, 2024

Thank you for your commitment and service to the City of Hutchins!

Regards,

Cynthia Olguin
City Secretary



STAFF REPORT

MEETING DATE:	September 3, 2024
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Discuss and consider appointments to the Atwell Public Library Board. Presented by: Cynthia Olguin

Background Information

The Hutchins City Council annually, or as needed, makes appointments to all Boards and Commissions.

The Atwell Public Library Board is made up of six (6) members. Three seats are up for reappointment with terms expiring in July 2026.

The following Commission Member terms expired in 2024 and all are seeking reappointment.

- Yvette Lewis, seeking reappointment
- Cristian Martinez, seeking reappointment
- Angela Robertson, seeking reappointment

Recommendation for Replacement for the remainder of a term expiring in 2025:

Per the City of Hutchins' Code of Ordinance, Article 1.12.035 Public Library, Dismissal, and Replacements, city staff is submitting a recommendation to replace an Atwell Public Library Board member due to absences. Ms. T. Patriece was appointed to the Library Board on February 19, 2024, to fill the remainder of a term expiring in July 2025. Ms. Brown has not attended any meetings between February and August 2024.

Applications for consideration:

- Glenda Gilliam
- Rafael Vargas

Staff Recommendation

Staff recommends the appointments by motion:



EXAMPLE:

1. I make a motion to appoint:

_____ *(name)*

_____ *(name)*

_____ *(name)*

To the Atwell Public Library for two-year terms expiring in July 2026.

2. I make a motion to appoint:

_____ *(name)*

To the Atwell Public Library Board for the remainder of a two-year term expiring in July 2025.



Atwell Public Library Advisory Board 2023/2024 Attendance Roster (July through July)

BOARD MEMBER	JUL 18	AUG. 15	SEPT. 19	OCT. 17	NOV. 21	DEC. 2023	JAN. 16	FEB. 20	MAR 19	APR. 16	MAY 21	JUNE 18	JULY 16
Brown, T. Patriece								A	A		A	A	A
Campbell, Brenda	----		✓	✓	✓			✓	A		A	✓	✓
Edwards, Sherri	----		A	A	A								
Lewis, Yvette	----		A	✓	✓			✓	A		A	A	✓
Martinez, Cristian	----		✓	A	A			✓	✓		✓	✓	✓
Robertson, Angela	----		✓	✓	✓			✓	✓		✓	✓	✓
Sanchez, Jessica	----		✓	✓	A			✓	✓		✓	A	✓

Check Mark: Present

Absent: A

Meeting Cancelled

Meeting Cancelled due to Lack of Quorum

Not Serving on Board



**CITY OF HUTCHINS
BOARDS AND COMMISSIONS
REAPPOINTMENT FORM**

April 5, 2024

Dear Board or Commission member:

Our records indicate that your current appointment will expire in July 2024. If you wish to seek reappointment, please complete this form and the enclosed application, and return by May 1, 2024.

Yvette Lewis

Name

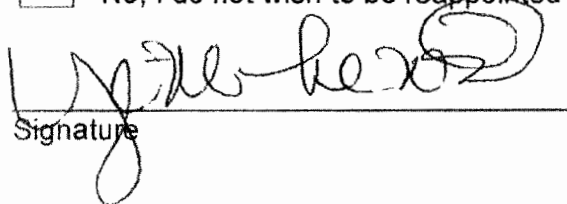
Atwell Public Library Board

Board or Commission currently serving

CHOOSE ONE BOX

☒ Yes, I would like to be reappointed to serve another term.

☐ No, I do not wish to be reappointed to the board I currently serve.



Signature

04-24-2024

Date

Please return the application to:

City of Hutchins
City Secretary's Office
321 N. Main St.
Hutchins, TX 75141

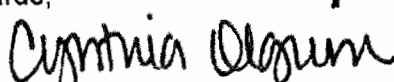
Email to:

colguin@cityofhutchins.org

DEADLINE TO SUBMIT YOUR RESPONSE IS MONDAY, MAY 1, 2024

Thank you for your commitment and service to the City of Hutchins!

Regards,


Cynthia Olguin
City Secretary



**CITY OF HUTCHINS
BOARDS AND COMMISSIONS
REAPPOINTMENT FORM**

April 5, 2024

Dear Board or Commission member:

Our records indicate that your current appointment will expire in July 2024. If you wish to seek reappointment, please complete this form and the enclosed application, and return by May 1, 2024.

Cristian Martinez

Name

Atwell Public Library Board

Board or Commission currently serving

CHOOSE ONE BOX



Yes, I would like to be reappointed to serve another term.



No, I do not wish to be reappointed to the board I currently serve.

Signature

Date

Please return the application to:

City of Hutchins
City Secretary's Office
321 N. Main St.
Hutchins, TX 75141

Email to:

colguin@cityofhutchins.org

DEADLINE TO SUBMIT YOUR RESPONSE IS MONDAY, MAY 1, 2024

Thank you for your commitment and service to the City of Hutchins!

Regards,

Cynthia Olguin
City Secretary



CITY OF HUTCHINS
BOARDS AND COMMISSIONS
REAPPOINTMENT FORM

April 5, 2024

Dear Board or Commission member:

Our records indicate that your current appointment will expire in July 2024. If you wish to seek reappointment, please complete this form and the enclosed application, and return by May 1, 2024.

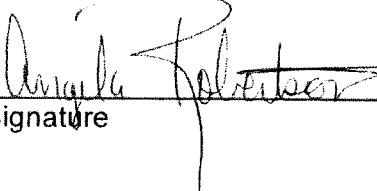
Angela Robertson
Name

Atwell Public Library Board
Board or Commission currently serving

CHOOSE ONE BOX

☒ Yes, I would like to be reappointed to serve another term.

☐ No, I do not wish to be reappointed to the board I currently serve.


Signature

4/10/2024
Date

Please return the application to:

City of Hutchins
City Secretary's Office
321 N. Main St.
Hutchins, TX 75141

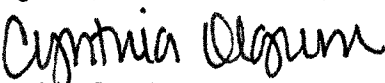
Email to:

colguin@cityofhutchins.org

DEADLINE TO SUBMIT YOUR RESPONSE IS MONDAY, MAY 1, 2024

Thank you for your commitment and service to the City of Hutchins!

Regards,


Cynthia Olguin
City Secretary

Cynthia Olguin

From: Hutchins TX <noreply@civicplus.com>
Sent: Thursday, June 20, 2024 11:03 AM
To: Cynthia Olguin
Subject: Boards and Commission Online Application Submission

Submitted on Thu, 06/20/2024 - 11:03 AM

Submitted by: Anonymous

Submitted values are:

Board or Commission you wish to serve:
Atwell Public Library Board

Name
Mr Rafael Vargas

Home Address
[REDACTED]
Hutchins, Texas. 75141

Cell Phone Number
[REDACTED]

Email Address
[REDACTED]

How many years have you resided in the City?
1

Are you a Qualified Registered Voter?
Yes

Please list any education, experience, or special knowledge that qualifies you to serve:
I would bring a diverse educational background, coupled with extensive professional experience and special knowledge, that well-qualify me as a candidate to serve on the Atwell Public Library Board & Keep Hutchins Beautiful Advisory Board. I hold a Master of Business Administration in Human Resources and Organizational Behavior and a Bachelor of Business Administration in International Business. Additionally, I have attained several certifications, including SHRM Certified Professional, Ethics and Compliance Executive Education from Southern Methodist University, Start Academy for New Disability Professionals from the Association on Higher Education and Disability, and certifications in Talent Acquisition.

List any civic or community activities in which you have been involved:
While in college, I was actively involved with the Tarleton Round Up, a student-led day of service

dedicated to expressing gratitude to the communities where Tarleton has locations. I participated in various service activities, including yard work, window washing, painting, and other efforts to give back and beautify our community.

Have you, or are you, currently serving, on another Board or Commission?

No

Are you an existing Board/Commission member desiring to remain on the same board?

No

Do you have knowledge regarding the Board/Commission you are applying to serve?

Yes

Have you attended a City Council meeting before?

Yes

Have you attended a Board or Commission meeting for which you have applied?

No

PUBLIC INFORMATION NOTICE

Certain information submitted on the Boards and Commission Application is subject to the Texas Information Act and may be disclosed to anyone requesting this information. The act allows a board member of a governmental body to choose whether to allow public access to the information in the custody of the city that relates to the home address and phone numbers.

As applicant for Boards/Commissions for the City of Hutchins, elect to:

DO NOT ALLOW public access to my home address and telephone number(s).

By typing my name below and submitting the form, I acknowledge the following:

All individuals appointed to serve on a board/commission will be required to complete member orientation and one hour of training relative to the Texas Open Meetings Act & Texas Public Information Act.

I have read and understand the instructions and the appointment process. I certify the answers I have provided are true and correct to the best of my knowledge and belief, and I acknowledge that any misrepresentation or omission of fact may result in disqualification from service.

Signature

Rafael Vargas

(Signature of Applicant) | Date



CITY OF HUTCHINS

BOARDS AND COMMISSIONS APPLICATION

Return to: City Secretary, P.O. Box 500, Hutchins, Texas 75141
or email to colguin@cityofhutchins.org.

APPLICANTS MUST HAVE LIVED IN THE CITY LIMITS FOR AT LEAST THE LAST 12 MONTHS AND BE A REGISTERED VOTER IN THE CITY OF HUTCHINS. YOU ARE NOT ELIGIBLE TO APPLY IF YOU DO NOT MEET BOTH OF THOSE REQUIREMENTS.

Board or Commission you wish to serve: Check One (1):

☒ Atwell Public Library Board	☐ Building and Standards Commission
☐ Economic Development Corporation	☐ Historical Society Board
☐ Parks and Recreation Board	☐ Planning and Zoning Commission
☐ TIRZ – Tax Increment Financing Zone	☐ Zoning Board of Adjustment
☐ Keep Hutchins Beautiful Advisory Board	

Applicant Information:

Gilliam Glenda J
(Ms./Mrs./Mr.) (Last Name) (First Name) (MI)

[REDACTED] Hutchins TX 75141
Home Address Zip Code

[REDACTED] [REDACTED] [REDACTED]
Home Phone Number Cell Phone Number Email Address

- Resident of the City for 60 years. Are you a Qualified Registered Voter? ☒ YES ☐ NO
- Do you, your spouse, or your employer have any financial interest (direct or indirect) in the following?
1) In any contract with the City of Hutchins; 2) Regarding the sale of land, materials, supplies, or services to the City of Hutchins; or 3) In matters that might come before the Board/Committees to which you are seeking appointment?
☐ YES ☒ NO If yes, please explain: _____
- Please list any education, experience or special knowledge that qualifies you to serve:
High school diploma, works Sunday school with children
for about 20 years. Retired Beautician and owned business
- List any civic or community activities in which you have been involved. all church activities
Bible school at church, senior center, involved in church
Reading programs.
- Have you or are you currently serving on another Board or Commission? ☐ YES ☒ NO
If yes, please list and include approximate dates of service. _____

6. Are you an existing Board/Commission member desiring to remain on the same board? ☐ YES ☒ NO
7. Have you attended a City Council meeting before? ☒ YES ☐ NO
8. Have you attended a Board or Commission meeting for which you have applied? ☐ YES ☒ NO
9. Do you have knowledge regarding the Board/Commission you are applying to serve? ☒ YES ☐ NO

PUBLIC INFORMATION NOTICE

Certain information submitted on the Boards and Commission Application is subject to the Texas Information Act and may be disclosed to anyone requesting this information. The act allows a board member of a governmental body to choose whether to allow public access to the information in the custody of the city that relates to the **home address and phone numbers**.

I, Glenda J Gilliam, applicant for Boards/Commissions for the City of Hutchins, elect to:

- ☐ ALLOW public access to my home address and telephone number(s).
- ☒ DO NOT ALLOW public access to my home address and telephone number(s).

All individuals appointed to serve on a board/commission will be required to complete member orientation and one hour of training relative to the Texas Open Meetings Act & Texas Public Information Act.

I have read and understand the instructions and the appointment process. I certify the answers I have provided are true and correct to the best of my knowledge and belief, and I acknowledge that any misrepresentation or omission of fact may result in disqualification from service.

Signature Glenda J Gilliam Date Submitted 6-20-24

OFFICE USE ONLY

Date Received: _____ Application Verified by: _____ Forwarded to council: _____

Appointed by council: YES ☐ NO ☐ Date Appointed: _____

Regular Member: ☐ Alternate Member: ☐ Full Term: ☐ Unexpired Term: ☐ Term Dates: _____

Oath of Office on file: _____ PIA Training – Date Completed: _____ OMA Training – Date Completed: _____



STAFF REPORT

MEETING DATE:	September 3, 2024
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Discuss and consider appointments to the Parks and Recreation Board. Presented by: Cynthia Olguin

Background Information

The Hutchins City Council annually, or as needed, makes appointments to all Boards and Commissions.

The Parks and Recreation Board is made up of five (5) regular members and two (2) alternate members. The following Commission Member terms expired in 2024:

- Huell Gilliam, Place 2, seeking reappointment
- Carl Fisher, Place 4, not seeking reappointment
- Alternate, Place A2, no applicants

Applications for consideration:

- Huell Gilliam, application for reappointment to Place 2
- Miriam Carmona, seeking new appointment to Place 4

Staff Recommendation

Staff recommends the appointments by motion:

EXAMPLE:

I make a motion to appoint:

_____ (name), for Place 2

_____ (name). for Place 4

To the Parks and Recreation Board for a two-year term expiring in July 2026.



**PARKS BOARD
2023/2024 Attendance Roster
(Aug through Aug)**

BOARD MEMBER		AUG.	SEPT.	OCT.	NOV.	DEC.	JAN	FEB	MAR.	APR.	MAY	JUNE	JULY	AUG
Chair, Brenda Campbell		✓	NQ	A	NQ	NQ	NQ	✓	✓	✓	NQ	✓	NQ	✓
Vice Chair, Cecile Gardner		A	NQ	✓	NQ	NQ	NQ	✓	A	✓	NQ	✓	NQ	✓
Board Member, Carl Fisher		✓	NQ	✓	NQ	NQ	NQ	A	✓	A	NQ	A	NQ	A
Board Member, David Coleman		✓	NQ	✓	NQ	NQ	NQ	✓	✓	✓	NQ	✓	NQ	A
Board Member, Huell Gilliam		✓	NQ	✓	NQ	NQ	NQ	✓	✓	✓	NQ	✓	NQ	✓
Alternate Board Member, Demarcus Odom		✓	NQ	✓	NQ	NQ	NQ	✓	✓	✓	NQ	✓	NQ	✓
Alternate Board Member, Alicia McCowan		A	NQ	A	NQ	NQ	NQ	A	A	A	NQ	A	NQ	A

Check Mark: Present

Absent: A

No Quorum: NQ



Keep Hutchins Beautiful Newly Formed Board First Meeting 8/2024
2023/2024 Attendance Roster
(Aug through Aug)

BOARD MEMBER		AUG.	SEPT.	OCT.	NOV.	DEC.	JAN	FEB	MAR.	APR.	MAY	JUNE	JULY	AUG
Desiree Francis														✓
America Rodriquez														✓
Kimberley Diaz														✓
Larocha Odom														✓
Elaine Hudson														✓
Steven E Brown														A
Tynee Sims-Rogers														✓
Scott Lindsay-Alternate														✓
Jennifer Macias-Alternate														A
Virgina Burrell- Alternate														A

Check Mark: Present

Absent: A

No Quorum: NQ



**CITY OF HUTCHINS
BOARDS AND COMMISSIONS
REAPPOINTMENT FORM**

April 5, 2024

Dear Board or Commission member:

Our records indicate that your current appointment will expire in July 2024. If you wish to seek reappointment, please complete this form and the enclosed application, and return by May 1, 2024.

Huell Gilliam

Name

Parks And Recreation Board

Board or Commission currently serving

CHOOSE ONE BOX



Yes, I would like to be reappointed to serve another term.



No, I do not wish to be reappointed to the board I currently serve.

Huell P. Gilliam

Signature

04-12-2024

Date

Please return the application to:

City of Hutchins
City Secretary's Office
321 N. Main St.
Hutchins, TX 75141

Email to:

colguin@cityofhutchins.org

DEADLINE TO SUBMIT YOUR RESPONSE IS MONDAY, MAY 1, 2024

Thank you for your commitment and service to the City of Hutchins!

Regards,

Cynthia Olguin

Cynthia Olguin
City Secretary

Cynthia Olguin

From: Hutchins TX <noreply@civicplus.com>
Sent: Friday, July 19, 2024 9:42 AM
To: Cynthia Olguin
Subject: Boards and Commission Online Application Submission

Follow Up Flag: Follow up
Flag Status: Flagged

Submitted on Fri, 07/19/2024 - 9:41 AM

Submitted by: Anonymous

Submitted values are:

Board or Commission you wish to serve:
Parks and Recreation Board

Name
Mrs Miriam I Carmona

Home Address
[REDACTED]
Hutchins , Texas. 75141

Cell Phone Number
[REDACTED]

Email Address
[REDACTED]

How many years have you resided in the City?
6

Are you a Qualified Registered Voter?
Yes

Have you, or are you, currently serving, on another Board or Commission?
No

Are you an existing Board/Commission member desiring to remain on the same board?
No

Do you have knowledge regarding the Board/Commission you are applying to serve?
Yes

Have you attended a City Council meeting before?

Yes

Have you attended a Board or Commission meeting for which you have applied?

No

PUBLIC INFORMATION NOTICE

Certain information submitted on the Boards and Commission Application is subject to the Texas Information Act and may be disclosed to anyone requesting this information. The act allows a board member of a governmental body to choose whether to allow public access to the information in the custody of the city that relates to the home address and phone numbers.

I, applicant for Boards/Commissions for the City of Hutchins, elect to:

DO NOT ALLOW public access to my home address and telephone number(s).

By typing my name below and submitting the form, I acknowledge the following:

All individuals appointed to serve on a board/commission will be required to complete member orientation and one hour of training relative to the Texas Open Meetings Act & Texas Public Information Act.

I have read and understand the instructions and the appointment process. I certify the answers I have provided are true and correct to the best of my knowledge and belief, and I acknowledge that any misrepresentation or omission of fact may result in disqualification from service.

Signature

Miriam Carmona

Print Name | Last Name