

June 18, 2021

NOTICE OF SPECIAL COMMISSIONERS COURT MEETING

Notice is hereby given that the Erath County Commissioners Court will meet in SPECIAL SESSION on MONDAY, JUNE 21, 2021 at 2:00 p.m. in the 1st floor Commissioner's Conference Room at the Erath County Courthouse, Stephenville, Texas to consider the following agenda items for discussion and possible action:

1. Discussion and action to approve invoice for Pct. 3 trailer for payment and issue Order to the County Treasurer to disburse the funds. (Auditor)
2. Discussion and action on Emergency Management Coordinator position and job description.
3. Closed Executive Session in Accordance with the Open Meeting Act, *Tex. Govt. Code 551.071 through 551.086*, to discuss:
 - a. Personnel
 - b. Legal Matter
 - c. Real Estate
 - d. Reconvene
4. Discuss any new business.
5. Adjourn

Alfonso Campos

COUNTY JUDGE
ERATH COUNTY, TEXAS



POSTED

_____ A.M. 1:40 P.M.

JUN 18 2021

GWINDA JONES, COUNTY CLERK
ERATH COUNTY, TEXAS

By *[Signature]* Deputy

Erath County Reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code, §551.071 (Consultation with Attorney), subsection 551.071(2) (Consultation with Attorney on legal matters that are not related to litigation), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Personnel or Devices), §551.087 (Economic Development), §551.088 (Deliberation regarding Test Item), and 551.089 (Deliberation regarding Security Devices or Security Audits).

Commissioner's Court
Special Meeting
June 21, 2021
2:00 p.m.
Commissioners' Courtroom 2nd Floor - Courthouse

Present:

Commissioner Precinct #1 – Dee Stephens - Present

Commissioner Precinct #2 – Albert Ray - Present

Commissioner Precinct #3 – Joe Brown - Present

Commissioner Precinct #4 – Jim Buck - Present

County Judge, Alfonso Campos

County Clerk, Gwinda Jones

Others present in the courtroom: See attached roster

Agenda Item #1

Number 2021-155

Motion: To Approve invoice for Precinct 3 trailer for payment and issue Order to the County Treasurer to disburse the funds

Made By: Commissioner Buck

Second By: Commissioner Stephens

Ayes: Stephens X Ray X Brown X Buck X Judge X

Noes: None

Motion Carried

Agenda Item #2

Number 2021-156

Motion: To Approve Emergency Management Coordinator position and job description as written

Made By: Commissioner Buck

Second By: Commissioner Ray

Ayes: Stephens X Ray X Brown X Buck X

Noes: None

Motion Carried

Agenda Item #3 Closed Session not needed

Agenda Item #4 No New Business

Motion To Adjourn:

Made By: Commissioner Ray

Second By: Commissioner Buck

All Ayes Meeting Adjourned At 2:14 p.m.

STATE OF TEXAS

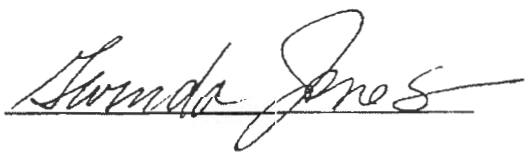
COUNTY OF ERATH

The above and foregoing is a true and complete copy of the minutes taken in my capacity as County Clerk of the Commissioners Court of Erath County, Texas, at the time and place heretofore set forth.

DATED at Stephenville, Texas, this 21st day of June, 2021.

ATTESTED BY:

GWINDA JONES, Erath County Clerk

A handwritten signature in cursive script, reading "Gwinda Jones", written over a horizontal line.

Job Title: Emergency Management Coordinator
Department: Emergency Management
FLSA Status: Exempt
Positions Supervised: None

JOB SUMMARY: This position performs highly responsible public administration work coordinating and directing the activities and functions of the Department of Emergency Management. Work involves planning, coordinating, implementing and evaluating a variety of emergency services programs and divisions such as the National Weather Service, Texas Division of Emergency Management, homeland security, and the county communication systems. The Coordinator must have effective working relations with County Officials, VFD, SO, DPS, City of Stephenville and all other County emergency entities. The Coordinator must have the ability to work independently. This position is under the direction of the Erath County Judge.

ESSENTIAL FUNCTIONS:

- ◆ Plan, develop, implement, coordinate and direct all County related emergency services including but not limited to emergency management, homeland security, and hazmat.
- ◆ Oversee and participate in development and execution of strategies and programs to establish and maintain positive image and relations between Department programs and representatives and County residents.
- ◆ Coordinate Quarterly Local Emergency Planning Committee (LPEC) meetings.
- ◆ Administers State Administrative Agency and State Homeland Security Grant Programs and Urban Area Security Initiative Grant Programs on a county wide basis.
- ◆ Serve as county point of contact for grants to the region and represent Erath County through North Central Texas Council of Governments.
- ◆ Ensure grant eligibility for Erath County and supervise and/or delegate the administration of all grant programs administered by the department.
- ◆ Prepare and submit annual budget proposals.
- ◆ Administer budget, ensuring proper general ledger monitoring and processing of accounts payable and receivable.
- ◆ Review all contracts entered into by the department and advises County officials based on emergency services and public administration expertise.
- ◆ Maintain functionality of the Erath County Emergency Operations Center.
- ◆ Attend Commissioner's Court regarding matters pertaining to the Department and/or areas of expertise.
- ◆ On call 24 hours a day to coordinate the response to environmental violations, fires, explosives, weapons of mass destruction, county governmental operations, county facilities emergency operations and natural and man-made disasters.
- ◆ Acquire and maintain all applicable NIMS (National Incident Management System) required training specific to job.
- ◆ Acquire and maintain all applicable FEMA-required emergency management training and education.
- ◆ Evaluate and prioritize spending requests for County funds received through the American Rescue Plan
- ◆ Evaluate the awarding and distribution of County funds to Non-Profit organizations (i.e. food pantries, social service organizations).
- ◆ Evaluate in-county environmental permit proposals made to the Texas Commission of Environmental Quality.

- ◆ Review conditions and help facilitate maintenance work projects at US Department of Agriculture Flood Control Dams.
- ◆ Any other functions as directed by the County Judge's Office.

COMMUNICATION FUNCTIONS:

- ◆ Assist in short/long term development, planning, and operation of current and future communication systems.
- ◆ Oversee tower maintenance and contracts.
- ◆ Liaison with communication tower owners and contractors.
- ◆ Plan and develop future communication infrastructure and tower site/equipment needs.
- ◆ Performs other related duties as required.

Coordinator must be able to cope with situations that are emotional and stressful. Must be able to respond to calls for aid and information at all hours and must also work unscheduled times without prior notice. Other responsibilities include duties as assigned within the scope of responsibility and requirements of the job.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ Minimum 5 years of experience in a related field required; or an equivalent combination of education and related experience.
- ◆ Possess a valid Texas driver's license.
- ◆ Must reside in Erath County.
- ◆ HazMat Awareness Certification, preferred.

SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Requires the ability to prepare and/or process purchase orders.
- ◆ Requires the ability to be accountable for inventory and property management.
- ◆ Requires the ability to manage or administer grant funds.
- ◆ Requires the ability to manage the budget within assigned department.
- ◆ Requires IT and social media knowledge.
- ◆ Requires the ability to efficiently operate computers for data entry, word processing and/or accounting purposes.
- ◆ Requires the ability to efficiently operate office equipment.
- ◆ Requires the ability to use small/light to heavy equipment such as power tools.
- ◆ Requires the ability to establish policies for using, acquiring and/or maintaining technology systems.
- ◆ Requires the ability to create and guide implementation of capital improvement plans or programs.

WORKING CONDITIONS: Work is performed both indoors and outdoors. May be subject to risk due to work performed outdoors for extended periods with full exposure to the environmental elements and weather conditions. Director may be exposed to moving mechanical parts and is occasionally exposed to fumes or airborne particles. There is potential exposure to communicable diseases, blood-borne and airborne pathogens, as well as, toxic or caustic chemicals. There is a risk of electrical shock and risk of exposure to radiation. Noise level may be very loud at times. May also be subject to irate citizens.

This position requires travel within the County service area, assigned schools and other job-

related duties. This position has intermittent exposure to the computer monitor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a motor vehicle and a variety of machinery, equipment and tools. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Position requires the ability to lift more than 50 pounds. Work may involve walking, standing, running and physical confrontation. Must have minimal levels of eye, hand and foot coordination. Must also have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Updated 6/28/21 and presented to Commissioner's Court