



Texas Emergency Management Advisory Committee

Meeting notes from 12/3/2014

ATTENDANCE

Members: Ronnie Bates, Charles Bauer, Mike Beimer, David Coatney, Dale Little, Steve Mild, David McCurdy, John Owens, Bob Royall (Chair), Sarah Somers (Vice Chair) and Denise Walker

Guests and TDEM presenters: Patrick Repman (guest), Mary Reynolds (guests), Shari Ramirez-MacKay (TDEM), Craig Brein (TDEM), Natasha Watts (TDEM) and Michael Widtfeldt (TDEM).

Facilitator and scribe: Michelle Gonzales

WELCOME

Chief Royall opened the meeting with brief remarks and introductions of members for guests and presenters attending the meeting.

CHAIR REPORTS — Bob Royall and Sharon Somers

Chair Report (Royall)

TEMAC Chair, Chief Royall, provided an update on crude movement by rail in Texas, an overview of TEMAC's IPAWS recommendations, lessons learned during the Ebola response and the ongoing investigation into the DuPont plant explosion in November.

Vice Chair Report (Somers)

TEMAC Vice Chair, Sarah Somers, also discussed lessons learned during the Ebola response, to include improving collaboration between emergency management and law enforcement during an event, as well as training for the public and first responders.

She also asked if TEMAC members present supported proposing legislation to allow Silver Alerts to be issued in Texas for out-of-state individuals. All present concurred.

PRESENTATION — State Coordinator Shari Ramirez-MacKay

State Coordinator Shari Ramirez-MacKay gave a presentation on the Regional Disaster Finance Program (Presentation located at the end of this document). In attendance with Ramirez-MacKay were Disaster Finance Coordinators Natasha Watts, Creig Brein and Michael Widtfeldt.

During the presentation, questions were asked about non-governmental agency (NGO) reimbursements, how the reimbursement process worked, and credentialing. The group response, to include the presenter, were:

- The state cannot reimburse NGOs; however, if there is an agreement between the local jurisdiction and a NGO, the NGO may be reimbursed through the local partner.
- Emphasized the importance of local jurisdictions/NGOs having agreements in place prior to an event, as well as following protocols during an event, to facilitate reimbursement for NGOs through local government partners. In addition to the agreement, NGOs must have a written request to dispatch from a local jurisdiction prior to deploying for an event. If they do not or they self-dispatch, no avenue is available for reimbursement.
- Local jurisdictions should set the credentialing standards and method for NGOs as part of the agreement.

Concerns were also raised about resistance encountered from local financial officials, as well as other issues, that may affect disaster finance recovery preparedness planning at the local level:

- Personnel are reluctant to learn another software-based system that may only be used intermittently over the years.
- Personnel may not see the value in additional planning.
- Employee longevity.

As a group, they brainstormed the following options to address the issues:

- Recommend that all stakeholders within a jurisdiction (cities, counties) exercise together during T-600 course, as well as after training during times of calm to understand and know how their processes differ and how these differences may affect the jurisdictions ability to collaborate and cooperate during an event to maximize efforts on behalf of the constituents they serve.

- TEMAC members will be envoys of the state’s message to impress upon local jurisdictions the necessity to develop and establish protocols now that will facilitate efforts during an event and minimize the need to correct issues at a later date — sometimes years after an event.
- Add Texas Association of Treasurers as an avenue to get out the message out about state offered training.

AGENDA ITEMS/OPEN FORUM

Agenda Items

2015 TEMAC meeting dates (M. Gonzales)

Quarter	Day/Date	Time	Location
1st	March 2 or 4, 2015 (tentative - dependent on room availability)	TBD	2015 EMAT Symposium, San Marcos, Texas
2nd	Wednesday, May 13, 2015	1-5 p.m.	2015 Texas Emergency Management and Homeland Security Conference, San Antonio, Texas
3rd	Wednesday, August 19, 2015	1-5 p.m.	TDEM, Austin, Texas
4th	Wednesday, December 2, 2015	1-5 p.m.	TDEM, Austin, Texas

Non-Governmental Agency Incident Management Teams: credentialing, reimbursements and deployment plans (D. Walker)

D. Walker felt this area was covered during the Regional Disaster Finance Program presentation.

Open Forum Topics:

Vice Chair Somers opened the floor to all members to provide updates and obtain situational awareness of issues affecting their areas.

Member	Report
David McCurdy	Business as normal. Impacted by Ebola a few months ago. Realized social media, in addition to normal media, caused issues. Met about media and ways to minimize negative impact caused by misinformation and developed options to address.
John Owens	Ebola is still a concern due to large amount of international ship traffic, and the jurisdiction has established protocols to respond.
Mike Beimer	Discussed the Finance Program recommends multiple counties in rural areas come together to discuss processes prior to an event. Possibly use the COG to facilitate these meetings. Other smaller more rural counties may be left out, but would benefit from disaster finance recovery preparedness.
Ronnie Bates	Public Works Emergency Response Team getting more cities —36 cities are signed up under a single memorandum of understanding. Excellent example of collaboration and cooperation. <ul style="list-style-type: none"> ▪ Bates was asked if the memorandum and process flow could be provided to assist other jurisdictions. He replied yes. Provided additional information regarding Russian computer bug shutting down servers and how that has impacted local jurisdiction water systems Discussed recent EPA requirements that affect shipping potable water and that jurisdictions experiencing water shortages are enacting measures to address immediate needs.
David Coatney	Discussed transparency among various committees and councils to ensure each is not working on cross purposes. He provided an overview of discussions held during the First Responders Advisory Council (FRAC) meeting and will provide the notes of the December 2, 2014 meeting to Chief Royall for distribution to TEMAC members. <p>During Coatney’s report he was asked if private sector personnel are eligible to attend classes offered at Preparing Texas. Discussions were held as to factors that may allow for that, such as</p>

	having a public/private agreement in place, if a functional emergency management plan is in place and availability in classes.
Charles Bauer	Expressed concerns as to whether or not outreach was occurring in South Texas. He feels this is an underserved area and programs such as the Regional Finance Program and other training opportunities would be highly beneficial to the area. During this report, TEMAC members brainstormed options to address his concerns: <ul style="list-style-type: none"> ▪ Develop some kind of vehicle for the information to be disseminated to counties in this area. ▪ TEMAC members may act as a vehicle too. ▪ Use councils of governments (COGs), specifically the homeland security planner, in each region to disseminate information to increase awareness and promote involvement.
Dale Little	His area's issues are similar to those already mentioned.
Denise Walker	1) In her area, local emergency planning committees (LEPCs) are not meeting on a regular basis due to lack of funds. They would like to receive funds from the state so they can be active and would also like to see legislative changes. 2) Entities would like to see more regarding functional needs support to ensure ADA compliance, as well as well as options to get the message out in Spanish- and Vietnamese-speaking communities.
Steve Mild	Decimated roadways related to oil boom traffic. Water shortages in area.
Bob Royall	Provided situational awareness on a vintage World War II nuclear powered army barge named the Sturgis that will be dismantled in Texas. It will be brought in under high security and should not be a threat to civilians or responders who board working on the barge if wearing personal protective equipment. At the conclusion of his report, Royall was asked if there were any issues related to the chemical weapons brought to his area for destruction. Royall replied there were no issues and the job was complete.

Near the conclusion of the meeting, Chief Kidd came in to touch base with the group. He asked for feedback from members. Chief Royall provided a synopsis of the meeting, to include IPAWS information and concerns about south Texas and proposed options to address those concerns.

Chief Kidd discussed concerns regarding procurement issues during and after a disaster, to include differences between local ordinances/state laws and FEMA regulations that have resulted in deobligations years after the event. He also touched on the IPAWS issue, and provided an example of an effective use of Twitter regarding the Amber, Blue, Silver and Missing/Endangered Alert Programs that may be an option to combat over alerting with IPAWS. Vice Chair Somers proposed using Facebook as an option due to the large number of users. Chief Kidd also emphasized the importance of planning to include reviewing current plans for accuracy and completeness. He also thanked the committee for its good work, efforts and feedback.

Chief Kidd was asked what he would like TEMAC to concentrate on in the upcoming year. In addition to emphasizing planning, he would like TEMAC to:

- Develop a definition of a first responder.
- Make recommendations for a family track proposed for the upcoming 2015 Texas Emergency Management and Homeland Security Conference.
- Focus on what can be done to facilitate education of officials regarding recovery.

NEXT MEETINGS

The next meeting date is to be determined (March 2 or 4, 2015), and will be held during the EMAT Symposium in San Marcos, Texas. Additional information will be forwarded as it is finalized.



Regional Disaster Finance Program TEMAC Meeting December 3, 2014



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

PURPOSE

On May 7, 2014, the Office of the Governor authorized a grant to help implement the Regional Disaster Finance Coordination Program. The Regional Disaster Finance Coordination Program:

- Is a new, innovative, proactive pilot program.
- Is designed to give local jurisdictions the financial tools needed to help recover from a disaster before a disaster occurs.
- Facilitates collaboration and communication between disaster responders and financial managers prior to an emergency occurring.



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Oversight/Staff

A part of the Field Response Section, this program is overseen by a state coordinator and will employ eight finance coordinators stationed throughout the state:

- One each in DPS Regions 1, 3, 4, 5, and 6
- Two in DPS Region 2
- One at DPS Headquarters in Austin to assist state agencies



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

FOCUS

Program efforts will focus on:

- Accounting practices of individual finance departments.
- Cataloguing current budget capabilities and ensuring compliance with federal rules to improve financial standard operating procedures and systems used during a disaster.

This focus aligns with interim changes issued by Texas House Committees on Homeland Security & Public Safety and County Affairs during the 83rd Legislative Session to assess and improve the level of preparedness and to coordinate with local emergency response to ensure economic stability.



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Why Focus on Local Jurisdictions

Federally Declared Disasters in Texas from 1989 - 2014:

- **Total - 287**
 - ✓ Emergency Declarations – 13
 - ✓ Major Declarations – 40
 - ✓ Fire Management Assistance Declaration (FMAG) – 234
- De-obligation of Project Funding
- FEMA and OIG Audit Findings (Two separate entities)
- IPRA – Proper Records Management
- Local Reimbursement Reconciliation Issues
 - SA Experience



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

NEXT STEPS

Over the next 12 months, the finance coordinators will conduct courses, workshops and meetings with executive staff and finance personnel throughout all 254 counties in Texas to:

- Promote financial responsibility.
- Equip jurisdictions with the tools necessary to track, calculate and justify the costs of an emergency.



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

T-600 Course

The T-600 course is an in-depth analysis of the financial capabilities of each jurisdiction during a disaster or emergency. It will:

- Analyze the accounting practices of individual finance departments during disasters and emergencies by reviewing accounting systems.
- Identify gaps in policies and procedures when accounting for a disaster or emergency.
- Establish financial standard operating procedures (SOPs) to be used during a disaster.
- Exercise financial SOPs.



Course Objectives

- Analyze accounting practices of finance departments during a disaster and/or emergency.
- Review best practices of other departments.
- Develop SOPs to be followed during a disaster and/or emergency.
- Develop a process of calculating a "daily burn rate" for executive staff.
- Understand how this burn rate connects to county thresholds during a major disaster declaration.
- Develop a process for filing for reimbursement (FEMA or state).



Course Objectives

- Understand the operations of the local emergency operations center.
- Identify what structure is used: Incident Command System (ICS) vs. Emergency Support Functions (ESFs).
- Understand ICS structure and finance section responsibilities.
- Understand the role of the finance department when:
 - ✓ There is a local disaster.
 - ✓ Responding and assisting the state during a disaster (state reimbursement).
 - ✓ There is a major disaster declaration (FEMA reimbursement).
- Exercise finance SOPs/after action review.



How to Accomplish the Objectives

- Support for this program by the jurisdiction's executive staff
 - ✓ Be willing to make changes to your process
 - ✓ Have an open mind
- Have the right personnel attending the class or workshop
- Facilitating discussion within your organization
 - ✓ Asking the hard questions
- Active class participation
- Follow through with writing policy and procedures



Topics

- **Accounting System**
 - ✓ How do you account for events, projects?
- **Time**
 - ✓ Who records it?
 - ✓ Labor
 - Are the police and fire departments under civil service rules?
 - Do you know the pay policy for public safety vs. civilian or exempt vs. non-exempt ?

Is any of this in writing??????



Topics

- **Procurement**
 - ✓ Who has the authority to buy?
 - ✓ Purchase Orders
 - How are these created during a disaster?
 - What is the policy?
 - ✓ Purchase Cards
 - What is the policy to use them?
 - Who has cards?
 - Who will be able to purchase during a disaster and/or emergency?
 - Where are they?

Is any of this in writing??????



Topics

- **Contracts**
 - ✓ Annual contracts - Normal operations
 - Who is the keeper: finance department or divisions?
 - If divisions, does the finance department have copies of them or a list?
 - Do you have emergency clauses in your everyday contracts?
 - ✓ Emergency contracts
 - Do you have emergency contracts?
 - If yes, who implements them?
 - What is the procedure if they are needed after hours, weekends or holidays?
 - Do you have current points of contacts?



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Topics

- **Equipment**
 - ✓ City owned vs. leased equipment
 - ✓ Does the city have a particular division in charge of equipment?
 - ✓ Does each division keep their own?
 - ✓ Are they all crossed referenced to FEMA codes
 - ✓ Do you have a contract to lease equipment
- **Risk Management**
 - ✓ Is the jurisdiction self-insured?
 - ✓ What department is in charge?



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Topics

- **Review of ICS structure**
- **Review of the finance section in ICS structure**
 - ✓ Describe each function of each unit and assign personnel
- **Review state reimbursement forms**
- **Overview by emergency manager on operations**
 - ✓ ICS, ESF, or hybrid
- **Resource tracking**
 - ✓ WebEOC or other mechanism
 - ✓ Practice system
 - ✓ What positions do the finance section need (roles)?



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Exercise

It is important to exercise the policy and procedures that have been established to:

- Identify gaps
- Revise procedures to correct gaps



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Your Needs

This can all be tailored to fit your needs.



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Upcoming Workshops

Region 1
Grayson County – Jan 20-21, February 11, March 10-11
Cherokee County

Region 2
City of Beaumont – December 10-11
City of Conroe
Jefferson County
City of Houston

Region 3
City of Corpus Christi

Region 4
San Angelo – December 4th, last class and exercise TBD
El Paso – February 18, tentative March 19, tentative April 14-15

Region 5
City of Amarillo – December 15-16 (5 hour workshop)

Region 6
Guadalupe County – January 21, February 17, March 24



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Contacts

State Coordinator

Shari Ramirez-MacKay
 Address: 1033 La Posada Dr., Suite 250, Austin TX 78752
 Office: 512-424-2434
 Cell: 512-777-9454
 Email: Shari.Ramirez-MacKay@dps.texas.gov

Region 1

Craig Brein
 Address: 350 West Interstate 30 Garland, TX 75043
 Office: 214-861-2274
 Cell: 512-954-0747
 Email: Craig.Brein@dps.texas.gov



Texas Department of Public Safety
 DIVISION OF EMERGENCY MANAGEMENT

Contacts

Region 2 East

Michael Wittfeldt
 Address: 12230 West Road Houston, TX 77065
 Office: 281-517-1486
 Cell: 512-221-3551
 Email: Michael.Wittfeldt@dps.texas.gov

Region 6

Natasha Watts
 Address: 1033 La Posada Dr., Suite 250, Austin TX 78752
 Office: 512-424-2446
 BB: 512-239-8371
 Email: Natasha.Watts@dps.texas.gov



Texas Department of Public Safety
 DIVISION OF EMERGENCY MANAGEMENT

If there are any questions about the program, contact State Coordinator Shari Ramirez-MacKay at (o) 512-424-2434/(c) 512-777-9454 or by e-mail at shari.ramirez-mackay@dps.texas.gov.