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## **EMC/ EMC Assistant responsibilities**

### **Daily**

Maintain FaceBook account for the Tyler County Emergency Management Office and keep it updated with information. Facebook maintained. 44 posts including traffic road closures, prescribed burns, weather, and weather alerts.

Keep files organized for easy location if needed. Files organized.

Keep current contact information for Superintendents. Up-to-date on list.

Keep current list of Department Heads/ Elected. Up to date on list.

Daily coordinate calendar and share with Emergency Management Team Shared calendar with Judge and staff for better communication between two offices.

Coordinate daily messages to EMC. Current with communication.

Emails - look at and answer – current on emails.

Help with electrical permits. County had 36 electrical permits in April.

Flood plain applications. We had one flood plain permit.

Answer any questions about flood zones. Helped with questions asked by front office staff.

### **Weekly**

Weekly credit card summary from permits – place in summary book. Summary payment book up to date and in front office cabinet. Printed weekly summary .

Complete EM payroll and send to Becky – (every two weeks). Payroll sent on time to Becky.

Submit invoices and receipts to the Auditor's Office for payments. Invoices submitted for payment. No overdue invoices.

Maintain and keep “sniffer” charged for chemical smells. Charged

Run generators and keep log book. Trailered and towered generators ran weekly. Log book maintained.

Run 2 generators at Towers and keep log book. Ran generators. Dead trees a concern @ Doucette Tower.

Run LMTV and ensure it is ready for disasters. Chip English is continuing to repair engine issue. Tire issue not addressed yet.

(weekly cont.)

Place generator on Cooling trailer and run generator to keep it maintained. Not purchased yet in April.

Check and maintain Cascade – run generator – keep log book for generator and filled tanks. Cascade trailer has been repaired. Ran w/o any issues.

Maintain drought sign and promote drought awareness. Change drought sign and turned to Burn ban lifted side of sign.

Keep vehicle maintenance requirements up, keep a log. Rear passenger tire on van had a slow leak. Tire stem was changed. A new truck battery was installed due to dead battery.

## Monthly

Stear monthly fire department list- assoc. meeting. STEAR list shared w? fire departments @ association meeting.

Stear monthly web list – update list from server to county list. Monthly update. 65 registrants in April.

Attend Fire Association meetings. Attended meeting on 4/09/26 at EOC.

Attend ESD meetings – one or two a month. Did not attend any ESD meeting this month.

Voad meetings in Beaumont. Meeting was cancelled. Will attend the meeting on May 6, 2026 in Beaumont.

Rain fall report sent monthly to groundwater and Commissioner's Court. Sent report to Commissioner's and Groundwater Board on 4/2/2026.

RV report monthly to Kelly and Commissioner's Court. Sent report to the Commissioners and Kelly on 4/3/26.

Attend Commissioners Court. Attended Court on 4/13/26 and 4/20/26.

Attend Detcog EMC meetings. Attended meeting on 4/2/26, 4/10/26 and 4/20/26.

Attend classes for EMC certification. Training was cancelled due to DHS- government lockdown this month.

Train on Sniffer monthly-**Tonya - yes**

Train on Cascade-**Tonya - yes**

Meet with nursing homes and Sondra Williams – **Justin/Tonya. Justin met with Sondra Williams over radio/tower interoperability.**

Maintain AC in Towers and keep area around Towers maintained. A/C is working in both tower units. Areas around towers have been mowed by Maintenance.

Staff with Fire Marshal/EMC. Justin helped investigate 3 house fires in April.

## **Quarterly**

Attend TDEM quarterly EMC meeting. Tonya attended the meeting in Lufkin on May 12, 2026..

Order office supplies for the office. No office supplies ordered this month.

Order sandbags, tarps and maintain inventory (order during disasters on STAR). We have 600 sandbags. We need tarps when able to order through STAR (disaster time).

Promote public awareness campaigns. Began promoting Hurricane awareness postings on Facebook.

Attend ISD and Sheriff's safety and security meetings. Spurger ISD safety meeting was rescheduled for May.

Coordinate Lunch and Learns with guest speakers. None so far.

Staff with Byron – dispatch. Justin has met with Byron regarding radio interoperability. Tonya spoke with Byron and dispatchers over road conditions during severe weather and prescribed burns.

Coordinate resources for fire and other incidents. EOC gave out water at 2 fire sites to firefighters during a fire.

## **Semi-Annual:**

Meet with Ares – ham radio, Nick Toparcean-county ham radio. Justin met Nick Toparcean during the LEPC meeting. They have spoken about ham radio during disaster time.

Check and maintain all fire extinguishers and AED – **Justin. N/A**

Meet with Superintendents. No contact during May.

Review and update EOC inventory for disaster readiness - **Tonya and Justin. Checked sand bags and tarps; Working on red LMTV; Cooling trailer ready; cascade ready.**

## **Annual:**

Update Genasys with data updates. Genasys is updated with Tyler County residents information. New program update is coming within a couple of months.

Attend LEPC meetings and give EMC update. **LEPC meeting was held on May 15<sup>th</sup> at EOC.**

Maintain contact with pipelines and other critical contacts – **Justin/Tonya. Updated information in file in EOC.**

Annual meeting (May or first of June)with MUD/SUD and electrical providers – **Justin/Tonya. Not set**

Hurricane awareness for community **Justin/Tonya. Began promoting awareness on Facebook. Judge/EMC/Asst. EMC attending workshop in Anhuauac on June 18, 2026.**

Review annual checks of Dams in Tyler County by Corp of Engineers – **Justin/Tonya. N/A**

Check fire hydrants in County and update GPS map – **Justin. N/A**

Help develop and coordinate Long-term recovery group for Tyler County – **Justin/Tonya. Attending Jefferson County VOAD meeting to maintain connections for Tyler County for disaster times.**

#### **As needed:**

Stear disaster calls. **Tyler County had a power outage after a weather storm moved through on May 20, 2026. Tonya began the contact process through the Genasys process and then followed up through with 16 phone calls for wellness checks.**

Community outreach- attend meeting – **Justin/Tonya. None during the month of May.**

Attend community activities-Community Night Out, parades, etc – **Justin/Tonya. None in May.**

Genasys updates in system and coordinate. **Up to date. All data has been updated,**

Alerting system- make alerts as needed. **Sent out 14 weather alerts in May and 1 Stear check.**

Make cash deposits from permits. **One deposits made in May for cash payments.**

Participate in NWS-Lake Charles weather calls. **There was one weather call with the National Weather Service-Lake Charles that Tonya participated in.**

Keep active SLACK account and receive notifications. **Account is active.**

Help develop Burn Ban Declarations and get those posted to the public. **Justin/Tonya. None in May.**

Help develop Disaster Declarations and get those posted to the public. **Justin/Tonya – None in May.**

Make sure Ratification dates for Declarations are placed on Commissioner's Court when needed.  
**Justin/Tonya. None needed.**

Updated the Form 147 with TDEM – Up to date.

EOC Plans – Justin and Tonya – Justin and Tonya will begin updating the EOC plans for the County. It will take several months for this process.





# Professional dashboard

Videos you post on Facebook are now Reels  
Your insights for reels and previously posted videos are now combined under Reels. [About this change](#)

Home

Insights

Views

Earnings

Engagement

Audience

Messaging

Content

Content Library

Planner

Monetization

Engagement

Comments manager

Moderation assist

Activity log

All tools

Last 28 days: May 4 - May 31

**6,600 Total followers**  
+1.3% from previous 28 days

6,600.00

6,580.0

6,560

May 4

May 9

May 14

May 19

**82**

Net follows

**23**

Unfollows

Net follows by content type

Lifetime

Post

100%

**Age & gender**

Lifetime

Women Men Unknown

35-44

22.3%

45-54

22.1%

55-64

20%

65+

16.5%

25-34

15.7%

18-24

3.4%

**Cities**

Lifetime

Woodville, TX

Content Library

Published Scheduled

Search for posts

+ Create

Filters

Columns

Last 28 days: May 4 - Jun 1

Export data

0/50 posts selected

Top Post

Preview	Views	Viewers	Engagement	Impressions	Comments
<p>Tyler County Emergency Management has ... Published • May 29 at 10:12 AM</p>	11,803	5,426	424	5,724	17
<p>No text content Published • May 29 at 9:55 AM</p>	378	245	9	245	0
<p>Chester BOIL WATER NOTICE Published • May 28 at 12:02 PM</p>	1,217	826	47	947	0
<p>STRONG THUNDERSTORMS WILL IMPACT ... Published • May 27 at 3:37 AM</p>	6,136	3,978	314	4,014	4
<p>Prescribed burn today in Fried area off CR ... Published • May 26 at 10:45 AM</p>	5,345	3,676	139	3,765	2
<p>No text content Published • May 26 at 9:35 AM</p>	881	561	56	566	0
<p>No text content Published • May 25 at 9:46 AM</p>	321	225	13	238	0





# May 2026

*Fires*

*Buck*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 <i>Structure fire - Hillister</i>	13 <i>Structure fire - Hillister flow up.</i>	14 <i>Grass fire - Warren</i>	15	16
17	18	19	20	21 <i>House fire - Woodville</i>	22 <i>House fire - Woodville (cont)</i>	23
24	25	26	27 <i>House fire - Spurger (Turge)</i>	28	29	30
31						



