

EMC/ EMC Assistant responsibilities – July 2026

Daily

Maintain FaceBook account for the Tyler County Emergency Management Office and keep it updated with information. Facebook maintained. 20 posts including weather, and weather alerts and water issues and well as 2 Community activities in the County.

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. Updated the 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 29 electrical permits in July.

Flood plain applications. We had 2 flood plain permits in July.

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, towered and portable Honda generators ran. Log book maintained.

Run 2 generators at Towers and keep log book. Ran generators. Dead trees a concern @ Doucette Tower. Slow start on generator at Town Bluff Tower.

Run LMTV and ensure it is ready for disasters. We have Red LMTV truck back at EOC. Solenoid is needed for starting issue.

Place generator on Cooling trailer and run generator to keep it maintained. [Honda portable generator for Cooling Trailer has been ran and maintained during July. See generator log.](#)

Check and maintain Cascade – run generator – keep log book for generator and filled tanks. [Morton/Morrow air tested Cascade in July. No issues with Cascade or generator. See log book.](#)

Maintain drought sign and promote drought awareness. [Changed drought sign and turned to Burn ban lifted side of sign. Currently at Low status.](#)

Keep vehicle maintenance requirements up, keep a log. [Both Vehicles are current on maintenance.](#)

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. 87 registrants in July.](#)

Attend Fire Association meetings. [Attending monthly meeting.](#) .

Attend ESD meetings – one or two a month. [Did not attend any ESD meeting this month.](#)

Voad meetings in Beaumont. [No meeting held in July due to holiday.](#)

Rain fall report sent monthly to groundwater and Commissioner's Court. [Sent report to Commissioner's and Groundwater Board on 7/1/2026.](#)

RV report monthly to Kelly and Commissioner's Court. [Sent report to the Commissioners and Kelly on 7/1/26.](#)

Attend Commissioners Court. [Attended Court on 7/6/26, 7/13/26, and 7/27/26.](#) .

Attend Detcog EMC meetings. [Attended the Detcog EMC meeting on 7/30/26..](#)

Attend classes for EMC certification. [No classes attended this month.](#)

Train on Sniffer monthly-**Tonya - no**

Train on Cascade-**Tonya - no**

Meet with nursing homes and Sondra Williams – **Justin/Tonya. Justin met with Sondra Williams.**

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. Trashed picked up weekly.](#)

Staff with Fire Marshal/EMC. Justin helped the investigation of 3 fires in July. .

Quarterly

Attend TDEM quarterly EMC meeting. No quarterly meeting with TDEM in July.

Order office supplies for the office. Office supplies ordered this month.

Order sandbags, tarps and maintain inventory (order during disasters on STAR). Attempted to place order for sand bags through STAR. Was told to contact Corp of Engineer. Corp of Engineer is checking on status of bags for us. We have filled sand bags filled in Connex building ready for time of need.

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

Attend ISD and Sheriff's safety and security meetings. Tonya attended Warren ISD School Safety meeting on July 28, 2026.

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.

Coordinate resources for fire and other incidents. EOC gave out water at fire sites to firefighters during a fires. We bought a burgers for firefighters at the EMS building fire. We bought breakfast at Warren school fire. Both fires crews were at the fires for many hours.

Semi-Annual:

Meet with Ares – ham radio, Nick Toparcean-county ham radio. No set meeting scheduled.

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

Meet with Superintendents. No contact during July. Tonya sent an email to the Superintendents asking for outside event dates to coordinate with National Weather Service.

Review and update EOC inventory for disaster readiness - **Tonya and Justin.** Checked sand bags and tarps; Red LMTV- back at EOC, Blue LMTV – at EOC; Cooling trailer ready; cascade ready.

Annual:

Update Genasys with data updates. Genasys is updated with Tyler County residents information. Genasys is coordinated with the STEAR program and ready for an alert. New program update is coming within a couple of months.

Attend LEPC meetings and give EMC update. **No meeting in July.**

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.**

Review annual checks of Dams in Tyler County by Corp of Engineers – **Justin/Tonya.** **Not completed.**

Check fire hydrants in County and update GPS map – **Justin.** **Working on hydrant locations and working conditions of hydrants.**

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:

Steer disaster calls. **Chester had water and power outages in July. No help needed. Short power outages in the County but no help needed.**

Community outreach- attend meeting – **Justin/Tonya.** **Participated in 4th of July Celebration and Wootville Day. Coordinated Cooling trailer for both.**

Attend community activities-Community Night Out, parades, etc – **Justin/Tonya.** **4th of July Celebration.**

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

Alerting system- make alerts as needed. **Sent out 1 alerts in July.**

Make cash deposits from permits. **Two cash deposits were made in July for cash payments.**

Participate in NWS-Lake Charles weather calls. **There were 5 weather calls with the National Weather Service-Lake Charles that Tonya and Justin participated in and offered for Elected and Department Heads to attend.**

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 July.**

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

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

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. Staff met with Judge and DA's office to discuss Plans.



July 2026

Fires

Sun Mon Tue Wed Thu Fri Sat

			1	2	3	4
5	6 warren Justin - equipment fire call Spencer - trailer home fire	7 EMS building - Woodville House fire - Woodville (CR 2775) Justin	8 Investigation @ Warren School	9	10	11 Warren school fire Justin
12	13	14	15	16	17	18 Dorm B - shed CR 4134
19 Warren - Barn CR 4172	20	21	22	23 Hillister kitchen fire	24	25
26 Doucette - house fire Red Cross	27 Hillister - Red Cross referral Justin staffed w/ DA's office + family	28	29	30	31	

ACTIVITY LOG (ICS 214)

1. Incident Name: EOC Daily activities		2. Operational Period: Date From: July 1, 2026 Time From:		Date To: July 31, 2026 Time To:	
3. Name: Tonya Sheffield		4. ICS Position:		5. Home Agency (and Unit):	
6. Resources Assigned:					
Name		ICS Position		Home Agency (and Unit)	
7. Activity Log:					
Date/Time		Notable Activities			
July 1, 2026		FB post - WTR boil water rescinded. Email to Auditor- line item request. Ran generators. EOC report for Commissioners'			
		Court report. Front office of EOC/AgriLife calendar coordination. Screw Worm meeting preparation. RV monthly report.			
		Rainfall monthly report. Preparation for Budget meeting. File office work. Staff with Becky			
July 2, 2026		Prepared standing sign for Healthy Literacy class and Screw worm meetig. Made cash deposit from electrical permit. Set			
		up for Screw worm meeting. Justin/ TDEM meeting. NWSW meeting. Staff with Justin. Justin/Cooling trailer to Rodeo arena.			
		Staffed with Christi Brown-Entergy.			
July 3, 2026		County Holiday			
July 4, 2026 (Sat)		Hillister Grass Fire (CR 4300), 250th American Celebration - Rodeo Arena - Woodville			
July 6, 2026		Budget prep for meeting. Justin fire call (equipment). Recharge walkie talkies. Budget meeting.			
July 7, 2026		EMS Building fire, House fire-Woodville, Permit deposit, Flood zone permit, Community service information given to public			
July 8, 2026		Ran generators and cascade			
July 9, 2026		Worked on coordinating Allegiance entrance into EOC for temporary work site.			
July 10, 2026		Coordinated cooling trailer for Wootville Day; Chester Boil water notice; Staffed - coordinating with Hunter's Education Class			
July 12, 2026 (Sun)		Warren School fire - on scene 11 hours			
July 13, 2026		Commissioners' Court, Allegiance set up at EOC, Fire Marshal packet pick up			
July 14, 2026		Run generators, Dug rain runoff trench at EOC side parking, Justin-Fire Marshal (psych eval and drug screen today),			
		Invoices to Auditor, Morton and Morrow serviced Cascade system (semi annual) today, Updated tablet, Ordered/Picked up			
		EMS Vehicle signs for front of EOC , Permit deposit, Flood zone permit, Payroll turned in.			
July 15, 2026		Assist in Car accident with lights-Warren, Chester power outage and water outage - STEAR check, Camp Takula check-in			
		due to outage, Warren school fire investigation - Justin, Fire Marshal - staff, Payroll prep, STEAR/Genasys update,			
July 16, 2026		GLO flood assistance for victim, Sent Payroll to Becky, Webinar on Post Disaster - Flood zones, Assistance to Warren VFD			
		with lights for LifeFlight on resident's property, Genasys/STEAR update			
July 17, 2026		Calendar update, invoices to Auditor, permit payment summary-notebook, Flood plain update, Update EMC/Comm Court			
		notebook, Tower check-generators ran.			
8. Prepared by: Name: <u>Tonya Sheffield</u> Position/Title: <u>Asst. EMC</u> Signature: _____					
ICS 214, Page 1		Date/Time: <u>7/31/2024</u>			

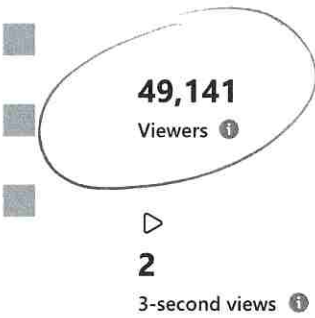
ACTIVITY LOG (ICS 214)

[illegible]

Professional dashboard

- Home
- Insights
 - Views
 - Earnings
 - Engagement
 - Audience
 - Messaging
- Content
- Monetization
- Engagement
- All tools

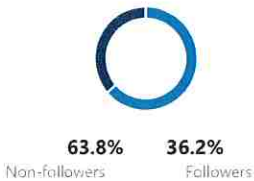
Videos you post on Facebook are now Reels
Your insights for reels and previously posted videos are now combined under Reels. [About this change](#)



By content type

	Followers	Non-followers
Multi photo	85.2%	
Text	6.7%	
Link	5.8%	
Photo	2.3%	

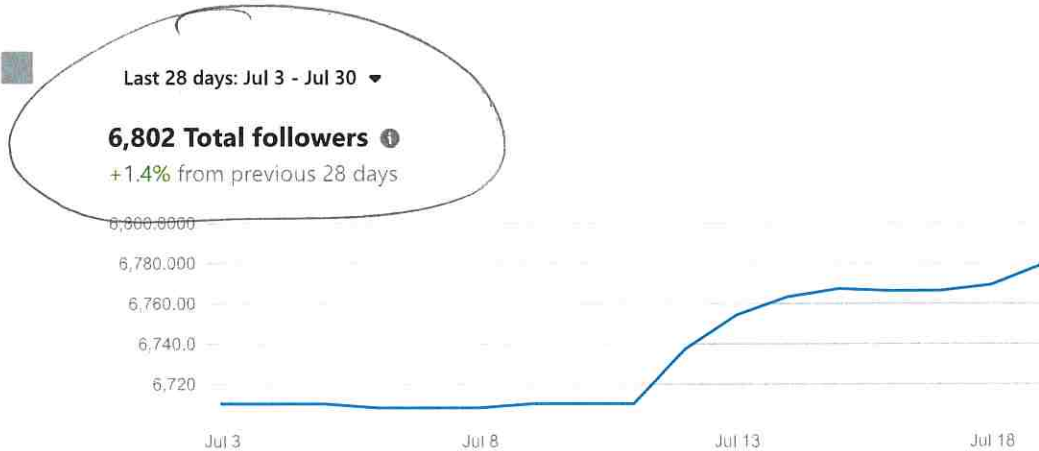
By followers vs non-followers



Professional dashboard

- Home
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 - Engagement
 - Audience
 - Messaging
- Content
- Monetization
- Engagement
- All tools

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



91
Net follows ⓘ

31
Unfollows ⓘ

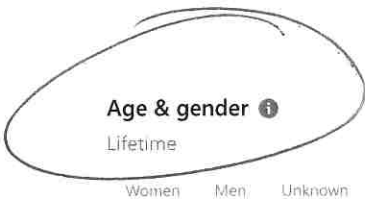
Pos: 80
100

Net follows by content type ⓘ

Lifetime

Post

100%



Women Men Unknown

45-54	22.1%
35-44	22%
55-64	20.3%
65+	16.9%
25-34	15.2%
18-24	3.5%

Cities ⓘ

Lifetime



Cities

Spurger, TX

18%

Colmesneil, TX

12.9%

Warren, TX

11.2%

Silsbee, TX

4.6%

Chester, TX

4.1%

Countries ⓘ

Lifetime

United States

99.8%

Indonesia

0.1%

Nigeria

0.1%