EMC/ EMC Assistant responsibilities – October 2026

Daily

Maintain FaceBook account for the Tyler County Emergency Management Office and keep it updated with information. Facebook maintained. 23 posts including weather, weather alerts, water issues, and road closures.

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 October.

Flood plain applications. We had one flood plain permits in October.

Answer any questions about flood zones. Answered questions about a potential buyer coming to Tyler County. One purchase in a flood zone and working through the permit process.

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. Slow start on generator at Town Bluff Tower. Maintenance agreement with Shirley Electric for EOC and tower generators. Will be purchasing propane for both Tower sites. Shirley is giving recommendation for generator for Doucette site, power for building, and transfer switch at Doucette Tower.

Run LMTV and ensure it is ready for disasters. We have Red LMTV truck back at EOC. Solenoid is needed for starting issue. Tire on front right is aired up weekly.

Place generator on Cooling trailer and run generator to keep it maintained. Honda portable generator for Cooling Trailer has been ran and maintained during October. See generator log.

Check and maintain Cascade – run generator – keep log book for generator and filled tanks. No issues with Cascade or generator. See log book.

Maintain drought sign and promote drought awareness. Changed drought sign and turned to Burn ban side of sign. Burtis is going to install screws instead of magnets for better use of the signs.

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. 81 registrants in October. We have had 9 deaths in September.

Attend Fire Association meetings. Attending monthly meeting. .

Attend ESD meetings – one or two a month. Justin attended a meeting in Warren this month.

Voad meetings in Beaumont. Did not attend the meeting in October. There was a scheduling conflict.

Rain fall report sent monthly to groundwater and Commissioner's Court. Sent report to Commissioner's and Groundwater Board on 11/03/26.

RV report monthly to Kelly and Commissioner's Court. Sent report to the Commissioners and Kelly on 11/03/26.

Attend Commissioners Court. Attended Court on October 13 and October 28, 2026

Attend Detcog EMC meetings. Did not attend the EMC meeting in Newton County in October.

Attend classes for EMC certification. None

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

Train on Cascade-**Tonya** - **yes**

Meet with nursing homes and Sondra Williams – **Justin/Tonya.** **Justin spoke with Sondra Williams in coordination for training.**

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 0 fires in October. Continued to work on Fire Policy.

Quarterly

Attend TDEM quarterly EMC meeting. No meeting this month..

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

Order sandbags, tarps and maintain inventory (order during disasters on STAR). Corp of Engineer **said to order through STAR.**

Promote public awareness campaigns. Promoting Hurricane awareness postings and One Pill Kills awareness on Facebook.

Attend ISD and Sheriff's safety and security meetings. No meeting this month. Helped the Sheriff coordinate a meeting room for his meeting next month.

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. Tonya coordinated Steven Page-dispatcher attending the alert training in Polk County in October.

Coordinate resources for fire and other incidents. Red Cross referral made after a fire for a victim.

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.** Not completed

Meet with Superintendents. Texts and emails were sent to the Superintendents severe weather.

Review and update EOC inventory for disaster readiness - **Tonya and Justin.** Checked sand bags and tarps; Red LMTV- back at EOC, Blue LMTV –stationed @ 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 after January 2027.

Attend LEPC meetings and give EMC update. No meeting in October.

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.** 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. A local meeting is set with TDEM has been rescheduled.**

As needed:

Stear disaster calls. None during October.

Community outreach- attend meeting – Tonya participated in the Ag Ed day with 4th grader from Tyler County. Justin and Tonya participated daily at the Tyler County Fair. Tonya went out to the Warren/Woodville Varsity Football game. Judge, Tonya, Rosie, Anna and Emilea participated at Woodville Elementary Trunk or Treat.

Attend community activities-Community Night Out, parades, etc – **Justin/Tonya/Judge/Rosie – Community Night Out on 10/6/26 and the Tyler County Fair.**

Genasys updates in system and coordinate. Up to date. All data has been updated, Training for a group to learn the system on 10/7/26 in Polk County. Attending: Justin, Tonya, Rosie O'Banion, Anna Flowers, Becky Byley, and Steven Page

Alerting system- make alerts as needed. Sent out 4 **alerts** in October.

Make cash deposits from permits. One cash deposit was made in October for cash payments.

Participate in NWS-Lake Charles weather calls. There were 1 weather calls with the National Weather Service-Lake Charles that Tonya participated in and offered for Elected and Department Heads to attend.

Keep active SLACK account and receive notifications. Tonya's account is active.

Help develop Burn Ban Declarations and get those posted to the public. **Justin/Tonya. One Burn Ban Declaration in October.** .

Help develop Disaster Declarations and get those posted to the public. **Justin/Tonya** – One in October.

Make sure Ratification dates for Declarations are placed on Commissioner's Court when needed. **Justin/Tonya. One in October**.

Updated the Form 147 with TDEM – Up to date.

What is going in with Emergency Management currently:

Firefighter's Policy: Being placed on hold until January.

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

Hazard Mitigation Plan – FEMA has approved the Hazard Mitigation Plan until 2031. On Commissioner's Court Agenda for November 9th for awareness and then will be placed on County website.

CWPP Plan – Community Wildfire Plan – Judge Powers and Justin met with Langford and began initial information. Next step for development will be in January. Core Team and Extended Team have been identified and notified of meeting in January and February.

Fires

October 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 Warren - "Barn" outside kitchen Red Cross referral 3:30 AM	15 Grass fire - Woodville - North 69	16 Grass fire - Woodville FM 1746	17
18	19	20	21	22 Burn Ban	23 Colmesneil (Woodville) - grass cigarette Colmesneil - Fox Landing - brush Woodville - plywood plant	24
25 Colmesneil - [redacted] 3440 RV truck	26	27	28 Ratification	29	30	31

EOC

Bluff

October 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Tower checks Picked up burn ban signs - Pct 1 Prep for Ag Ed day ESD contact update	2 Invoices - Auditor Ag Ed Day - 4th graders RV report Cocorah report Genasys training prep Staff - Justin Permit Summary	3 383 680 557 -11
4	5 EOC report to Kelly Coordination ESD contact list Ran generator Ran cascade Replaced trickle charger	6 pick up highway signs - Polk Co STEAR report update Justin - Sheriff meeting Community Night Out Weather call Morton Morrow maintain 331 690 534 +8	7 Polk Co highway sign Genasys training - Polk Co FB post - dry condition, low rh Pay roll sent to Becky 348 694 544 +10 Tyler County	8 Weather call Fireman Assoc. Meeting Fair observation STEAR update to State Justin/DA Meeting Fair - monitoring	9 Fair observation @ Fairgrounds	10
11	12 Holiday	13 CWPP teams meeting Comm Court Kirby Gym workshop Ambulance meeting - Justin Judge Cascade - ran Generator - ran 441 715 597 +8	14 Warren - "Barn" outside fire Morton Morrow invoice office work	15 Red Flag staff - Judge/Justin Rodney Tower checks Weather call - fire concern Table/chairs delivery - gym Warren Water Boil Notice Genasys - Red Flag alert, FB Shirley - generator agreement 457 701 603 +7	16 Red Flag Day FB post - Red Flag Certified payment filed Woodville grass fire Badge - ESD #4 - Bell Staff - Judge Update STEAR book Woodville/Warren football game 482 708 618 +7	17 Ivanhoe VFD push in Ceremony
18	19 Ran Eoc generators Alternative Analysis GLO webinar Ran Cascade staffed w/ Judge & Justin Prep for Comm. #3 swearing Adjustment to budget 497 712 626 +3	20 Burn Ban Order prep Comm #3 swearing in Ran Honda Staff w/ Justin 504 714 630 +4	21 Budget work Comm. notify of Burn Ban tomorrow Sign prep - burn ban Staff - Judge Ground water 511 716 634 +4	22 Placed Burn Ban in County Alert - Burn Ban FB - Burn Ban Signs all over County Payroll Ratification sent to Kelly 518 718 638 +4	23 Tower checks Staff w/ Justin Certified payment filed Bank for change - Deposit for permits Conversation w/ Mac - 1st Net Email CWPP core, leadership & extended 2 fires - Colmesneil - Outstanding 526 720 643 +4	24
25	26 Eoc lighting outside CWPP email Judge staff generator ran Cascade ran Ran blue Innov 548 726 655 +3	27 554 728 659 +3	28 Comm Court - Ratification FB posting / emails	29 Trunk or Treat prep Oil change - van MOU - Warren prep	30 Woodville ISD - Trunk or Treat	31

October 2026

Generator Log:		
Date of Inspection	Town Bluff/ Doucette/ Trailered	inspection and work completed:
10/1/2026	Town Bluff	starts good; AC good; filter clean; 65% propane B
	Doucette	fresh mow; starts good; 60% propane; 66 temp; A/C filter clean; trickle - 1 green dot.
10/5/2026	EOC - Trailered	Both ran - no issues. New trickle charger on #1. B
10/13/2026	Trailered	Both ran. No issues B
10/15/2026	Doucette	oil full; started good; propane @ 60%, A/C - 66°; cleaned filter; picked up limbs in gated area. B
	Town Bluff	start - attempted 3 times with a back fire before starting; A/C turned from high to low; cleaned filter; propane @ 65%; yard clean
	Jason Shirley picked up generator agreement. Will give invoice later for Auditor; will start maintenance next week or week after; Explained slow start @ Town Bluff today; Explained we would like to go to Towers w/ them the first time to create checklist and talk about transfer switch @ Doucette. B
10/19/2026	EOC Trailered	Both ran - No issues. B
10/20/2026	Honda	Started no issue B
10/23/2026	Doucette	60% propane; 66° AC; started good; filter clean; yard clean B
10/23/2026	Town Bluff	65% propane; low AC; started ok; filter good; yard clean B
	Judge & Justin approved getting propane for towers	

October (cont.) B

Generator Log:		
Date of Inspection	Town Bluff/ Doucette/ Trailered	inspection and work completed:
10/26/2026	Trailered	#1 & #2 Ran both. No issues. B

October 2026

Cascade Log	
Date of Inspection	inspection and work completed:
10/ 2026	Morton Morrow to come in October for Maintenance
10/5/2026	Ran generator. Ran cascade. Filled bottles B
10/6/2026	Morton Morrow - annual preventative maintenance performed B
10/8/2026	Shady Grove filled bottles (2) B
10/13/2026	Ran cascade. Filled bottles on trailer; Justin looked @ system B
10/19/2026	Ran cascade. Filled bottles on trailer. B
10/26/2026	Ran cascade. Filled Bottles on trailer. Ran generator B

Business Dashboard

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

Create a post

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

Audience overview

Last 28 days: Oct 2 - Oct 29

40 Follows
-29.8% from previous 28 days



29
Net follows

11
Unfollows

7,092
Total followers

Net follows by content type
Lifetime

Post 100%

How people find your content

Traffic Source

Other 100%

11,095 Visits
-9.3% from previous 28 days

500

Age & gender

Lifetime

Women Men Unknown

45-54	22.2%
35-44	21.8%
55-64	20.1%
65+	17.6%
25-34	14.8%
18-24	3.5%

Country

Lifetime

United States	99.6%
Nigeria	0.1%
Indonesia	0.1%
India	0.0%
Bangladesh	0.0%
Other	0.1%

Cities

Lifetime

Woodville, TX	33.3%
Spurger, TX	19.1%
Colmesneil, TX	12.5%
Warren, TX	11.4%
Silsbee, TX	4.4%
Other	19.3%

Popular with your followers

Content Pages & profiles Topics Content type

Not enough data to show yet.

Business Dashboard

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About this change

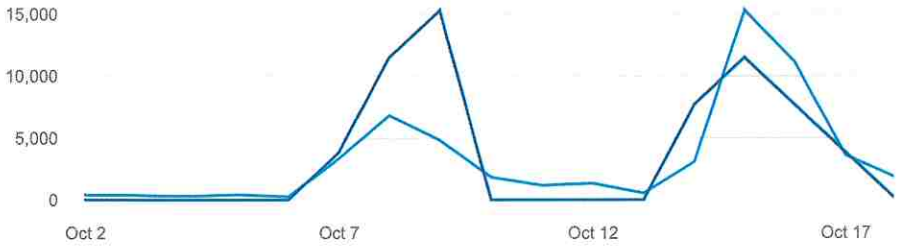
All views | Reels | Posts | Stories

Last 28 days: Oct 2 - Oct 29

89,739 ↓ -10%
Views

0 ↓ -100%
3-second views

0 – 0
1-minu



Publishing activity

Views by content type

	Followers	Non-followers
Multi photo		46.4%
Photo		38.4%
Link		13.8%
Text		1.2%

Views by followers vs. non-followers



57.7% Followers
42.3% Non-followers

Top content


Thu Oct 15, 4:57pm
17,904
Views


Wed Oct 7, 5:23pm
11,893
Views



Thu Oct 22, 9:13am
11,868
Views



Thu Oct 15, 4:46pm
6,828
Views