

EMC/ EMC Assistant responsibilities - April 2026

Answers in blue

Daily

Maintain FaceBook account for the Tyler County Emergency Management Office and keep it updated with information. **Facebook maintained. 24 posts including burn bans, weather, weather alerts and 911 texting information.**

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. Started sharing files between EMC and Asst. EMC on One Drive for outside office communication.**

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 April.**

Flood plain applications. **No flood plain permits.**

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. Dead trees a concern @ Doucette Tower.**

Run LMTV and ensure it is ready for disasters. **Chip English is repairing 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 and Tonya met with Sondra Williams over radio/tower interoperability.**

Maintain AC in Towers and keep area around Towers maintained. A/C are working in both tower units. Areas around towers have been mowed by Maintenance. Tonya picked up trash @ weekly check.

Staff with Fire Marshal/EMC. Justin helped investigate 4 house fires in April.

Quarterly

Attend TDEM quarterly EMC meeting. Next meeting will be May 12th in Lufkin.

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. Promoted Alert system on April 2nd. Promoting text 911.

Attend ISD and Sheriff's safety and security meetings. Attended Spurger ISD safety meeting on April 6, 2026.

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

Staff with Byron – dispatch. Justin has met with Byron regarding radio interoperability. Tonya has sent prescribed burn information to him. 911 texting discussions with Tonya, Byron and dispatcher were had prior to starting the awareness. Road conditions discussions during severe weather.

Coordinate resources for fire and other incidents. We made 2 referrals for Red Cross after house fires. Tonya brought water and Gatorade to 3 house fires for first responders. Red Cross coordinated a stimulated shelter @ EOC once this month to help their staff prepare for disaster time (4/22/26).

Semi-Annual:

Meet with Ares – ham radio, Nick Toparcean-county ham radio. N/A

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

Meet with Superintendents. Sent weather text to Superintendents on 4/30/26 regarding severe weather on 5/1/26. Weather would be expected around bus run time for the schools.

Review and update EOC inventory for disaster readiness - **Tonya and Justin. Checked sand bags and tarps; Working on red LMTV; Cooling trailer ready; cascade repaired and 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. State wide alert was ran on April 2, 2026-Tyler County had a successful alert for those signed up. 79%-voice, 97.5-text, 99.5-email. We just need to promote the alert system more and have more Tyler County people sign up for the alerts.

Attend LEPC meetings and give EMC update. Next LEPC meeting is May 15, 2026 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. Nothing yet. 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. **No needed disaster calls this month.**

Community outreach- attend meeting – **Justin/Tonya. Tyler County Hospital Health Fair was cancelled. We were prepared to attend as a vendor with information, sign up for Genasys and door prize.**

Attend community activities-Community Night Out, parades, etc – **Justin/Tonya. Partipated in Dogwood Parade on 4/4/26.**

Genasys updates in system and coordinate. **Up to date. All data has been updated from the Iris system. This was a one year project.**

Alerting system- make alerts as needed. **Sent out weather alerts on 4/4/26 and 4/30/26. Sent out Burn ban alert on 4/13/26.**

Make cash deposits from permits. **No deposits made in April for cash payments.**

Participate in NWS-Lake Charles weather calls. **Weather matrix provided for Western weekend, Dogwood Weekend and Fly-In weekend. Each matrix began on the Tuesday before each event and ran until the Saturday of the event. Each matrix was sent to the event committee, Judge and Justin for discussion if needed with us.**

Keep active SLACK account and receive notifications. [Account is active.](#)

Help develop Burn Ban Declarations and get those posted to the public. **Justin/Tonya. Burn ban lifted on 4/13/2026.**

Help develop Disaster Declarations and get those posted to the public. **Justin/Tonya – Facebook, County clerk, Sheriff's Office.**

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

[Updated the Form 147 with TDEM, County and Mayors of all Cities to update Justin Dilbeck as EMC](#)



April 2026 - Office

Bluff

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6 Spurger school meeting Justin / State fire marshal Continue burn ban Called Sam - signs	7 Meteor call TFS class @ EOC Fly in meeting - cancelled Rain generators Rain cascade Washed van - vacuumed	8 Pet air in tires on van (TP) Checked towers Gave Donald tablet and Order t-shirts Leptop	9 Registration - Van-UMW Fireman Association Work on payroll Updated STEAR list Fireman STEAR list	10 HSAC meeting - Detrog	11 Fly in meeting
12	13 Generators Doucette tower Cascade - arrangements Lynn Court Burn ban lifted Alert d FB Airport - fly in	14 City of Weedville fire Cascade picked up Weather matrix for Fly in Payroll discussion Lithis 147	15 Propane leak - Fred - County Shop Fly in communication Boat title info	16 Fly in communication	17 Tonya off Fly in communication	18
19	20 Communication workshop Generators van	21 Bills sent to Auditor Warren controlled fire - 2827 Ivanhoe 147 Interoperability Survey sent in	22 Meeting w/ Judge & Burris Rain Cascade Red Cross simulated shelter Payroll Signs back to Rez.	23 Justin SID # Enrolled TDEM cont. Events and youth camps on One Drive	24 Prepare for Health fair summary report for permits FB posts worked on office calendar	25 Monitored weather 8pm - 4:30am
26	27 Ivanhoe house fire FB - 911 text Van tire fixed Prepared bags for health fair @ hospital	28 Tonya off Ivanhoe house fire cont. Justin	29 Gas in van Fixed up windshield wiper Tower checks - Doucette and Town Bluff Camera check for EOC w/ Donald Rain gauge presentation - Ivanhoe	30 Big Blue LMTV ready Message to Comm SO w/ Superintendent about weather tomorrow FB post - weather Rain generator Rain cascade		
			1 Tonya off Justin ran generators checked towers	2 State alert test Survey - Luffkin House fire EOC 256	3 Holiday Hillister house fire Colmesneil house fire RV permit report Rainfall report	4 Highway signs Doucette parade Weather reports



April 2026

Fires

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Hosefire - FM 25k	3 Hillster house fire Colmesneil house fire	4 Colmesneil- house fire investigation w/ State
5	6	7	8	9	10	11
12	13	14 City of Ureduville fire lithium batteries	15 Propane leak - Country Store - Free	16	17	18
19	20	21 Warren Fire - controlled	22	23	24	25
26 Warren pasture fire	27 Ivanhoe house fire	28 Ivanhoe house fire investigation w/ State	29	30		

April 2026



Cascade Log

Date of Inspection	Inspection and work completed:
4/7/2026	Ran compressor. Waiting on new generator to be delivered
4/13/2026	Ran compressor - Justin
4/14/2026	Picked up trailer for repairs. Will deliver back on 4/16 or 4/17
4/16/2026	Cascade trailer returned by Neil. Burtice and Tonya present when he ran generator and compressor for 45 minutes. No issues. Additional amp breaker, slow start, and higher velocity oil was the change to system.
4/17/2026	Burtice and Tonya ran system again. No issues.
4/21/2026	Justin and Tonya ran system. No issues. Justin re-trailer'd generator.
4/30/2026	Ran compressor on Cascade to fill tanks. No issues.

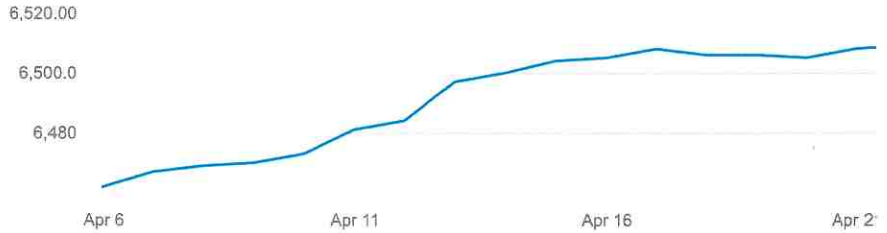
Insights

- Views
- Earnings
- Engagement
- Audience**
- Messaging

Audience overview

Last 28 days: Apr 6 - May 3

6,539 Total followers
+1.1% from previous 28 days



75
Net follows

16
Unfollows

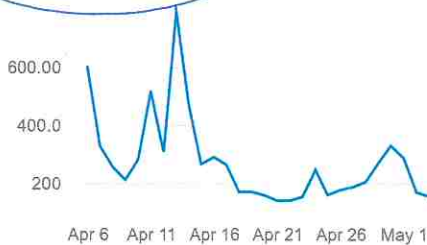
Net follows by content type



How people find your content



7,696 Visits
-22.3% from previous 28 days



Age & gender

*Tyler County Emergency
Management Office
Facebook*

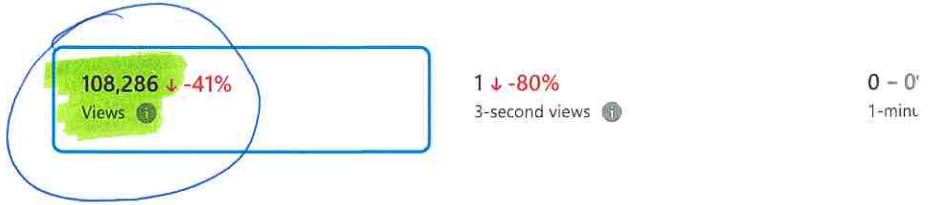
Professional dashboard

Insights

- Views
- Earnings
- Engagement
- Audience
- Messaging

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

All views Reels Posts Stories Last 28 days: Apr 6 - May 3

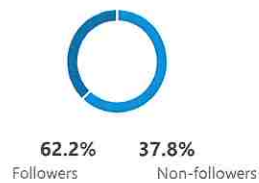


Publishing activity

Views by content type

Content Type	Percentage
Text	33%
Multi photo	29.8%
Photo	27.7%
Link	9.4%

Views by followers vs. non-followers



Top content



Mon Apr 6, 12:33pm
14,660 Views

Tue Apr 14, 8:36am
 12,329 Views



Mon Apr 13, 9:45am
9,015 Views

Thu Apr 30, 1:31pm
 7,218 Views

Tyler County Emergency Management Office Facebook



6

Ages →

35-44

22.5%

45-54

22.1%

55-64

20%

65+

16.3%

25-34

15.7%

18-24

3.4%

Country

Lifetime

United States

99.8%

Indonesia

0.1%

Nigeria

0.1%

Tyler County Emergency Management Office Facebook

Cities

Lifetime

Woodville, TX

32.5%

Spurger, TX

19.3%

Colmesneil, TX

12.9%

Warren, TX

11.4%

Hillister, TX

5.4%

Silsbee, TX

4.4%

Popular with your followers

Content

Pages & profiles

Topics

Content type

Insights not available

There may not be enough data on your content yet. Check back again later.

Top content



Mon Mar 30, 1:35pm
9



Mon Mar 23, 1:53pm
8



Mon Apr 6, 12:33pm
5



Thu Apr 2, 7:21pm
3