## EMC/ EMC Assistant responsibilities – August 2026

## Daily

Maintain FaceBook account for the Tyler County Emergency Management Office and keep it updated with information. Facebook maintained. 34 posts including weather, weather alerts, water issues, road colures due to accidents and well as 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 36 electrical permits in August.

Flood plain applications. We had 0 flood plain permits in August.

Answer any questions about flood zones. Although we had no permits in flood zones for the month, we had several inquiries about housing in Flood zones and flood zone certificates.

## 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. See -Log book maintained.

Run 2 generators at Towers and keep log book. Ran generators. Concern with oil level at Doucette. Dead trees are a concern Doucette Tower. Slow start on generator at Town Bluff Tower. Speaking to Shirley Electrical and getting contract for maintenance.

Run LMTV and ensure it is ready for disasters. We have Red LMTV truck back at EOC. Solenoid is needed for starting issue. Putting air in front right front tire weekly to have disaster ready.

Place generator on Cooling trailer and run generator to keep it maintained. Honda portable generator for Cooling Trailer has been run and maintained during August. 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 lifted side of sign. There is a need to change from magnets to a bolt system. Magnets are not staying connected to sign.

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. 89 registrants in August. STEAR residents contacted during flooding disaster on September 2,2026.

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. August meeting was held in Kirbyville. Tonya and Rosie O'Banion attended. Tonya attended virtual VOAD call on Thursday, September 3, 2026, to see what needs the County has.

Rain fall report sent monthly to groundwater and Commissioner's Court. Sent report to Commissioner's and Groundwater Board on 9/3/2026.

RV report monthly to Kelly and Commissioner's Court. Sent report to the Commissioners and Kelly on 8/3//26. Report also includes Chantel James at County Clerk, Kelly Jobe at County Judge's office, Sue Shaw and Mary Walters at the Commissioners' Office.

Attend Commissioners Court. Attended all of Commissioners' Court in August.

Attend Detcog EMC meetings. Justin and Tonya attended Detcog EMC meeting in Hemphill in August.

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 1 fire in August. He was instrumental in helping develop the draft for the VFD policy with the DA's office.

## Quarterly

Attend TDEM quarterly EMC meeting. Tonya attended the TDEM quarterly meeting in August in Lufkin. .

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

Order sandbags, tarps and maintain inventory (order during disasters on STAR). We have filled in Connex building ready for time of need.

Promote public awareness campaigns. We had Hurricane and Burn Ban promotions on FB this month.

Attend ISD and Sheriff's safety and security meetings. Justin and Tonya attended a walk though exercise at Warren ISD during August.

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

Staff with Byron – dispatch. Justin attended a Communication meeting at the Sheriff's Office between Fire Departments, Dispatch, EMC and Sheriff's Office.

Coordinate resources for fire and other incidents. EOC gave out water at fire sites to firefighters during fires and accident in Colmesneil during road closure.

## 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. Tonya emailed sent to Superintendents asking ISD to provide football schedule and protocol for overheating procedures for participants and audience. Contacted during flooding disaster regarding school closures.

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. Meeting help in August. LEPC is looking at options of Regional LEPC or remaining local.

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.** Tonya is attending Jefferson County VOAD meeting to maintain connections for Tyler County for disaster times.

## As needed:

Stear disaster calls. Calls were made on September 3, 2026, due to power outages and well water outages because of Tropical Storm Edouard.

Community outreach- attend meeting – Justin/Tonya. The cooling Trailer was utilized for the Back to School event in Woodville on August 1st. Justin and Tonya, along with Judge Powers attended the Push In for a new Engine at Woodville VFD on August 8th, Justin and Judge Powers spoke with Dam B Community Watch group on August 13, 2026, and Tonya helped with the Hunter's Safety Course at the EOC where the Game Wardens taught a Hunter's Safety Course.

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

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

Alerting system- make alerts as needed. Sent out **1 alert** in August announcing the Burn Ban in effect.

Make cash deposits from permits. There were no deposits made in August.

Participate in NWS-Lake Charles weather calls. There were 2 weather calls with the National Weather Service-Lake Charles that Tonya and Justin participated in and offered for Elected and Department Heads to attend. Justin and Tonya also met with Doug Cramer at the EOC for a meeting to discuss the prediction for Fall weather.

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

Help develop Burn Ban Declarations and get those posted to the public. **Justin/Tonya. One Burn Ban was Declared in August.**

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

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

Updated the Form 147 with TDEM – Up to date.

EOC Plans – Justin and Tonya – Justin 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.

# ACTIVITY LOG (ICS 214)

| 1. Incident Name: | 2. Operational Period: Date From: 8.01.26 Date To: 8.31.26<br>Time From: Time To: |
|---|---|

| 3. Name: | 4. ICS Position: | 5. Home Agency (and Unit): |
|---|---|---|
| Tonya Sheffield | | Tyler County EM |

**6. Resources Assigned:**

| Name | ICS Position | Home Agency (and Unit) |
|---|---|---|
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**7. Activity Log:**

| Date/Time | Notable Activities |
|---|---|
| 8.01.26 | Cooling Trailer used at Back to School event in Woodville |
| 8.03.26 | Updated STEARS with Tyler County deaths; attended Commissioner Court; Sent invoices to |
| | Auditor's Office; sent monthly RV report to Commissioners, Kelly and Chantel; Sent rainfall report |
| | to Groundwater Committee and Commissioners; Spoke to TxDot regarding Burn Ban signs. |
| 8.04.26 | Spoke with Michelle Brewer about status of Tyler County joining SE Texas VOAD; Prep for Health |
| | Expo for Seniors; Justin at PIO class; Ran generators at EOC; Ordered Burn ban signs; Coordinated |
| | front office calendar; Ran cascade; Spoke with First Net about changes to phones; Staffed with |
| | TDEM CLO regarding LEPC; Staffed with EMC. |
| 08.05.26 | Attended VOAD in Kirbyville; Justin at PIO class. |
| 08.06.26 | Participated in Health Expo for Seniors at Tyler County Nutrition Center. Justin at PIO class. |
| 08.07.26 | LEP Meeting in Tyler County; Tower checks-see log; STEAR update prep. |
| 08.10.26 | Confirmed minutes for LEPC meeting; Spoke with Auditor about Title for red LMTV; attended |
| | Commissioner Court; Ran generators at EOC; Ran Cascade and filled bottles; Prepped badges for |
| | all PCT and Road and Bridges; Spoke with First Net and Joe Blacksher about updating phone list |
| | with ATT First NET; Staff with EMC. |
| 08.11.26 | Staff Thursday plans; Warren ISD walk through; Payroll prep; Justin met with Tyler County Water - |
| | hydrants and flush valves. TICC Information; Justin/Judge and Tonya staff |
| 08.12.26 | Tonya off |
| 08.13.26 | Staff possible Burn Ban; Made FB post - Chester; Judge and Justin attended Dam B Community |
| | Watch meeting; Tonya attended Fireman Association monthly meeting; Tonya off am. |
| 08.14.26 | Burn ban prep; TDEM /LTRG meeting rescheduled due to House fire in Doucette; Tower check; |
| 08.17.26 | Commissioner Court; Burn Ban Declared; FB post-burn ban; Alert-Burn ban; Gym walk through; |
| | Picked up new Burn Ban signs at Walling; |
| 08.18.26 | TDEM/EMC Quarterly meeting; Sheriff's Office Communication meeting with VFD and Justin; |

**8. Prepared by:** Name: _____ Position/Title: _____ Signature: _____

 Date/Time: _____

# ACTIVITY LOG (ICS 214)

| 1. Incident Name: | 2. Operational Period: Date From: 8.01.26 Date To: 8.31.26<br>Time From: Time To: |
|---|---|

**7. Activity Log** (continuation):

| Date/Time | Notable Activities |
|---|---|
| 08.18.26 cont. | Attended Colmesnell Landing zone with medicopter; Chester woods fire. |
| 08.19.26 | Looked at KBDI for County; Commissioners' Court; Library prep for Community outreach on weather |
| | Spoke with Kim Cline- Community partner; FB post - Burn ban; Worked on Ratification form; Ran ge |
| | at EOC; Ran cascade and filled bottles. |
| 08.20.26 | Checked Towers - see log; Fire Danger sign maintenance; Looked at KBDI. |
| 08.21.26 | Hunter safety Course prep; Looked at KBDI. |
| 08.22.26 | Hunter Safety Course - we provided lunch. Looked at KBDI. |
| 08.23.26 | Looked at KBDI; FB post Burning and Burn Ban. |
| 08.24.26 | Looked at KBDI; Commissioners Court; Ratification of Burn Ban; Sent Ratification to SOC, TFS, |
| | and TDEM; Spoke with Shirley about service for generators; Invoices sent to Auditor's office; staff |
| | with EMC and Judge. |
| 08.25.26 | Familiarized with Warren ISD Heat policy; Looked at KBDI; Ran generators at EOC; Ran cascade |
| | and filled bottles; Payroll sent to Becky; Looked at Budget- both EM and FM; Updated Warren ISD |
| | EOP (Emergency Operating Plan) in ISD notebook. |
| 08.26.26 | Worked with TDEM and SO to update TDEM's State radio to interact with local radio operability. |
| | Hillister grass fire. |
| 08.27.26 | Event prep for EM- library, fair, Ag Ed day, Trunk or Treat, County Safety Lunch; Elevation help for |
| | County resident with storm damage-GLO -HAP; FB post-Burn ban; Spoke with Shirley about |
| | servicing generators. Staffed Shirley/generators with Judge/EMC. |
| 08.28.26 | Justin/DA/Fire Chief - Policy meeting; Ran Honda generator; Put generator information packet |
| | together for Shirley; Worked disaster packet together for C. Sterling for Pct. 4; Staffed with Judge |
| | and EMC- generators and Shirley. |
| 08.29.26 | Justin- Put out Burn Ban signs. Justin met with Chester VFD and Mayor to discuss policy. EMC and |
| | Tonya staffed. |
| 08.30.26 | Watching weather disturbance in Gulf; Looked at KBDI; Staffed with EMC. |
| 08.31.26 | Commissioners Court; Weather Call with NWS; CWPP meeting prep; |
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**8. Prepared by:** Name: _____ Position/Title: _____ Signature: _____

 Date/Time: _____

# August 2026

Fires

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12<br>Warren grass | 13 | 14<br>Doucette - house fire | 15 |
| 16 | 17 | 18<br>Chester Woods fire<br>Chester Vehicle fire | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26<br>Hillister grass fire<br>Dam B field fire | 27 | 28 | 29 |
| 30 | 31 | | | | | |

August 2024

| Generator Log: | | |
|---|---|---|
| Date of Inspection | Town Bluff/ Doucette/ Trailered | inspection and work completed: |
| 8/1/2026 | Honda | Ran @ Back To School Event on Cooling Trailer. J |
| 8/4/2026 | Trailered | Ran both. No issues. 3/4 fuel level. B |
| 8/7/2026 | Doucette | 60% propane; AC @ 66 temp; oil cap tight on generator; started good; concerned dead trees; Mowed around + trash picked up B |
| | Town Bluff | 65% propane; A/C put on high; hesitant start on generator; mowed around and trash picked up; |
| 8/10/2026 | Trailered | Ran both. No issues. 3/4 fuel level B |
| 8/20/2026 | Doucette | 60% propane; AC @ 66 temp.; oil cap removed - oil not showing on dip stick. Staffed w/ Justin and Judge. Did not run generator due to oil level. Concern w/ dead trees around tower. |
| | Town Bluff | 65% propane. AC running good. Started ok. Lock changed due to old lock not working properly. New key on ring kept at EOC. |
| 8/24/2026 | Contacted Shirley | about generator maintenance agreement |
| 8/27/2026 | Staffed and approved | w/ Justin and Judge to go with 2year Maintenance w/ Shirley. Shirley to come to EOC w/ contract. |
| 8/28/2026 | Town Bluff | 65% propane. Generator back fired when starting. Then ran fine. Swept out building. |
| | Honda | Ran fine. No issues. |
| | | |

August 2026

B

| Cascade Log | |
|---|---|
| Date of Inspection | inspection and work completed: |
| 8/4/2026 | Ran Cascade compressor and filled bottles B |
| 8/10/2026 | Ran Cascade compressor and filled bottles B |
| 8/19/2026 | Ran Cascade compressor and filled bottles B |
| 8/25/2026 | Ran Cascade compressor and filled bottles B |
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## Professional dashboard

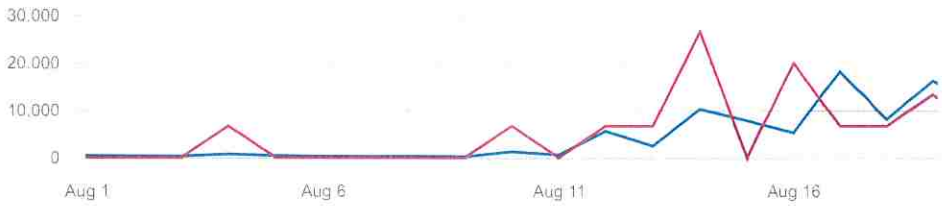
- Home
- Insights
  - Views
  - Earnings
  - Engagement
  - Audience
  - Messaging
- Content
- Monetization
- Engagement
- All tools

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

Custom: Aug 1 - Aug 31

**205,912 Views**
+11.5% from previous 31 days

Publishing activity

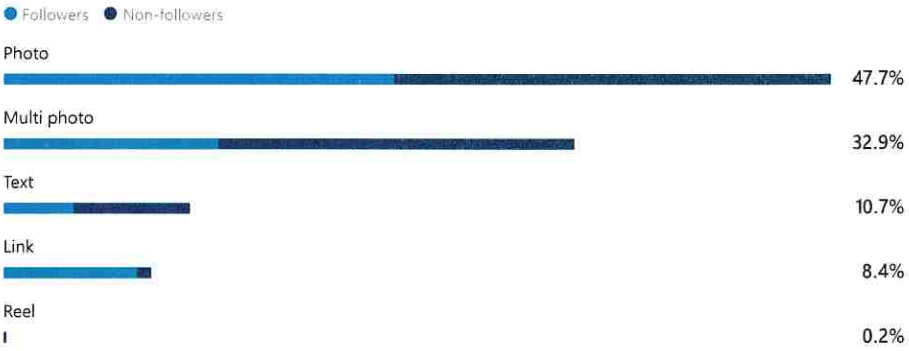



**36,676**
Viewers

**0**
3-second views

**0**
1-minute views

### By content type




### By followers vs non-followers



## Professional dashboard

- Home
- Insights
  - Views
  - Earnings
  - Engagement
  - Audience
  - Messaging
- Content
  - Content Library
  - Planner
- 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

Last 28 days: Aug 8 - Sep 4

### 252 Follows
+110.0% from previous 28 days




**236**
Net follows

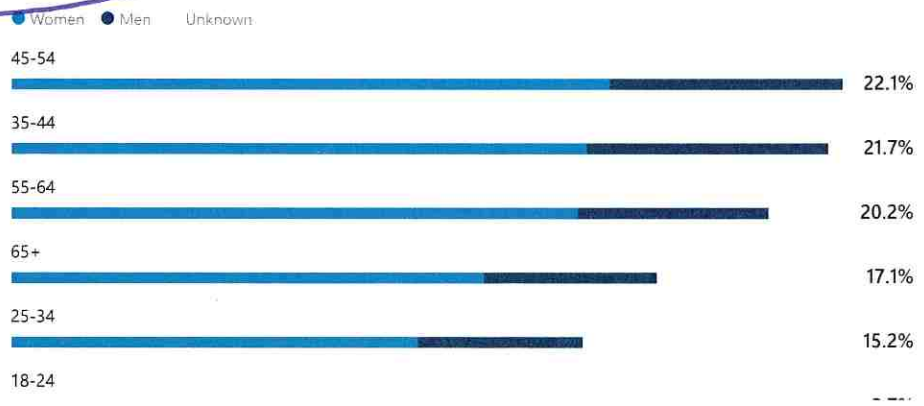
**16**
Unfollows

**7,038**
Total followers

### Net follows by content type
Lifetime

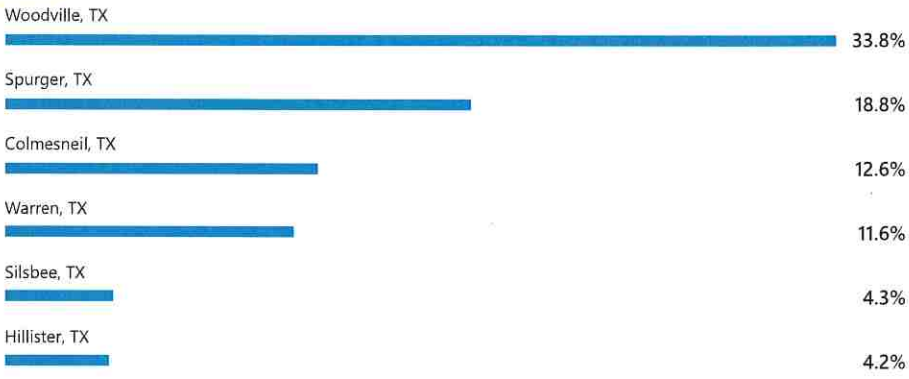



### Age & gender
Lifetime



## Cities

Lifetime




## Countries

Lifetime

