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Thursday, April 21, 2022

Fire Station 16

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**WORK SESSION - 9:00 A.M.**

**Call to Order**

1. **REPORTS AND PRESENTATIONS**

A.

Receive a report and hold a discussion regarding the roles and responsibilities of staff and elected officials during the operation of the Emergency Operation Center. (Staff Presenters, Will Allen Emergency Manager, K.T.Freeman Fire Chief, Casey Davis Assistant Fire Chief.)

2. **CITIZEN APPEARANCES**

Other than public hearings and items listed on the posted agenda, citizens in attendance who desire to speak to City Council may speak during this section.

Speakers in attendance: Each person will be allowed three (3) minutes to speak and will not be interrupted by City Council or staff. If you would like to speak, please fill out a speaker card and give the completed card to the City Secretary prior to addressing City Council.

Speakers not in attendance: Each person must fill out an online speaker card. Online speaker cards will be for items posted on the agenda only and must be submitted 30 minutes prior to the posted start time of the meeting. Online speaker cards will be read aloud by the City Secretary at the time the item is presented. Online speaker cards can be found on the city's website, [www.burlesontx.com](http://www.burlesontx.com) on the [agenda/notices page](#).

Please note that City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the City Council from deliberating or taking action on an item not listed on the agenda. City Council may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

Adjourn

Staff Contact  
City Manager's Office  
817-426-9680

**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 15th of April, 2022, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

*Amanda Campos*

Amanda Campos  
City Secretary

**ACCESSIBILITY STATEMENT**

The facility is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.



## City of Burleson

### City Council

City Hall  
Council Chambers  
141 W. Renfro  
Burleson, TX 76028

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### AGENDA INFORMATION SHEET

**DEPARTMENT:** Fire Department

**DIRECTOR:**

**DATE:** 04/21/2022

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### SUBJECT

Receive a report and hold a discussion regarding the roles and responsibilities of staff and elected officials during the operation of the Emergency Operation Center. (Staff Presenters, Will Allen Emergency Manager, K.T.Freeman Fire Chief, Casey Davis Assistant Fire Chief.)

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### Attachments

Memo

Presentation

**Respectfully submitted:**

K.T. Freeman, Fire Chief  
817-426-9171

[ktfreeman@burlesontx.com](mailto:ktfreeman@burlesontx.com)

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**DEPARTMENT MEMO**

**DEPARTMENT:** Fire

**FROM:** K.T. Freeman, Fire Chief

**MEETING:** April 21, 2022

**SUBJECT:**

Briefing to the Mayor and City Council of the roles and responsibilities of staff and elected officials during the operation of the Emergency Operations Center. (Staff presenter: K.T. Freeman, Fire Chief)

**SUMMARY:**

The purpose of this discussion is to provide City Council with a high level understanding of the various roles and responsibilities of City Staff, CMO, and City Council in the event the Emergency Operations Center is activated. At the conclusion of the meeting a brief severe weather event will be presented as a tabletop exercise for staff and City Council to discuss.

**STAFF CONTACT:**

K.T. Freeman, Fire Chief  
Fire Department  
ktfreeman@burlesontx.com  
817-426-9171



# Mayor/City Council Briefing on Emergency Management

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## CITY COUNCIL ORIENTATION



# Objectives

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Provide City Council a high-level overview of roles, responsibilities, & operations during emergency events

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Discuss primary threats to Burleson

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Dissemination of Information & Alert Criteria

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Key roles & responsibilities of Mayor & Council during emergencies

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Review EOC critical functions & organization

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EOC deactivation process

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## Possible Threats to Burleson

Thunderstorms with large hail, damaging straight line winds, and tornados

Major transportation accidents that involve hazardous materials or mass causality patient counts via I-35 or railway

Employee safety

Community safety (active threat situations)



# Alerts & Warnings

## Public Information and Warning

- Social Media – Facebook, Twitter, Instagram, City website , Local TV/Radio

## Everbridge Mass Notification System

- Automatic push for National Weather Service(NWS) Warnings
  - Yellow/white pages data
  - Requires registration to receive warning & alerts on cell phones

## Outdoor Warning System

- Siren activation
  - Tornado Warning
  - >1.5” inches hail
  - >70mph sustained winds
  - Test Tone – 1st Wed of each month

## Recommendation

- National Oceanic Atmospheric Administration (NOAA) Weather Radio
- Apps: FEMA.gov





# When Is The EOC Activated & Initial Actions

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## Consultation with Fire Chief and City Manager to activate EOC

- EOM calls necessary personnel to EOC to manage/coordinate the incident
- City Manager notifies Mayor/Council

## When an emergency warrants the EOC to dispatch a damage assessment team to conduct a preliminary damage assessment

- Situational awareness (Conditions & Needs Report)
- Intel for Disaster Declaration
- Assessment determines further required actions: personnel, equipment, other jurisdictions



# Public Assistance Thresholds FY 2022

Johnson CO. - \$737,700

Tarrant CO.- \$8,653,624

State - \$47,507,173



## Key Responsibilities Of Mayor

Mayor may declare a local state of disaster for up to 7 days

- Council action is required to extend beyond 7 days

Mayor may order the evacuation of all or part of the population from a stricken or threatened area

- Governor may recommend the evacuation of all or part of the population from a stricken or threatened area
- For purpose of evacuation and controlling ingress/egress to any extent of conflict, between the County Judge and Mayor the decision of the County Judge prevails

# Mayor/Council Key Responsibilities

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## Coordinate

- Coordinate efforts and communication from Council to City Leadership to successfully help achieve strategic goals that will facilitate returning the city to a state of normalcy. I.e., pre-event status

## Ensure

- Ensure the continuity of government (City business & services must continue)

## Represent

- Represent the City in a confident and calming manner to reassure the community the Mayor and City Council are closely working with City Leadership and staff to resolve the emergency.

## Constituent Feedback

- Provide situational awareness/feedback from constituents



# Mayor/Council Key Responsibilities

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## Legal Duties

- Disaster declarations
- Evacuations
- Declare States of emergency
- Other protective actions

## One Message

- Before addressing the public coordinate with the Public Information Officer (PIO) to ensure the media and citizens are being informed with consistent and accurate information

## Focus

- Focus on high level policy information and decisions

## Support

- Support emergency operation decisions, city leadership & staff who are responsible for developing & executing strategic and tactical plans





## Critical EOC Functions

Helps to manage emergency conditions and the process of restoring the City back to pre-disaster conditions

Provides Key Staff, CMO and Elected Officials a location to meet during emergency event

Central point for ALL emergency services operations

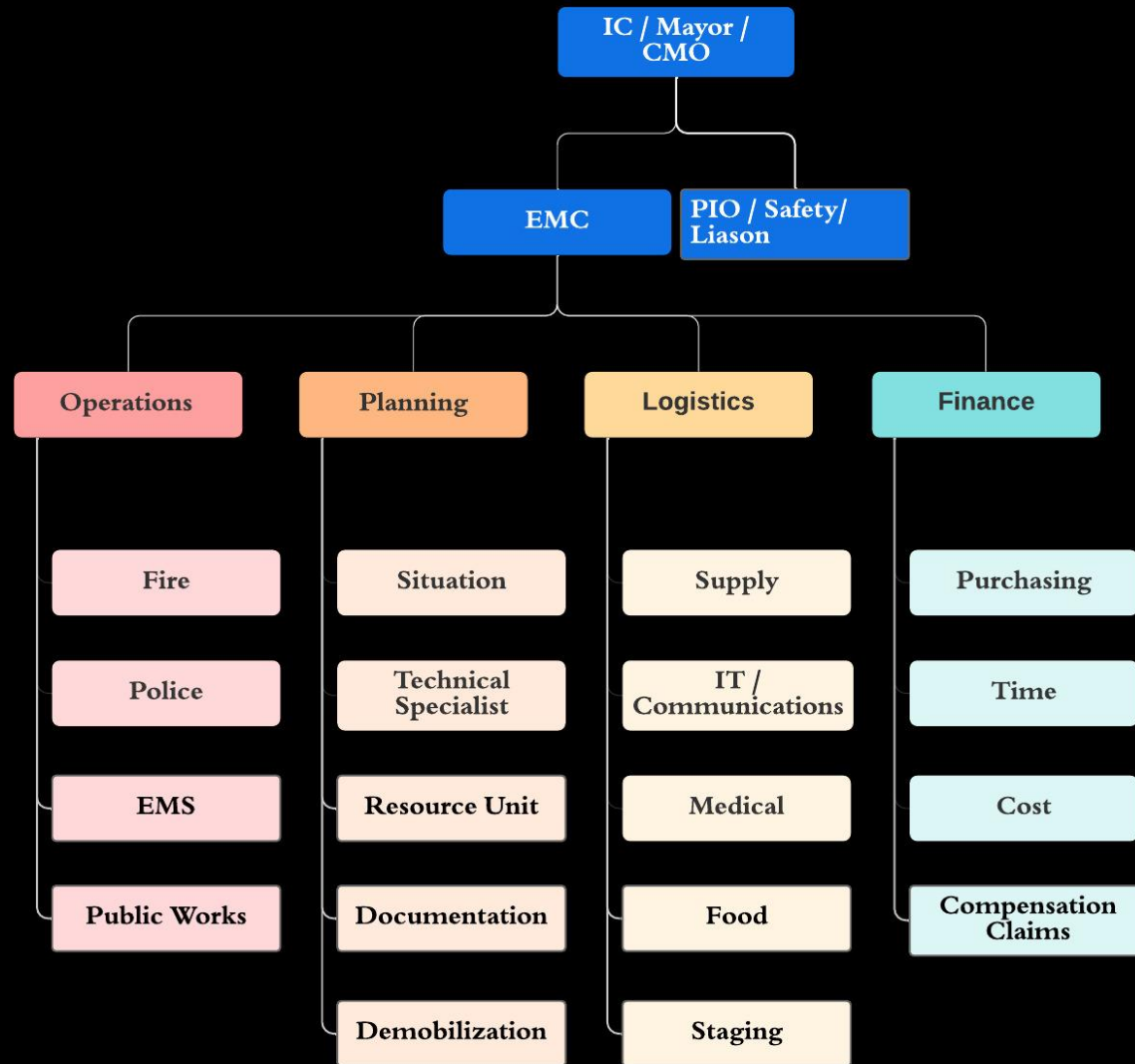
- Manages/coordinates chaos during first few hours of operation
- Develops/publishes Incident Action Plan (IAP) for next operating period

Manages the flow of information, plan response and recovery activities

Supports the Incident Commander (IC)

- EOC objectives
- Resources
  - Local Resources are used first, then requested to the County. As necessary, the County may forward request to the State

Gathers and disseminates information to keep public/media informed





## EOC Organization Functions

### Policy Branch – Mayor, City Council, Legal

- Ensure Continuity of Government
- Issues declarations (includes curfews if necessary)
- Other legal/general public behavior
- Coordinate with PIO to keep the media and public informed

### EOC Manager – Will Allen

- Manage/coordinate the EOC Operations

### General Staff

- EOC Liaison – Coordinates with other jurisdictions
- Safety – Provide safety briefing on operating conditions at EOC or field
- Public Information Officer – communicates message to gen public, media





## EOC Organization Functions

### Operations Section

- Develops the means/resources to execute the objectives
- Fire/PD/EMS/PW (depending on the type of incident)

### Logistics Section

- Provides resources – equipment, personnel, material thru internal or external means
- Public works/medical

### Planning Section

- Coordinates activities for next operating period – convene meetings with Sections/other personnel
- EOM/ County EMO

### Finance/ Admin Section

- Tracks/acquire/approves cost & resources
- Finance/HR



## Deactivating EOC

Consult with Incident Commander

Debrief with staff on closing the EOC

Consult with Policy Group on closing EOC

Communicate to Burleson residents, County, State etc. on closing EOC

Conduct "Hotwash"

- Forward all reports to Emergency Operations Manager
- Identify operations/procedures that achieved positive results, needs improving in the future, or Fix Immediately.

Return EOC to "Pre-activation" condition

# Tabletop Discussion

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5 am

Severe Thunderstorm

85 mph winds straight line

Damage to multiple homes and JISD Schools

Homes in the County damage

Power lines down on 1902

Joint incident with JC EOC

School needs to close (Coordinate with JISD)

Life Safety, Incident stabilization, property conservation



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Questions / Comments