



March 16, 2011

Dan Gattis
County Judge
Williamson County
701 Main St.
Georgetown, TX 78626

Judge Gattis,

Please accept this letter and accompanying documentation as a formal request for a county take home vehicle. The current Williamson County Budget Order does not specify my position as having been authorized for a take home vehicle, which I think is part too my responsibilities being previously performed by the Director of EMS, John Sneed. When the Emergency Management responsibilities were placed into the new department consideration for a vehicle may or may not have been addressed. Since taking the position I have been required to utilize my personal vehicle to respond to emergencies, whether to pick-up a county vehicle for scene responses or for EOC activations. I have attached a copy of my CAD report for the past twenty-six months in which I have been assigned to eighty incidents. This does not include times in which I return to work during extreme weather events to monitor situations and prepare for potential EOC activations.

With the frequency of my responses I feel that I bear the burden for all liabilities while responding on behalf of Williamson County. My personal vehicle is not equipped for response nor does it contain needed equipment, references or personal protective equipment. My fear is that in the event of an accident regardless of cause, I will be held liable and that my insurance will not cover the collision due to the nature of the circumstances.

I ask that you and the commissioners please review this request and take the appropriate actions to provide me with the tools necessary to facilitate my responsibilities as the Emergency Management Coordinator for Williamson County and reduce the liability to myself and my family.

Sincerely,

Jarred Thomas
Emergency Management Coordinator

Cc:
John Sneed

OFFICE OF EMERGENCY MANAGEMENT

WILLIAMSON COUNTY • 303 MARTIN LUTHER KING ST • GEORGETOWN, TX 78626
(512) 943-3747 • FAX (512) 943-1268



Implementation Process

Currently the only vehicle assigned to Emergency Management is a vehicle that was grant funded with specific use guidelines and requirements. One in general is that the vehicle not be used for "Executive Transport", which in my situation would violate the use guidelines as I cannot guarantee that during an actual Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) event that the vehicle would respond as required. My responsibilities, as the Emergency Management Coordinator, require me to stay and manage the Williamson County EOC.

In lieu of requesting the purchase of a new vehicle Marty Herrin, Hazardous Materials Chief, has agreed to a vehicle swap to facilitate this request. Due to the roles and responsibilities of the Hazardous Materials Department the vehicle can be permanently assigned without violating the "Vehicle Usage Guidance". In fact by allowing this transfer, the vehicle will be performing the role for which it was originally intended. Both vehicles are of similar size, capacity, functionality which will allow for a smooth transition and no major modifications.

Attachments:

Vehicle Use Guidance
Response Log

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GDEM –SAA Information Bulletin
No. 1 June 16, 2006

To: All Council of Governments
All Texas State Homeland Security Grant Program Points of Contact

From: Jack Colley
Chief, Division of Emergency Management

Subject: GDEM – SAA Homeland Security Grant Program (HSGP) Equipment
Management Guideline– Use of Grant-Funded Vehicles

Purpose: To provide clarification in the proper use of grant-funded vehicles

The issue has been raised as to the extent of use for vehicles approved for chemical, biological, radiological, nuclear and explosive (CBRNE) response efforts that are purchased with funds from the Office of Grants and Training (OGT).

The terms and conditions listed in this statement have been the understood policy of the Governor's Division of Emergency Management/State Administrative Agency (GDEM/SAA) regarding the storage, maintenance and use of CBRNE response vehicles acquired through OGT funding. This statement lists these terms and conditions in written form to ensure standardization and consistency for the possession and use of these vehicles. The policy does not replace or amend any existing agreement or similar accord relating to management of CBRNE vehicles created by or recognized by the GDEM/SAA.

The agency in possession of the CBRNE response vehicle agrees to:

1. Hold and safeguard the vehicle and make it available for CBRNE response.
2. Use the vehicle to transport CBRNE response equipment and personnel to the incident site. In addition, general purpose (non-emergency response) use of the CBRNE vehicle is prohibited other than as outlined within this policy statement.
 - a. *"OGT encourages dual use of vehicles, which means that units can respond to a variety of events, including but not limited to, medical and/or biological events. However, the vehicle must first and foremost be available in case of a CBRNE incident. As a point of clarification, "dual purpose" is not to be interpreted as both emergency use and everyday use. Everyday use would be considered "supplanting", i.e. daily patrols, etc. Jurisdictions cannot supplant any vehicle or equipment already budgeted with local funds*
 - b. *OGT expects vehicles to be used for training, exercises, emergency/catastrophic events and special use only. Special use is defined as: used for short period of time or alert duty*

(on-call). Training can include monthly responses for checking maintenance and viability of equipment and staff preparedness.

- c. Federal guidance prohibits the use of CBRNE response vehicles for executive transportation.
3. Follow the priority of use policy as established by the GDEM/SAA, generally defined as:
 - a. Local emergencies, State, and Federally declared disasters
 - b. Other agency emergencies pursuant to a mutual aid request
 - c. Local training and exercises
 - d. Other agency mutual aid training and exercises
 - e. State training and exercises
4. Allow the vehicle to be operated only by trained personnel who are (a) on official duty, (b) designated volunteer of the holding jurisdiction or (c) designated personnel who fall under an official mutual agreement, unless it has been transferred to another jurisdiction with the expressed prior consent of the GDEM/SAA.
5. Conduct appropriate and effective preventative maintenance and keep the vehicle in good operating condition at all times and coordinate insurance, fuel, oil and other maintenance consumables and all major repairs.
6. Use and operate the vehicle in compliance with state laws. In addition, the vehicle will not be operated in a negligent or reckless manner.
7. Use vehicle operator's log to track mileage/hours and usage.
8. In cases where a vehicle is assigned to an individual, the use of the vehicle is limited to activities directly related to the response team. Use of the vehicle for personal activities is strictly prohibited.
9. Make available the vehicle for inspection by a designated official of the GDEM/SAA.
10. Allow GDEM/SAA the right to reassign the CBRNE response vehicle if it is deemed that the jurisdiction in possession of the vehicle has not complied with the conditions as outlined in this and other grantee policy statements. The jurisdiction may, of its own, relinquish the vehicle back to the GDEM/SAA at any time.

In an effort to maximize the use of funds, OGT supports dual-use equipment purchases. While the purchase of a vehicle must be tied directly to an identified need in the state strategy, we do not expect it to sit in a lot unused. A person assigned to a HazMat vehicle may use that vehicle, as long as they are on-call and available for any CBRNE situation that may arise. The vehicles primary function must be to respond to CBRNE incidents.

Should you have any additional questions, please feel free to contact the Governor's Division of Emergency Management (GDEM)/State Administrative Agency (SAA) by phone at (512) 424-7802, by e-mail to Ben.Patterson@txdps.state.tx.us or by fax at (512) 424-7825.

Williamson

S H E R I F F S Y S T E M

12:10pm 10 Mar 2011

Call Activity During the Period 01/01/2009 to 03/10/2011
The Software Group, INC. Officer: THOMAS, JARRED OEM

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Inc ID	Case #	Offense/Disposition	Off Date Location/Addr	Recvd Notif Arrvd Clear Resp Total
1861003	C09-01-1495	DISTURBANCE (OTHER)	01/06/09 1833 E FM 487/1833 E FM 487	19:38 20:28 00:50
		CANCEL		
1864513	C09-01-5005	67 OUTSIDE FIRE	01/19/09 /CR 196 @ PVR 916	16:22 16:22 16:33 00:00 00:11
		ADVISED		
1864856	C09-01-5348	69 STRUCTURE FIRE	01/20/09 1460 CR 314/1460 CR 314	16:32 16:32 19:26 00:00 02:53
		OFFENSE REPORT		
1866461	C09-01-6953	69 STRUCTURE FIRE	01/26/09 /3600 CR 329	17:44 18:50 19:04 01:06 01:19
		OFFENSE REPORT		
1866721	C09-01-7213	INFORMATION	01/27/09 JARRELL HIGH SCHOOL/1100 W FM	17:33 17:39 17:40 00:00
		ADVISED		
1867653	C09-01-8145	WELFARE CONCERN (AT HOME)	01/31/09 12342 HUNTERS CHASE DR 2927/12	03:43 04:47 07:41 01:04 03:57
		OFFENSE REPORT		
1872988	C09-02-5075	67 OUTSIDE FIRE	02/18/09 /CR 404 @ REGINA DR	15:15 15:38 00:23
		ADVISED		
1873579	C09-02-5666	29 TRAFFIC/TRANSPORTATION ACCI	02/20/09 /UNIVERSITY @ N AW GRIMES BLVD	17:05 17:06 17:15 00:00 00:09
		ADVISED		
1874733	C09-02-6820	OTHER AGENCY (ASSIST)	02/24/09 BARTLETT STATE JAIL/1018 ARNOL	23:09 01:16 02:07
		REFERRED TO		
1875208	C09-02-7295	67 OUTSIDE FIRE	02/26/09 /FM 2268 @ ARMSTRONG	15:23 19:28 04:05
		OFFENSE REPORT		
1875863	C09-02-7950	65 MUTUAL AID/ASSIST	02/28/09 BASTROP/SH 71 @ COTTLE TOWN RD	15:41 00:46 09:04
		OFFENSE REPORT		
1876028	C09-03-0039	65 MUTUAL AID/ASSIST	03/01/09 BASTROP CO SO/200 JACKSON ST	06:53 19:59 13:06
		ADVISED		
1883056	C09-03-7067	INFORMATION	03/25/09 WCSO/508 S ROCK ST	17:52 20:49 02:56
		ADVISED		
1883217	C09-03-7228	OTHER AGENCY (ASSIST)	03/26/09 /MARKLAWN LN @ BAXENDALE ST	05:00 05:02 05:53 09:50 00:50 04:47
		ADVISED		
1887688	C09-04-2676	60 GAS LEAK (NATURAL & LP GASE	04/09/09 CVS PHARMACY/11725 N FM 620	16:36 16:36 00:00
		CANCEL		
1891076	C09-04-6164	69 STRUCTURE FIRE	04/21/09 DANEK HARDWARE AND LUMBER/201	01:18 05:04 03:45
		OFFENSE REPORT		
1891562	C09-04-6650	67 OUTSIDE FIRE	04/22/09 /100 PORTER LN	15:46 19:27 03:41
		OFFENSE REPORT		

1893006	C09-04-8094	53 CITIZEN ASSIST/SVC CALL	04/27/09 /79 CR 130	04:58 05:49 16:26 00:50 11:27
	NO OFFENSE			
1902984	C09-05-8697	ACCIDENT (MINOR)	05/28/09 /R/R 1431 W OF STONE OAK DR	07:12 07:14 07:14 07:28 00:00 00:14
	OFFENSE REPORT			
1903135	C09-05-8848	68 SMOKE INVESTIGATION (OUTSID	05/28/09 /1200 FM 2843	17:22 17:44 18:45 00:21 01:22
	OFFENSE REPORT			
1907669	C09-06-3416	INFORMATION	06/11/09 WCSO/508 S ROCK ST	19:18 19:18 00:10 00:00 04:52
	ADVISED			
1916759	C09-07-2786	67 OUTSIDE FIRE	07/09/09 /2750 FM 1063	12:35 13:55 01:20
	OFFENSE REPORT			
1917370	C09-07-3397	EMS/FD STANDBY	07/11/09 WC REGIONAL PARK/3005 CR 175	07:14 07:37 10:53 00:22 03:38
	ADVISED			
1917877	C09-07-3904	67 OUTSIDE FIRE	07/13/09 /1906 GRASSLAND DR	09:11 10:10 00:58
	ADVISED			
1920281	C09-07-6308	SEE COMP (NEEDS AN OFFICER)	07/20/09 /500 SEMINOLE RD	23:10 23:12 23:18 23:45 00:05 00:33
	NO OFFENSE			
1931643	C09-08-7801	INFORMATION	08/25/09 WCSO/508 S ROCK ST	18:44 20:37 23:54 01:52 05:09
	OFFENSE REPORT			
1931815	C09-08-7973	EMS/FD STANDBY	08/26/09 /716 N MAIN ST	11:34 12:34 01:00
	ADVISED			
1932053	C09-08-8211	INFORMATION	08/26/09 WCSO/508 S ROCK ST	21:25 23:46 02:20
	ADVISED			
1932130	C09-08-8288	OTHER AGENCY (ASSIST)	08/27/09 RRI/SD SPORTS COMPLEX/10211 W P	07:58 16:03 08:05
	ADVISED			
1933378	C09-08-9536	OTHER AGENCY (ASSIST)	08/31/09 BURNET COUNTY SHERIFF OFFICE/1	19:49 20:08 23:10 00:18 03:20

Williamson

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Call Activity During the Period 01/01/2009 to 03/10/2011
The Software Group, INC. Officer: THOMAS, JARRED OEM

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Inc ID	Case #	Offense/Disposition	Off Date	Location/Addr	Recvd	Notif	Arrvd	Clear	Resp	Total
OFFENSE REPORT										
1937117	C09-09-3431	TRAFFIC HAZ (HIGH WATER)	09/11/09	I/H 36 SB WF @ MM 275	12:18	16:45	04:27			
ADVISED										
1937299	C09-09-3613	72 WATER RESCUE	09/11/09	E FM 487 N OF CR 303	18:57	21:46	02:49			
CANCEL										
1943473	C09-10-0321	INFORMATION	10/01/09	WCEC/508 S ROCK ST	20:45	22:17	01:32			
ADVISED										
1946990	C09-10-3838	TRAFFIC HAZ (HIGH WATER)	10/13/09	WCSO/508 S ROCK ST	11:17	17:26	06:08			
ADVISED										
1949979	C09-10-6827	TRAFFIC HAZ (HIGH WATER)	10/22/09	WCEC/508 S ROCK ST	04:20	07:03	02:42			
ADVISED										
1950349	C09-10-7197	EMS/FD STANDBY	10/23/09	CMB/3151 SE INNER LOOP	08:49	14:59	06:10			
ADVISED										
1950350	C09-10-7198	SEE COMP (NEEDS AN OFFICER)	10/23/09	COUNTY MAINTENANCE BARN/3151 S	08:33	08:38	08:49	00:11		
CANCEL										
1953874	C09-11-00634	61 HAZMAT	11/03/09	BRUSHY CREEK WASTEWATER PLANT/	08:36	09:04	19:16	00:27	10:39	
ADVISED										
1960917	C09-11-7677	69 STRUCTURE FIRE	11/25/09	STORAGE CONNECTION/66 CR 310	08:25	08:25	00:00			
ADVISED										
1963411	C09-12-0864	69 STRUCTURE FIRE	12/03/09	210 CHAPARRAL DR/210 CHAPARRAL	18:49	19:33	22:49	00:44	04:00	
OFFENSE REPORT										
1965682	C09-12-3135	17 FALLS	12/11/09	305 MARTIN LUTHER KING JR ST	14:13	14:13	14:27	00:00	00:14	
ADVISED										
1981932	C10-02-1028	WELFARE CONCERN (AT HOME)	02/04/10	4405 OAK CREEK RD/4405 OAK CRE	06:34	07:43	10:46	01:09	04:12	
REFERRED TO										
1984164	C03-10-02-0132	OTHER AGENCY (ASSIST)	02/11/10	1/1400 BLK MCNEIL RD	10:40	12:40	01:59			
REFERRED TO										
1986350	C10-02-5446	SEE COMP (NEEDS AN OFFICER)	02/18/10	GEORGETOWN AIRPORT/500 TERMINA	13:23	13:33	18:11	00:09	04:48	
OFFENSE REPORT										
1988460	C10-02-7556	69 STRUCTURE FIRE	02/25/10	4603 VALLEY VIEW/4603 VALLEY V	08:25	11:30	03:05			
OFFENSE REPORT										
1989355	C10-02-8451	DISTURBANCE (INTOX SUBJECT)	02/28/10	7711 OCONNOR DR/7711 OCONNOR D	00:47	01:43	04:30	00:56	03:43	
REFERRED TO										
1991918	C10-03-2311	61 HAZMAT	03/08/10	OAK GROVE RD AT US 183	15:25	15:44	18:26	00:18	03:00	

OFFENSE REPORT									
1997172	C10-03-7565	TRAFFIC HAZ (HIGH WATER)	03/24/10	WCEC/508 S ROCK ST	05:26	05:27	00:00		
	NO OFFENSE								
2001196	C10-04-1673	61 HAZMAT	04/06/10	STATE FARM INSURANCE AUSTIN/89	09:28	10:07	15:18	00:39	05:50
	SEE ALARM REPORT								
2004455	C10-04-4932	27 STAB/GUNSHOT/PENETRATING TR	04/16/10	/505 MEADOWCREEK CIR	02:58	03:25	14:58	00:26	12:00
	REFERRED TO								
2004697	C10-04-5174	OTHER AGENCY (ASSIST)	04/16/10	TEXAS STATE UNIVERSITY/1555 UN	19:11	19:16	00:04		
	NO OFFENSE								
2004699	C10-04-5176	OTHER AGENCY (ASSIST)	04/16/10	/S AW GRIMES BLVD AT WILLOW WA	19:16	19:17	19:42	23:36	00:25 04:18
	NO OFFENSE								
2005836	C10-04-6313	69 STRUCTURE FIRE	04/20/10	KITTIE HILL AIRPORT/17851 RONA	16:23	18:44	02:20		
	OFFENSE REPORT								
2007456	C10-04-7933	69 STRUCTURE FIRE	04/25/10	2065 CR 280/2065 CR 280	20:04	21:48	01:22	01:43	05:17
	REFERRED TO								
2010258	C10-05-1043	INFORMATION	05/04/10	AUSTEX RRTF FULL SCALE EXERCIS	09:09	14:43	15:19	05:33	06:09
	NO OFFENSE								
2012342	C10-05-3127	ACCIDENT (MAJOR)	05/10/10	/9350 N US 183	22:53	23:13	01:27	00:20	02:34
	REFERRED TO								
2014005	C10-05-4790	31 UNCONSCIOUS/FAINTING (NEAR)	05/15/10	/MAYFIELD RANCH BLVD AT RR 143	21:07	21:07	21:25	00:00	00:17
	REFERRED TO								
2025093	C10-06-05541	SEE COMP (NEEDS AN OFFICER)	06/17/10	WCEC/508 S ROCK ST	05:04	13:40	08:36		
	NO OFFENSE								
2028540	C10-06-08988	67 OUTSIDE FIRE	06/27/10	/715 CR 201	17:51	18:54	01:03		
	SEE ACCIDENT REPORT								

Call Activity During the Period 01/01/2009 to 03/10/2011
 Officer: THOMAS, JARRED OEM

Inc ID	Case #	Offense/Disposition	Off Date	Location/Addr	Recvd	Notif	Arrvd	Clear	Resp	Total
2031940	C10-07-02311	125 PUBLIC SERVICE SEE ACCIDENT REPORT	07/08/10	/LAKE TRAVIS	06:53	11:12	18:03	04:18	11:09	
2033517	C10-07-03888	51 AIRCRAFT EMERGENCY NO OFFENSE	07/13/10	/5829 CR 100	11:37	11:40	00:02			
2034091	C10-07-04462	51 AIRCRAFT EMERGENCY OFFENSE REPORT	07/15/10	/IH 35 EF AT CR 311	08:58	09:46	00:48			
2034501	C10-07-04872	EMS/FD STANDBY OFFENSE REPORT	07/16/10	OLD SETTLERS PARK/3300 E PALM	16:49	16:49	17:22	22:40	00:33	05:50
2042015	C10-08-02916	EMS/FD STANDBY NO OFFENSE	08/10/10	DELL DIAMOND/3400 E PALM VALLE	16:19	22:27	06:08			
2042505	C10-08-03406	103 ADMINISTRATIVE REFERRED TO	08/12/10	CAPCOG/6800 BURLESON RD	07:04	07:12	13:59	06:47		
2046816	C10-08-07717J	123 MISSING/ RUNAWAY/ FOUNDD PE EMS/FD REPORT	08/25/10	111 STABLE OAKS DR/111 STABLE	22:09	22:09	22:20	00:10		
2046886	C10-08-07787	121 MENTAL DISORDER EMS/FD REPORT	08/25/10	/111 STABLE OAKS DR	22:09	22:20	00:10			
2050916	C10-09-02103	TRAFFIC HAZ (HIGH WATER) NO OFFENSE	09/07/10	/CR 123	18:29	21:24	02:54			
2051091	C10-09-02278	53 CITIZEN ASSIST/SVC CALL NO OFFENSE	09/07/10	/102 BECK ST B	22:53	03:30	04:36			
2069526	C10-11-00472	61 HAZMAT EMS/FD REPORT	11/02/10	/30115 DIAMOND DOVE TRL	15:22	15:30	17:46	00:07	02:23	
2069723	C10-11-00669	65 MUTUAL AID/ASSIST EMS/FD REPORT	11/03/10	LA GRANGE RAILYARD/1600 N JEFF	08:31	09:05	16:57	00:33	08:25	
2070795	C10-11-01741	125 PUBLIC SERVICE REFERRED TO	11/06/10	332 BRONCO BLVD/332 BRONCO BLV	22:14	23:43	01:29			
2071856	C10-11-02802	125 PUBLIC SERVICE NO OFFENSE	11/10/10	CTECC/6900 OLD MANOR RD	06:05	06:41	13:37	00:35	07:31	
2073894	C10-11-04840	129 SUSPICIOUS PERSON SEE REPORTS	11/16/10	DEER PARK MIDDLE SCHOOL/8849 AN	13:53	14:35	19:54	00:42	06:00	
2098348	C11-02-00362	107 ASSIST OTHER AGENCIES NO OFFENSE	02/01/11	WCEC/508 S ROCK ST	20:58	22:48	01:50			
2098824	C11-02-00838	69 STRUCTURE FIRE EMS/FD REPORT	02/03/11	WV BROADE ST AT N BRUSHY ST	07:49	10:38	02:49			

2100693	C11-02-02707	132 TRAFFIC VIOLATION/ COMPLAI	02/08/11 /SH 95 NB AT CR 458		20:25	20:56	00:36	00:30	04:11
		NO OFFENSE							
2101134	C11-02-03148	69 STRUCTURE FIRE	02/10/11 /102 W CASKEY ST		06:47	11:21	04:33		
		EMS/FD REPORT							
2105867	C11-02-07881	125 PUBLIC SERVICE	02/24/11 GATEWAY COLLEGE PREP/3320 CR 1		15:40	15:43	00:03		
		NO OFFENSE							
2109049	C11-03-01841	67 OUTSIDE FIRE	03/06/11 /1650 CR 472		14:34	14:34	00:00		
		SEE ACCIDENT REPORT							
		Total Calls for 3857 - THOMAS, JARRED OEM			27:13	284:0			
Grand Total		80			27:13	284:			