2202 Meintosh Dr. Garland, TX 75040

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Key Skills

Team Building and Servant Leadership Program and Project Management Public Speaking Grant Management Fiscal Management

Professional History

Emergency Management Coordinator *City of Rowlett*

March 2014 - Present

Rowlett, TX

- Responsible for the overall implementation of the City's comprehensive emergency management program.
 - Developed and updated the program's strategic plan and internal policies and procedures.
 - Drafted the division's annual budget plan and requests.
 - Managed division contracts, purchase orders, and other requisitions.
 - Oversaw the division's public engagement efforts using social media, news interviews/stories, public information releases, emergency alerting, and other tools.
 Sample: 2015 EF-4 tornado tabletop exercise https://www.wfaa.com/article/news/local/rowlett-emergency-manager-
 - predicted-path-of-2015-tornado/287-378433345
 - Helped develop and update internal controls for disaster and grant funding.
- Oversaw the hiring, development, and overall management and supervision of Office of Emergency Management division personnel, including full-time paid employees, contract employees, volunteers, and interns.
 - Supervised contract employees supporting disaster recovery or project management efforts.
 - Developed and implemented an internship program with several graduates that now serve as emergency managers across the north Texas region.
- Regularly briefed and interacted with local, state, and federal elected officials on local emergency management efforts.
 - Samples:
 - 1. November 5, 2019, City Council presentation on the 2019 EOP https://rowletttx.new.swagit.com/videos/36605
 - 2. September 15, 2020, City Council presentation on a Coronavirus Relief Fund Individual/Household Assistance Program https://rowletttx.new.swagit.com/videos/75722
- Development and implementation of a strategic set of preparedness, mitigation, and recovery programs.
 - Maintained and updated the Emergency Operations Plan, Continuity of Operations Plan, special event action plans, Integrated Preparedness Plan, Hazard Mitigation Action Plan, and other strategic plans.
 - Obtained and managed nearly \$7 million in grant funding to support the hiring, retention, and equipping of emergency personnel, including funding that increased the City's number of front-line firefighters by over thirty-three percent in three years.
 - Obtained over \$1 million in funding for the purchase of equipment to build the capacity to respond to disasters, including shelter management, point-of-distribution, debris management, utility restoration, family reunification/assistance, and other equipment.
 - Developed and conducted numerous discussion and operations-based exercises for the City and the region.
 - Developed and/or instructed coursework on the use of damage assessment tools, emergency alerting platforms, debris management, and other capabilities.
 - Obtained HMGP funding for and directed the implementation of an individual safe room rebate program that resulted in the installation of 133 EF-5 rated tornado safe rooms in single-family residences across the City.
 - Managed a \$1.5 million outdoor warning siren system replacement project.
 - Obtained and managed disaster recovery funding from various federal programs, including Public Assistance, CDBG-CV, US Treasury CARES Act and ARPA, and others.
 - Developed and implemented COVID-19 related relief programs, including over \$900,000 for businesses and non-profits grants and over \$500,000 in individual and household assistance for residents.
- Created, co-founded, and served as an executive board member of the Rowlett Community Organizations Active in Disaster Committee (COAD; Rowlett Ready dba).
- Led the City's response to numerous disasters, including, but not limited to: DR-4223, DR-4255, DR-4485, and DR-4586.

PWERT Vice Chair March 2018 – Present

- Served as the Vice Chair of the North Central Texas Public Works Emergency Response Team (PWERT).
- Coordinated multiple deployments of personnel and equipment to support disasters and emergencies in the NCTCOG region and across the State of Texas (in support of TDEM/TEEX PWRT).
- Updated the PWERT deployment procedures and other governance and operating procedures.
- Secured and managed an average of \$100,000 per year in SHSP funding to support PWERT capability-building projects.

EMST Member April 2017 – Present

- Member of the North Central Texas EOC Support Team (now the Emergency Management Support Team).
- Assisted with several regional exercises and disaster activations, including supporting the City of Dallas EOC for Hurricane Harvey sheltering operations.

TEMAT/DRTF/ISTF Member

August 2017 – Present

- Contracted to deploy to various disasters across the State of Texas in support of local and state disaster response and recovery efforts.
- Supported the initial implementation of the iSTAT and pSTAT damage assessment and reporting tools during Hurricane Harvey and the October 2018 Llano County flood.
- Supported and served as the TEMAT coordinator at the State Operations Center during Hurricane Harvey.

Adjunct Lecturer

Spring 2015 & Spring 2016

University of North Texas

Denton, TX

Instructed the EADP 3010 – Introduction to Emergency Management undergraduate course.

Emergency Management Intern

October 2013 - March 2014

Rowlett Fire Department

Rowlett, TX

Volunteer/DDC EOC Support Team Member

August 2013 – October 2014

TDEM – DDC-4 Garland

Garland, TX

System and Incident Management Intern

May 2013 - August 2013

North Texas Tollway Authority

Plano, TX

Education

Master of Public Administration (MPA)

December 2013

Denton, TX

University of North Texas

December 2010

B.A. Political Science *Texas A&M University*

College Station, TX

Technology Skills

Microsoft Office Suite

ESRI ArcGIS

Enterprise Financial Management Software (various)

Professional Recognition

2014 City of Rowlett Public Safety Employee of the Year

2016 NCTCOG Emergency Preparedness Regional Excellence Service Award

2016 City of Rowlett Above and Beyond Award

2018 Rowlett Fire Department Chief's Award for Excellence

2020 Rowlett City Manager's Award - COVID Response Team

2020 City of Rowlett Service Employee of the Year

2021 Rowlett Chamber of Commerce Spirit of Rowlett Service Award

Other Professional Engagements

- TEMAC Disaster Recovery Advisory Committee Member 2022 to Present
 - Long Term Recovery Working Group Member
 - Public Assistance Working Group Member
- Dallas County Emergency Managers Steering Committee Member 2017 to Present
- American Public Works Association Emerging Leaders Academy Class X 2017
- NCT OWS Framework Update Committee Member 2017
- Leadership Rowlett Class #27 2018

References

Ken Bell – TDEM – Infrastructure Section Chief – <u>ken.bell@tdem.texas.gov</u> – 512-468-0983

Denise Treadwell – TDEM – Community Recovery Section Chief – <u>denise.treadwell@tdem.texas.gov</u> – 512-461-2500

Courtney Goss - TDEM - Voluntary Agency Liaison Section Chief - Courtney.goss@tdem.texas.gov - 512-243-4337

Mistie Gardner – City of Garland – Managing Director of Strategic Initiatives – mgardner@garlandtx.gov – 214-808-6184

Hannah Myers – City of Rowlett – Assistant EMC – hmyers@rowlett.com – 469-350-7876