

**MINUTES**  
**CITY COUNCIL MEETING**  
**April 5, 2011**

**CALL TO ORDER – Roll Call and Determination of a Quorum**

The Parker City Council met in a regular scheduled meeting on the above date at Parker City Hall, 5700 E. Parker Road, Parker, Texas 75002.

Mayor Cordina called the meeting to order at 6:00 p.m. with Councilmembers Marshall, Sumrow, Threadgill, Evans and Levine present. A quorum was present.

Staff Present: City Administrator Dena Daniel, City Attorney James Shepherd, Assistant City Administrator Jeff Flanigan, City Secretary Carrie Smith, Finance/HR Manager Johnna Boyd, Police Chief Tony Fragoso and Fire Chief Mike Sheff.

**EXECUTIVE SESSION 6:00 – 7:00 P.M.**

Pursuant to the provisions of Chapter 551, Texas Government Code, Vernon's Texas Codes Annotated the City Council may hold a closed meeting.

Mayor recessed the regular meeting at 6:00 p.m.

1. RECESS TO CLOSED EXECUTIVE SESSION IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN TEXAS GOVERNMENT CODE SECTION 551:
  - a. REVIEW OF THE CITY ADMINISTRATOR'S AND MAYOR'S POSITION, DUTIES, AND RESPONSIBILITIES. (551.074)
  - b. DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; (1) the deployment, or specific occasions for implementation, of security personnel or devices; or (2) a security audit. (Sec. 551.076).  
LEGAL ADVICE REGARDING ITEM 1. b REGARDING APPLICATION TO CHAPTER 46 OF THE TEXAS PENAL CODE.
2. RECONVENE REGULAR MEETING.

Mayor Cordina reconvened the regular meeting at 7:35 p.m.

3. CONSIDERATION AND/OR ANY ACTION REQUIRED AS A RESULT OF THE EXECUTIVE SESSION.

No action was taken as a result of the Executive Session.

## **PLEDGE OF ALLEGIANCE**

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American Pledge: Jim Threadgill led the pledge.

Texas Pledge: Jim Threadgill led the pledge.

## **PROCLAMATIONS**

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### **PRESENT PROCLAMATION SUPPORTING A HISTORICAL SOCIETY FOR THE CITY OF PARKER.**

Mayor Cordina presented Ed Standridge with a proclamation in support of the Historical Society.

**PUBLIC COMMENTS** The City Council invites any person with business before the Council not scheduled on the agenda to speak to the Council. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

Debbie Piziali, 6616 Estados Drive – Encouraged the historical society to remain a private organization without funding or rules set by the City Council.

Andy Piziali, 6616 Estados Drive – Supports the Historical Society and too would like it to remain a private organization without City funding.

## **INDIVIDUAL CONSIDERATION ITEMS**

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### **4. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON MEETING MINUTES FOR MARCH 15, 2011 and MARCH 22, 2011.**

MOTION: Mayor Pro-tem Threadgill moved to approve the minutes of March 15 and March 22 as written. Councilmember Sumrow seconded with Councilmembers Marshall, Sumrow, Threadgill, Evans and Levine voting for. Motion carried 5-0. (Councilmember Levine abstained from voting on the March 15 minutes due to his absence.)

### **5. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION 2011-327 AWARDING THE TRAIL BID.**

The Parks and Recreation Commission recommended reducing the length of the trail by approximately 600-feet to reduce the cost and stay within budget. Parks and Recreations Commissioner stated the cut should be the portion of the trail out in front of city hall.

The top two lowest bidders had been disqualified for non-responsive bid. Landscape Architect Al Johnson recommended the Council go with the third lowest bidder, Sunbelt Industrial Services with a base bid of \$ 182,370.00 (see exhibit 5A). Sunbelt has told staff the project would be complete within 83 calendar days. Staff

agreed with Mr. Johnson's and Parks and Recreation Commission's recommendation.

Staff had spoke with Sunbelt prior to the meeting and they agreed to amend the plans reducing the trail length.

MOTION: Mayor Pro-tem Threadgill moved to approve Resolution 2011-327 and authorize City Administrator Daniel or designee to approve the change order that complies with Parks and Recreations recommendation as long as it remains within budget and does not exceed \$25,000. Councilmember Evans seconded with Councilmembers Marshall, Sumrow, Threadgill, Evans and Levine voting for. Motion carried 5-0.

**6. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION 2011-328 APPROVING PARKERS PARTICIPATION AND SUPPORT FOR THE "TREE THE TOWN" INITIATIVE.**

City is in support of the "Tree the Town" initiative and has set a goal to plant 1700 trees in the next ten years. There will be no costs to the city and no penalty if the goal is not reach. Residents will help Parker set their goal by going online and registering any newly planted trees.

MOTION: Councilmember Marshall moved to approve Resolution 2011-328 as written. Councilmember Sumrow seconded with Councilmembers Marshall, Sumrow, Threadgill, Evans and Levine voting for. Motion carried 5-0.

**7. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION 2011 – 329 ACCEPTING AN EIGHT-INCH WATER LINE FROM SOUTHFORK BAPTIST CHURCH.**

Assistant City Administrator Jeff Flanigan:

*"Currently the church uses a well for facilities and bottled water for drinking. The church is located in the county but with-in our ETJ, water CCN, and on our water master plan. The church is willing to purchase, install, and acquire all easements necessary for this project (estimated 2800 Ft.). The City would require a twenty-foot (20') waterline easement and a thirty- foot (30') future right-of-way along McWhirter Road. If approved the City staff would supervise the construction, installation, disinfection, and acceptance of the water main."*

*The water department's number one priority is to supply all our customers with the highest quality water possible and with an unknown demand on such a long dead end line we would estimate having to flush this line every week to ten days. This 2800 feet of eight-inch (8") water main holds about 7,500 gallons so staff would expect to flush about 30,000 gallons a month until the line is looped or increased demand.*

*Property is not in the city limits therefore the City has no zoning control.*

*The map of our water system enclosed shows and orange line depicting the church proposed line and the yellow is the planned realignment of water mains along Hogge Drive (FM2551), if funding was available at that time maybe the lines could be looped. (see exhibit 7A)"*

It was noted the church can be required to pay for any water used during the line flushing.

Council discussed waiving the \$2000 Water meter cost for the church. Because the church is paying to install the water line, a cost savings to the City of approximately \$20,000 - \$30,000, it was agreed to waive the \$2000 water meter cost.

MOTION: Councilmember Sumrow moved to approve Resolution 2011 – 329 subject to amending the "7<sup>th</sup> Whereas" to read, "...which would remove the need for waterline flushing" and the "8<sup>th</sup> Whereas" shall be amended to waive the \$2000 city fee for a two-inch (2") water meter. Councilmember Marshall seconded with Councilmembers Marshall, Sumrow, Threadgill, Evans and Levine voting for. Motion carried 5-0.

**8. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE 664 CANCELLING THE MAY 14, 2011 ELECTION.**

City Secretary Smith noted there were three seats open for election and three unopposed candidates allowing the City to cancel the general election.

Councilmember Marshall and Sumrow will continue to serve for 2-years. Councilmember Threadgill is retiring and David Leamy will take his seat.

MOTION: Councilmember Levine moved to approve Ordinance 664 as written. Councilmember Evans seconded with Councilmember's Marshall, Sumrow, Threadgill, Evans and Levine voting for. Motion carried 5-0.

**9. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE NO. 665, REGARDING SECURITY AT CITY FACILITIES AND PARKER MUNICIPAL CODE SECTION 130.02."**

Council discussed amending the City's current Ordinance 395 to allow a licensed concealed handgun carrier to be allowed to carry their firearm in City Hall for additional security. City Attorney Shepherd stated the first line of defense is Police Chief Fragoso. The Municipal Judge has agreed and signed the necessary order. Carriers would not be allowed in the court room at any time.

Council's discussion included metal detectors, people's right to protect themselves, and for staff to research other security measures.

MOTION: Councilmember Sumrow moved to pass 665 as written. Motioned died due to the lack of a second.

It was discussed to bring this item back at a later date to look at different security measures.

Chief Fragoso does not feel handguns should be allowed in City buildings.

**10. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ACCEPTING A GIFT FROM THE PARKER LAKES ESTATES HOME OWNERS ASSOCIATION OF SPLIT RAIL FENCING.**

Assistant City Administrator Flanigan was asked to evaluate the fence along Parker Lake Estates, for the possibility of accepting the fence as a gift to the city.

He reported:

- Seventeen (17) stone columns- no value to the city, cost associated with disposal
- Estimated 800+ wooden post- no value, large percentage rotted at ground level, cost associated with disposal
- Estimated 7000 feet of fence rails-cost associated with moving and storing- Park and Recreation Commission have never discussed this much fence or a budget to construct.

Staff recommended denying the gift as it would be a cost to the City.

MOTION: Mayor Pro-tem Threadgill moved to thank them for the offer but to decline acceptance of the fencing. Councilmember Evans seconded with Councilmembers Marshall, Sumrow, Threadgill, Evans and Levine voting for. Motion carried 5-0.

**11. CONSIDERATION AND/OR ANY APPROPRIATE ACTION AMENDING THE ORDINANCE FOR BULK TRASH PICKUP.**

Council discussed amending Ordinance 640 to allow additional time to put landscape bulk out. Other options for residents would be call Allied for a special pickup or take the items to the Melissa landfill. Council did not wish for the Mayor to contact Allied at this time for additional pickups.

MOTION: Councilmember Marshall moved to amend Ordinance 640 by redefining bulky items and landscape items separately; allow 12 days for landscape items to be placed at the curb for pick up; and bring the revised Ordinance back to Council to approve the form of the Ordinance. Councilmember Levine seconded with Councilmember Marshall, Threadgill, Evans and Levine voting for. Sumrow opposed. Motion carried 4-1.

**12. EMERGENCY MANAGEMENT PRESENTATION BY CHIEF MIKE SHEFF.**

Chief Sheff reviewed the City Emergency Management Plan (see Exhibit 12A.). Should the EOC be activated, the Council would be notified immediately and be

allowed to go the EOC and assist where needed. A line of cession must be identified.

## **ROUTINE ITEMS**

### **13. FUTURE AGENDA ITEM REQUESTS.**

4/19 - Collin County DA Agreement  
4/19 - Atmos Cities Steering Committee Membership  
4/19 - Ordinance 640, bulk trash pickup  
6/14 – 6/15 - Planning Session from 4 – 9 at Southfork  
7/20 - 7/21- Budget Session from 4 - 9 at Southfork  
TBD - Adoption of Emergency Management Plan

### **14. UPDATES**

- a. Dates for Planning and Budget Sessions
  - i. 6/14 – 6/15 - Planning Session from 4 – 9 at Southfork
  - ii. 7/20 - 7/21- Budget Session from 4 - 9 at Southfork
- b. Update on Ft. Worth Museum Financing  
Bonds to be sold giving the City \$10,000 is additional revenue.

### **15. ADJOURN**

Mayor Cordina adjourned the meeting at 9:58 p.m.

APPROVED:

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Joe Cordina  
Mayor

ATTESTED:

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Carrie L. Smith, TRMC, CMC  
City Secretary

APPROVED on the 19th day of  
April, 2011.

### **Insert**

Exhibit 5A – Johnson's recommendation  
Exhibit 7A-Church Waterline  
Exhibit 12A – Emergency Management Plan

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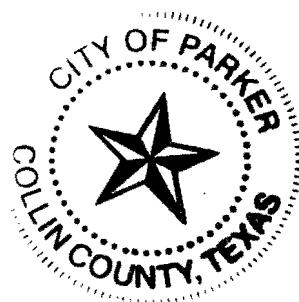
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Carrie L. Smith, TRMC, CMC  
City Secretary

APPROVED on the 19th day of  
April, 2011.

### **Insert**

- Exhibit 5A – Johnson's recommendation
- Exhibit 7A-Church Waterline
- Exhibit 12A – Emergency Management Plan

# *Al Johnson Landscape Architect*

March 18, 2011

Mr. Jeff Flanigan  
Assistant City Administrator  
5200 East Parker Road  
Parker, Texas 75002

Re: Recommendation on Parker Preserve Trail Bid

Dear Mr. Flanigan:

After having time to review the bids and public procurement procedures due to irregularities in some of the bids received, I recommend the following contingent on agreement of legal counsel:

- That the apparent low bidder, Bass Site Solutions be disqualified based on a non-responsive bid. Bass Site Solutions failed to include stabilizer in their bid as required in the Specifications so in fact, Bass Site Solutions did not bid a major item as was specified:

*"DECOMPOSED GRANITE TRAIL ...*

## *PART 2 - PRODUCTS*

### *2.1 MATERIALS*

- A. *Decomposed Granite: 1/4" minus decomposed granite "Trail Blend", brown-red in color as supplied by Collier Materials, Inc. (phone: 1-877-603-3030) or approved equal.*
- B. *Decomposed Granite Stabilizer: Stabilizer as produced by Stabilizer, Inc. (Contact: Bill Paprocki at 1-404-915-1257, or approved equal. Stabilizer to be pre-mixed into decomposed granite at a rate of 15 lbs. per ton of decomposed granite."*

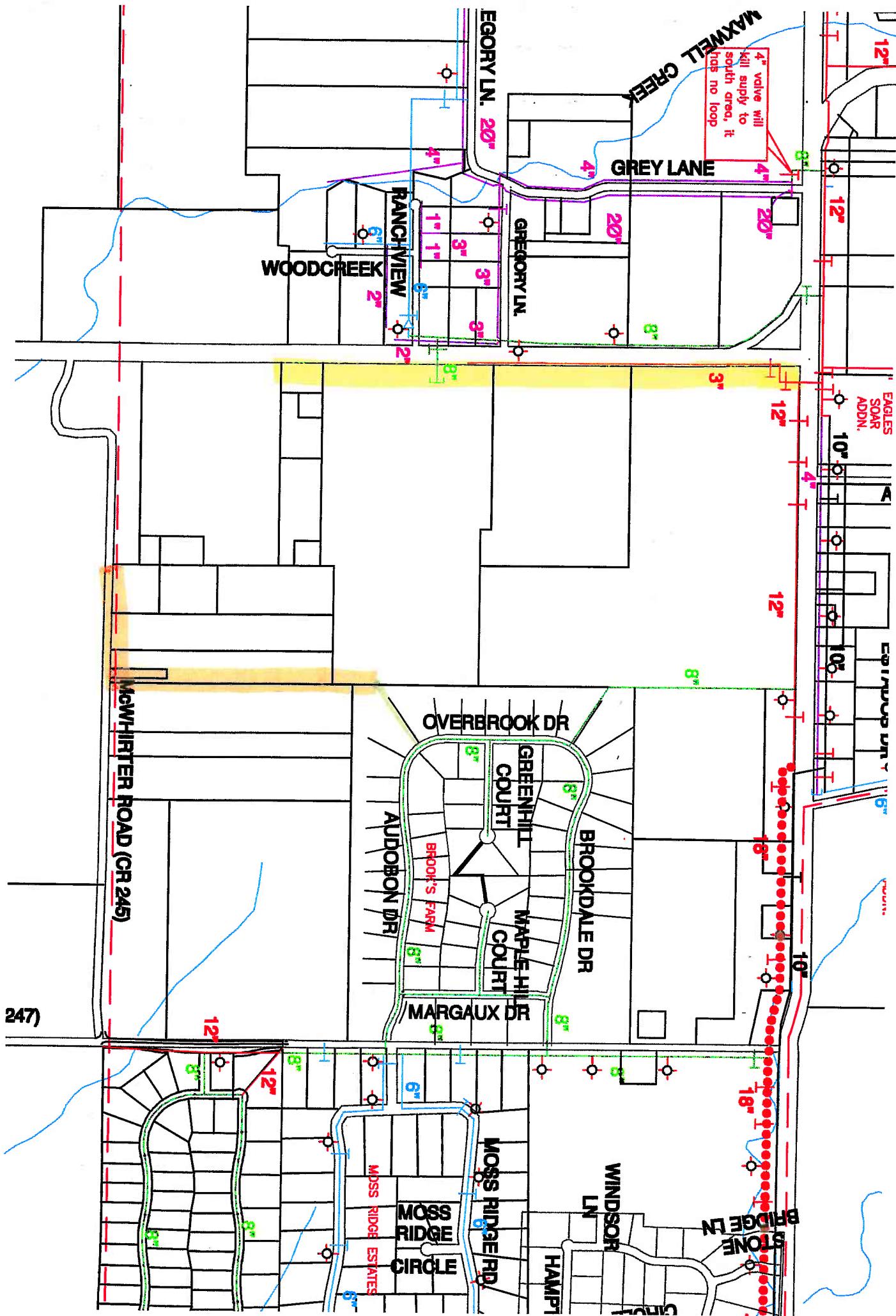
- That the second apparent low bidder be disqualified based on a non-responsive bid. The bid for the "DESCRIPTION AND UNIT PRICE IN WORDS" and the "TOTAL AMOUNT" on bid items requiring unit bids on estimated quantities are the same numbers. This makes the bid ambiguous in determining unit pricing as was required in the bid.
- That the Bid for Parker Preserve Trail be awarded to the low responsive bidder, Sunbelt Industrial Services in the amount of \$182,370 with 83 calendar work days for completion of the project. This bid was properly filled out, all of the items bid were as specified, all three addendums were signed, and the references supplied support that the company is competent and solvent.

Sincerely,



Al Johnson  
Landscape Architect #257

Cc: Brian Bristow, Landscape Architect





City of Parker, Texas

# **City of Parker Emergency Operations Plan**

April 2011

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## **I. Authority**

- A. The City of Parker is a signatory to the Collin County Emergency Operations Plan, dated as of April 2006, as amended or modified from time to time.**
- B. Federal, state and local authorities referenced in the Collin County Emergency plan are incorporated, as applicable, in the City of Parker Emergency Operations Plan.**

## **II. Purpose**

- A. The City of Parker Emergency Management Plan outlines our approach to emergency operations and is applicable to the City of Parker. This plan is intended to supplement and not replace the Collin County Emergency Plan. The Collin County Emergency Management Plan shall be the guiding document should the City of Parker Emergency Management Plan conflict with the County plan.**
- B. This plan provides general guidance for emergency management activities specific to the City of Parker. This plan describes the City of Parker's emergency response organization and assigns responsibilities for various emergency tasks. This plan applies to all local officials and departments.**

## **III. Definitions and Acronyms**

- A. Definitions of terms and acronyms as used in the Collin County Emergency Management Plan are incorporated herein by reference.**

## **IV. Situation and Assumptions**

- A. Our City is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties and damaging or destroying public or private property.**

**B. The threat assessment and hazard summary as identified by the Collin County Emergency Operations Basic Plan, as updated from time to time, is equally applicable to the City of Parker and is incorporated into this plan by reference. This hazard summary identifies natural, technological and security threats including, but not limited to, drought, tornado, flash flooding, wildfire, winter storm, hazardous materials spill, water system failure, civil disorder, terrorism and other hazards.**

**C. The City of Parker is served by a Council-Administrator form of government having the following critical components:**

- 1. City Council / Mayor / City Administrator / Assistant City Administrator / City Secretary / City Finance Manager**
- 2. Departments: Police / Fire / Public Works / Water / Municipal Court**

**D. Utilities**

- 1. North Texas Municipal Water District.**
- 2. Verizon Telephone and Cable service / Southwestern Bell (Knolls)**
- 3. Grayson-Collin Electric Cooperative / TXU / FEC**
- 4. Atmos Gas / Co-serv Gas**

**E. Assumptions**

- 1. The City of Parker will continue to be exposed to and subject to the impact of those hazards described above as well as others that may develop in the future.**
- 2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.**
- 3. Outside assistance will be available in most emergency situations; however, since it takes time to summon external assistance, it is necessary for us to be prepared to carry out initial emergency response on an independent basis.**

## **V. Concept of Operations**

### **A. Objectives**

**1. The objective of this plan is to protect public health and safety and to preserve public and private property.**

### **B. General**

**1. The City has the primary role of identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.**

**2. Our citizens have a responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the City in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions, or by identifying sources for such public information and instructions, prior to and during emergency situations.**

**3. The City is responsible for organizing, training and equipping its emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems (or identify for its citizens a source for warning and communications), and for contracting for emergency services.**

**4. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. City departments are tasked with developing and keeping current standard operating procedures that describe how emergency tasks will be performed, and insuring the training and equipment necessary for an appropriate response are in place to the extent possible.**

5. This plan is based upon the concept that the emergency functions that must be performed by many departments generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be used during emergency situations; however, because personnel and resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency.

6. The City of Parker has adopted the National Incident Management System. In the event of an incident that exceeds our local capabilities up to and including an Incident of National Significance (as defined in the President's Homeland Security Directive 5) we will integrate all operations with all levels of government, private sector and nongovernmental organizations through the use of the National Response Plan coordinating structures, processes and protocols.

7. We will employ the six components of the National Incident Management System in all operations which will provide a standardized framework that facilitates our operations in all phases of emergency management.

### C. Operational Guidance

1. City of Parker emergency responders are likely to be the first on the scene of an emergency situation and will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility.

2. We will implement the Incident Command System in managing the emergency situation. As an emergency situation escalates in scope, size or complexity, a Unified Command structure shall be adopted.

3. We will activate the City Emergency Operations Center (EOC) as and when the situation dictates an EOC be activated.

4. When the incident exceeds the resources of the City of Parker we will first summons mutual aid pursuant to existing mutual assistance agreements to which the City of Parker is a signatory.

5. When the incident exceeds, or is expected to exceed, the resources of the City of Parker and its mutual assistance agencies, we will request additional resources through Collin County.

6. Collin County shall provide assistance pursuant to, and as described in, the Collin County Emergency Operations Plan.

**D. Incident Command System (ICS)**

1. We intend to employ ICS, as an integrated part of the National Incident Management System, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.

2. The incident commander is responsible for carrying out the ICS function of command – managing the incident. An incident commander, using response resources from Parker and, if necessary, from automatic or mutual aid departments obtained from within the County, can handle the majority of emergency situations.

3. In emergency situations where several City of Parker departments or other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is desirable to transition to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

**E. Emergency Operations Center**

1. The Emergency Operations Center (EOC) for the City of Parker is located in the Fire Station within the City Complex at 5700 East Parker Rd, Parker, TX 75002.

2. When activated, the EOC shall serve as a central control point for supporting operations and directing resources.

*a) Whereas the incident commander is generally responsible for field operations specific the incident site, the EOC is generally responsible for providing resource support for the incident command operations. This may include multiple incident sites, each with a separate incident commander or unified command structure, within the City of Parker.*

*b) Other responsibilities of the EOC include the following: i) Issuing community-wide warning(s); ii) Issuing instructions and providing information to the general public; iii) Organizing and implementing large scale evacuation; iv) Organizing and implementing shelter and mass arrangements for evacuees; v) Coordinating traffic control for large-scale evacuations; vi) Requesting assistance from the County or other external sources.*

3. The EOC will be activated when notice has been received of a possible or actual emergency and that the opening of the EOC will facilitate interdepartmental communications and coordination. The EOC may be activated by the Mayor, the Police Chief, the Fire Chief or their respective designees.

4. When activated, the EOC shall be staffed by those individuals designated by the Mayor, the Police Chief and the Fire Chief. During major emergencies the following individuals (or their designees) shall assemble and operate out of the EOC: The Mayor, City Administrator, Public Works Director, Police Chief, Fire Chief and others as needed and requested by the Incident Commander.

5. All other city personnel will report to their regular work stations upon notification of an emergency. If the work area is inaccessible, employees shall be directed to alternate locations by their supervisors or by the EOC.

## **F. Activities by Phases of Management**

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

2. Mitigation

*a) The City of Parker will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing a emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.*

*b) Examples of mitigation include establishment of building and fire codes, flood plain management and public education.*

**3. Preparedness**

*a) The City of Parker will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are: providing emergency equipment and facilities, emergency planning, developing and maintaining appropriate Standard Operating Procedures, training for emergency responders and conducting periodic drills and exercises to test our plans and training.*

**4. Response**

*a) The City of Parker will respond to emergency situations effectively and efficiently. The focus of most of this plan and that of the Collin County Emergency Operations Plan is on planning for the response to emergencies. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue as well as other associated functions.*

**5. Recovery**

*a) Recovery programs involve both short term and long term efforts. Short term efforts seek to restore vital services to the community and provide for the basic needs of the public. Long term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. Assistance from Collin County is outlined in the Collin County Emergency Operations Plan. Examples of recovery programs include temporary housing, restoration of government services, debris removal, the restoration of utilities, reconstruction of damaged roads and bridges and the like.*

**VI. Organization and Assignment of Responsibilities**

## **A. General**

**1. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Most of the departments within the City of Parker have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency management procedures.**

### **2. Organization**

**a) *The City of Parker governmental organization for emergencies includes a City Executive Group, an Emergency Services Group and Emergency Support Services.***

**(1) The Executive Group consists of the Mayor, City Administrator and Assistant City Administrator, and the designated Emergency Management Coordinator.**

**(2) The Emergency Services Group consists of the Police Department and Fire Department.**

**(3) Emergency Support Services included departments and outside agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized non-governmental volunteer organizations, certain businesses and industry and other services.**

## **B. Assignment of Responsibilities**

### **1. General**

**a) *Successful operations require a coordinated effort from a number of departments, agencies and groups. To facilitate a coordinated effort, generally, primary responsibility for an emergency function will be assigned to an individual from the department that has legal responsibility for that function or possesses the most appropriate knowledge and skills.***

**b) Generally, emergency management primary and support responsibilities for City of Parker officials and personnel shall follow those depicted in the Collin County Emergency Operations Basic Plan including Annexes A through V, as such responsibilities are applicable to the City of Parker in terms of local resources and capabilities.**

**2. Executive Group responsibilities**

**a) The Mayor is primarily responsible for:**

- (1) With the assistance of the City attorney, declaring a local state of disaster and/or, through designated channels, requesting the County Judge and/or Governor declare a state of emergency.
- (2) Implementing the emergency powers of local government, as applicable.
- (3) Requesting assistance from other local governments exclusive of standing protocols contained in existing mutual assistance agreements where the City of Parker is a signatory.
- (4) Monitoring the emergency response during disaster situations and providing direction where appropriate.
- (5) With the assistance of a designated Public Information Officer (whose responsibilities shall follow those promulgated by NIMS), keeping the public informed during emergency situations.
- (6) Making emergency policy decisions.
- (7) Directing activation of the City of Parker EOC.

**b) The City Administrator is primarily responsible for:**

- (1) Directing the overall preparedness program for the City of Parker.
- (2) Making emergency policy decisions in the absence of the Mayor or his/her legal designee.
- (3) Assuring that all City departments participate in emergency planning, training and exercise activities.

- (4) Implementing the policies and decisions of the City Council.
- (5) Making emergency policy decisions in the absence of the Mayor.
- (6) Directing activation of the City of Parker EOC in the absence of the Mayor.
- (7) Providing the City Council with periodic situation reports during emergency operations.

**c) *The Emergency Management Coordinator shall have those general responsibilities more particularly described in the Collin County Emergency Operations Plan including but not limited to:***

- (1) Serving as the staff advisor to the Mayor on emergency management matters.
- (2) Coordinating local planning and preparedness activities and the maintenance of the City of Parker Emergency Operations Plan.
- (3) Activating the EOC upon direction from the Mayor or City Administrator or Chiefs of Police or Fire or, in their absence, directing activation of the EOC.

### **3. Emergency Services Group responsibilities**

**a) *Common responsibilities of the Police Chief and Fire Chief are:***

- (1) Coordinating the planning and general preparedness activities of the City of Parker Emergency Operations Plan.
- (2) Developing and maintaining standard operating procedures for emergency tasks specific to their areas of responsibility.
- (3) Providing trained personnel to staff the EOC.
- (4) Conducting emergency operations.
- (5) Maintaining liaison with organized emergency volunteer groups and private agencies.

(6) Initiating and monitoring increased readiness actions among City services when disaster threatens.

(7) Maintaining a current resource inventory list and providing such information to the Emergency Management Coordinator.

**b) *Emergency Services responsibilities***

(1) Emergency service responsibilities shall generally follow the responsibilities defined within the Collin County Emergency Operations Basic Plan, as further detailed in the Collin County Emergency Operations Plan Annexes A through V (as applicable to the resources and capabilities of the City of Parker).

(2) Generally, the Police Department shall be responsible for:

*(a) Maintaining law and order during emergency situations.*

*(b) Planning, directing and controlling evacuations.*

*(c) Providing security for key facilities including the EOC.*

*(d) Protecting property in evacuated areas.*

*(e) Providing access control to damaged areas.*

*(f) Carrying out traffic control when and where needed.*

*(g) Providing crowd control when needed.*

*(h) Managing the local warning system and warning the public when needed.*

*(i) Managing the local emergency communications network. Conducting counter-terrorism and anti-terrorist operations.*

*(j) Supporting search and rescue operations.*

- (k) Assisting in hazardous materials incidents.
- (l) Supporting other emergency functions as necessary.
- (m) Developing and maintaining City capabilities with respect to Annexes A, B, E and G of the Collin County Emergency Operations Plan
- (n) Explosive identification and response.
- (o) Determining basic information with respect to the number of fatalities and injuries.
- (p) Determining post-incident damage assessment and reporting in coordination with City Public Works and Code Enforcement personnel.

(3) Generally, the Fire Department shall be responsible for:

- (a) Fire suppression.
- (b) Emergency medical services.
- (c) Search and rescue.
- (d) Evacuation support.
- (e) Fire prevention.
- (f) Fire safety inspection of temporary shelters.
- (g) Hazardous materials response and mitigation.
- (h) Decontamination.
- (i) Radiological monitoring.
- (j) Developing and maintaining City capabilities with respect to Annexes D, F, H, J, Q and R to the Collin County Emergency Operations Plan.
- (k) Emergency inoculations for the prevention of disease.
- (l) Health advisement to emergency response personnel, city staff and the public.

*(m) Activating emergency shelter(s) for the public and providing emergency medical services to the shelters.*

**c) Emergency Support Group**

(1) Emergency Support Group responsibilities shall generally follow the responsibilities as defined within the Collin County Emergency Operations Basic Plan, as further detailed in Annexes A through V (as applicable to the capabilities and resources of the City of Parker).

(2) Generally, the Public Works Department and/or the Water Department and/or Code Enforcement shall be responsible for the following emergency tasks:

*(a) Barricading hazardous or dangerous areas of the City.*

*(b) Assessing damage to streets, bridges, traffic control devices and other public facilities within the City of Parker and its ETJ.*

*(c) Prioritizing removal of debris and restoration of streets and bridges in coordination with the needs of the Emergency Services Group.*

*(d) Providing specialized equipment in support of emergency operations.*

*(e) Removal of debris or arranging for such removal with private firms or other local governments.*

*(f) Protection and/or restoration of the water distribution system.*

*(g) Protection and/or restoration of the waste water collection system.*

*(h) Prioritizing/restoring utility service to vital City and other facilities.*

*(i) Directing temporary repairs to vital facilities.*

*(j) General damage assessment support.*

(k) *Building inspection.*

(l) *Developing and maintaining City of Parker capabilities with respect to Annex K and L of the Collin County Emergency Operations Plan.*

**d) *Assignment of City department responsibilities with respect the Annexes A through V of the Collin County Emergency Management Plan are***

- (1) Annex A – Warning is assigned to Police
- (2) Annex B – Communications is assigned to Police
- (3) Annex C – Shelter/Mass Care is assigned to Fire
- (4) Annex D – Radiological Protection is assigned to Fire
- (5) Annex E – Evacuation is assigned to Police
- (6) Annex F – Firefighting is assigned to Fire
- (7) Annex G – Law Enforcement is assigned to Police
- (8) Annex H – Health and Medical Services is assigned to Fire
- (9) Annex I – Public Information is assigned to the Emergency Management Coordinator
- (10) Annex J – Recovery is jointly assigned to Code Enforcement/Public Works
- (11) Annex K – Public Works and Engineering is assigned to Public Works
- (12) Annex L – Utilities is assigned to Public Works
- (13) Annex M – Resource Management is jointly assigned to the City Administrator/Emergency Management Coordinator/Police/Fire/Public Works
- (14) Annex N – Direction and Control is jointly assigned to Police/Fire
- (15) Annex O – Human Services is assigned to Police

- (16) Annex P – Hazard Mitigation is jointly assigned to Police/Fire/Public Works
- (17) Annex Q – Hazardous Materials and Oil Spill Response is assigned to Fire
- (18) Annex R – Search and Rescue is assigned to Fire
- (19) Annex S – Transportation is assigned jointly to Police and Fire
- (20) Annex T – Donation Management is assigned to the City Administrator
- (21) Annex U – Legal is assigned to the City Administrator in coordination with the City Attorney
- (22) Annex V – Terrorist Incident Response is assigned to Police

## **VII. Direction and Control**

### **A. General**

- 1. The Mayor, as Emergency Management Director, is responsible for assuring that coordinated and effective emergency response and recovery systems are developed and maintained, all in compliance with NIMS.**
- 2. The Chiefs of Police and Fire will establish a unified command to jointly manage the City of Parker's Emergency Operations Center.**
- 3. Routine law enforcement, fire suppression and emergency medical service operations may continue during some emergency situations. Direction and control of such operations will be by those that normally direct and control the day-to-day operations.**
- 4. During emergency operations, department heads retain administrative and policy control over their staff and equipment. However, staff and equipment will carry out mission assignments directed by the incident commander.**

5. Each department is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocols, may be adopted to facilitate coordinated effort.

6. If City of Parker resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups or the County. The process and forms for requesting County (as well as State or federal assistance by the County) are covered in the Collin County Emergency Operations Plan. External agencies are expected to conform to the general guidance provided by Unified Command and carry out mission assignments directed by the EOC or the local incident commander. However, organized response units will normally work under the immediate control of their own supervisor.

**B. Line of Succession:**

1. The line of succession for the Mayor, other elected officials and other senior City officials of the Executive Group shall be in accordance with existing rule of law.

2. The line of succession for the Police Department is the Chief of Police followed by the Police Sergeant and thereafter the senior police department officer present.

3. The line of succession for the Fire Department is the Fire Chief followed by the Assistant Fire Chief, the Operations Division Chief, the EMS Division Chief and, thereafter, the senior fire department officer present.

4. The line of succession for resources within the Support Group is the Department Head and, thereafter, the senior department representative.

**C. Emergency Facilities**

**1. Incident Command Post.**

*a) An incident command post(s) will be established in the vicinity of the incident site(s) in compliance with the Incident Command System which is a component of NIMS.*

**2. Emergency Operations Center**

*a) When major emergencies and disasters have occurred or appear imminent, we will activate our Emergency Operations Center.*

*b) Activation of the EOC may be authorized by the Mayor, the Police Chief or the Fire Chief.*

*c) The general responsibilities of the EOC are to:*

(1) Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.

(2) Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.

(3) Provide resource support for emergency operations.

(4) Suspend or curtail local government services, recommend closure of businesses and or schools (as applicable to the City of Parker) and cancellation of public events.

(5) Organize and activate large-scale evacuation and mass care operations.

(6) Provide emergency information to the public.

*d) Representatives from those departments assigned emergency functions in this Plan will staff the EOC. EOC operations shall generally follow those depicted in the Collin County Emergency Operations Plan and its Annexes.*

## **VIII. Readiness Levels**

### **A. General**

**1. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness.**

**2. Collin County has adopted a four-tier system of readiness levels. The City of Parker follows these readiness levels of the County.**

3. General actions to be taken at each readiness level will be consistent with those actions outlined in the Annexes to the Collin County Emergency Operations Plan, as applicable to the capabilities and resources of the City of Parker, with specific actions detailed in each City department's standard operating procedures.
- B. Readiness levels are used as a means of increasing the City's readiness posture. Readiness levels and possible actions are described in detail in the Collin County Emergency Operations Plan and its Annexes.
  1. Level IV – normal conditions.
  2. Level III – Increased readiness, refers to potential threats that pose no immediate threat to life and/or property. Examples include tornado or flash flood watches, a wildfire threat or a mass gathering.
  3. Level II – High readiness, refers to a situation with a significant potential and probability of causing loss of life and/or property. Examples include tornado or flash flood warnings and a winter storm warning.
  4. Level I – Maximum readiness, refers to situations where hazardous conditions are imminent. Examples include a tornado that has been sited close to Parker or flooding occurring at specific locations.

## **IX. Administration and Support**

- A. Agreements and contracts
  1. Should our local resources prove inadequate during an emergency, the City is signatory to various mutual assistance contracts with other local jurisdictions within Collin County.
  2. The City's resources are identified and are a part of the Texas Regional Response Network.
  3. Requests for assistance from the State or federal levels shall be made through the appropriate reporting channels.
- B. Reports

**1. City departments will follow the reporting requirements generally required by governmental agencies as the emergency incident or situation warrants, and will report as required for hazardous materials spill reporting or as required under NIMS.**

**C. Records**

**1. The City will follow the guidelines for record keeping generally similar to those contained in the Collin County Emergency Operations Plan and as further described in Exhibit B to this plan.**

**X. Attachments:**

**A. Emergency Contact Numbers**

**B. Record Keeping for Emergency Operations**