



# Travis County Commissioners Court Agenda Request

**Meeting Date:** December 6, 2011

**Prepared By/Phone Number:** Pete Baldwin, 974-0472

**Elected/Appointed Official/Dept. Head:** Danny Hobby, Emergency Services

**Commissioners Court Sponsor:** Judge Biscoe

**AGENDA LANGUAGE:** Consider and Take Appropriate Action on Approving the Office of Emergency Management's (OEM) Assistant Emergency Management Coordinator position serve as the Donation Coordinator during times of disaster.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

OEM is a recipient of the Emergency Management Performance Grant (EMPG) administered by the State of Texas. To meet EMPG requirements, OEM must maintain the Emergency Operations Plan and all 22 functional Annexes for Travis County. Annex T, Donations Management, is one of the required Annexes to keep updated, and as part of this Annex, it requires that a Donations Coordinator be identified by letter and signed by the Travis County Judge. OEM has selected the Assistant Emergency Management Coordinator's position to serve in this capacity when disaster situations warrant the need.

**STAFF RECOMMENDATIONS:**

The Department of Emergency Services recommends approval of the Assistant Emergency Management Coordinator's position to serve as the Donation Coordinator during times of disaster.

**ISSUES AND OPPORTUNITIES:**

This will allow OEM the opportunity to have closer ties and better coordination in donation management operations with the Volunteer Organizations Active in Disaster (VOAD's) and other Non-Profit Agencies throughout Travis County during times of Disaster.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

There are no fiscal impacts to Travis County.

**REQUIRED AUTHORIZATIONS:**

Pete Baldwin, 974-0472

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**DONATIONS COORDINATOR**

**LETTER OF APPOINTMENT**

Effective this date, I have appointed the Assistant Emergency Management Coordinator as the Donations Coordinator (DC) for Travis County. The above-designated individual will assist in the coordination of the donations management program for Travis County.

The DC will provide guidance and direction to the functions of Travis County’s donations management program which are activated during and after a major emergency or disaster and fall under the jurisdiction of Travis County.

The DC will additionally work closely and collaborate with all recognized voluntary agencies in Travis County that will be helping victims during and after a disaster.

This appointment will remain in force until terminated by either party.

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**Samuel T. Biscoe**  
**Travis County Judge**

**Date**