

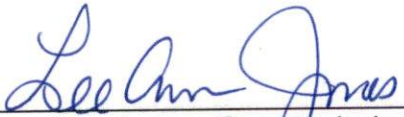
**EMERGENCY MANAGEMENT COORDINATOR
APPOINTMENT**

We, the Commissioners' Court of Panola County, Texas meeting in Regular Session this 6th day of March, 2018 do hereby approve the appointment of the following person as the **EMERGENCY MANAGEMENT COORDINATOR** for Panola County, Texas:

Denise Gray

Said appointment is effective March 31, 2018. The Emergency Management Coordinator will be compensated at the rate of FIVE HUNDRED AND NO/100 (\$500.00) DOLLARS per month.

PASSED UNANIMOUSLY this 6th day of March, 2018 in Open Court.



LeeAnn Jones, County Judge



County of Panola

110 S. Sycamore • Room 216-A
Carthage • Texas 75633
Phone 903-693-0391 • Fax 903-693-2726

County Judge
Lee Ann Jones

County Commissioners
Ronnie LaGrone, Pct. #1
John Gradberg, Pct. #2
Craig Lawless, Pct. #3
Dale LaGrone, Pct. #4

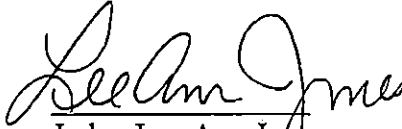
Dear Ms. Denise Gray,

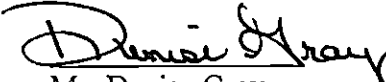
I am pleased to offer you the position of Emergency Management Coordinator ("EMC"). The EMC position reports to me. The county has \$500.00 per month budgeted for this position and the pay will be distributed evenly for each of your biweekly checks throughout the year. The job duties for the position are attached and will vary week to week and month to month. There may be weeks with no work and there may be weeks where overtime is required. This is a non-exempt position on a 40 hour work week. The county is aware you already work in a deputy administrative position on a 40 hour work week. Therefore, for any time worked over 40 hours per week, due to either EMC duties or your deputy duties, you will be awarded time and half compensation time, pursuant to the county policies.

The \$500 per month EMC salary will be paid in addition to your deputy hourly rate. As you know, a benefit awarded to all Sheriff's Office Deputies is double time pay for all holidays. As a Sheriff's Deputy you will continue to receive this benefit of the Sheriff's Office, however, it will be limited to your deputy pay rate. The EMC pay will not be calculated into your deputy holiday pay. If at any time, you have any questions about your deputy position, the EMC position or the pay for each, please feel free to talk to me, the Sheriff or the County Treasurer who does the human resources duties for the county.

I am pleased to offer you this EMC position, however, please feel no obligation to accept the position. This is completely voluntary. If you decide you do not want to take on the extra EMC duties, you can simply decline and maintain the same deputy position you have held for several years now. If you decide to accept the position, it is an "at will" position and you or the county can terminate the employment in this position at any time and for any reason or no reason. Further, this offer is subject to approval by the commissioner's court. We appreciate your work for Panola County and look forward to your response on this offer of the EMC position.

Sincerely,


Judge Lee Ann Jones
Panola County Judge


Ms. Denise Gray

EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR NOTIFICATION

Section 418.101 of the Texas Government Code states: "The presiding officer of the governing body of each political subdivision will notify the Division of Emergency Management of the manner in which the political subdivision is providing or securing an emergency management program, identify the person who heads the agency responsible for the program, and furnish additional pertinent information." This form is used to make the required notification to TDEM.

The information on this form may be released to those inquiring about local emergency management programs pursuant to the Texas Open Records Act. Hence, TDEM recommends that you provide business addresses and mobile telephone numbers rather than home addresses and telephone numbers.

COUNTY:	Panola	<i>(Required)</i>
Jurisdiction:	Panola	<i>(City or County Name)</i>
Official's Title:	County Judge	<i>(Mayor/Judge)</i>
Name:	Lee Ann Jones	<i>(First & Last Name)</i>
Mailing Address:	110 S. Sycamore, Room 216-A	<i>(The best address to receive mail)</i>
City, State, Zip:	Carthage, Texas 75633	
Office Number:	903-693-0391	
Cell Number:	903-692-1238	
Fax Number:	903-693-2726	
E-mail:	leeann.jones@co.panola.tx.us	<i>(Please include – this is a back-up for mailing)</i>

EMERGENCY MANAGEMENT PROGRAM APPOINTMENT STATUS

- I HAVE NOT appointed an Emergency Management Coordinator and will personally direct the local emergency management program.
- I HAVE appointed/re-appointed the Emergency Management Coordinator identified below to conduct the emergency management program for this jurisdiction. The effective date of the appointment is: 3-31-18
- We share our EMC with _____ (name of jurisdiction).

*If the COUNTY Emergency Management Coordinator has been appointed to other jurisdictions within the county, the County Judge and the participating City Mayors must sign this form.
(See the third page for additional signature blocks.)*

The EMC for this jurisdiction is (please select one):

- Paid, Full Time, EMC only
- Paid, Full Time, EMC and other job duties (Fire Chief, Fire Marshal, Police Chief, EMS Director, Etc.) *(please specify other duty/duties)* _____
- Paid part time, EMC only
- Paid, Part Time, EMC and other job duties (Fire Chief, Fire Marshal, Police Chief, EMS Director, Etc.) *(please specify other duty/duties)* Civil Deputy
- Unpaid/volunteer EMC only
- Unpaid/Volunteer, EMC and other volunteer job duties (Fire Chief, Fire Marshal, Police Chief, EMS Director, Etc.) *(please specify other duty/duties)* _____
- Other *(please describe)* _____

EMERGENCY MANAGEMENT COORDINATOR

	Coordinator	Asst Coordinator
Name:	Denise Gray	
Mailing Address:	314 W. Wellington	
City, State, Zip:	Carthage, Texas 75633	
Office Phone:	903-693-0333	
Cell Number:	903-263-2729	
Fax Number:	903-693-9366	
E-mail Address:	denise.gray@co.panola.tx.us	
Emergency Operations Center Number:		



Judge's or Mayor's Signature

3-6-18

Date

<p>PLEASE RETURN TO: Texas Division of Emergency Management Operations Section PO Box 4087 Austin, TX 78773-0220 Phone: (512) 424-2208 Email: Click to Submit Form to SOC</p>
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FOR SHARED EMC USE ONLY

By signing this form, you agree the appointed Emergency Management Coordinator (EMC) listed on the first page is also your EMC. If you have a separate EMC, you must submit the first page for your jurisdiction.

	Mayor
City:	Beckville
Name:	Gene Mothershed
Mailing Address:	P.O. Box 97
City, State, Zip:	Beckville, Texas 75631
Office Phone:	903-678-3661
Cell Number:	903-932-0626
Fax Number:	903-678-2318
E-mail Address:	genemothershed@valornet.com
Signature:	<i>Gene Mothershed</i>

	Mayor
City:	Carthage
Name:	Lynn Vincent
Mailing Address:	321 W. Panola
City, State, Zip:	Carthage, Texas 75633
Office Phone:	903-693-3869
Cell Number:	
Fax Number:	903-693-3882
E-mail Address:	
Signature:	<i>Lynn Vincent</i>

	Mayor
City:	Gary
Name:	Maxie Lake
Mailing Address:	P.O. Box 160
City, State, Zip:	Gary, Texas 75643
Office Phone:	903-685-2225
Cell Number:	903-241-1002
Fax Number:	903-685-2224
E-mail Address:	cm11@windstream.net
Signature:	<i>Maxie Lake</i>