

**SNEADS TOWN COUNCIL  
REGULAR MEETING  
MARCH 11, 2025**

The Town Council of the Town of Sneads, Florida, met in a regular session at the Sneads Town Hall on Tuesday, March 11, 2025, at 6:00 p.m.

Mike Weeks called the meeting to order the following present:

Mike Weeks, Angie Locke, Tony Money,  
Kay Neel and Tim Perry, Council Members  
Daniel Cox, Attorney  
Bill Rentz, Town Manager  
Tyler Weeks, Police Chief  
Danielle Guy, Interim City Clerk

And the following were absent:  
Sherri Griffin, City Clerk

All stood for the Pledge of Allegiance.

Tony Money made a motion to approve the Consent Agenda as presented. Tim Perry seconded. All voted aye.

1. Minutes for February **2025**
2. Financial Statements and Budget Review Summary- NA
3. Pay Approved Bills

Agenda #4, Approval to change the April Council meeting to Wednesday, April 9<sup>th</sup>, due to the election was presented to the Council. Tim Perry made a motion to change the meeting as advertised. Tony Money seconded. All voted aye.

Agenda #5, Renewal of Agreement with Sunrise Consulting with presented. Angie Locke made a motion to approve the renewal agreement as presented. Tim Perry seconded. All voted aye.

Agenda #6, Approval of Acknowledgment Emergency Support Function Roles with Jackson County with presented to the Council. Angie Locke made a motion to accept the roles as presented. Tony Money seconded. All voted aye.

Agenda #7, **RESOLUTION #25-05**, entitled;

**RESOLUTION OF THE TOWN OF SNEADS, FLORIDA, AUTHORIZING THE CITY  
MANAGER TO APPLY FOR AND ADMINISTER A BOATING ACCESS GRANT  
FROM THE FLORIDA BOATING IMPROVEMENT PROGRAM ON BEHALF OF  
THE TOWN OF SNEADS TOWN COUNCIL; PROVIDING AN EFFECTIVE DATE;  
AND FOR OTHER PURPOSES.**

was presented and read. Tony Money made a motion to approve Resolution as presented. Angie Locke seconded. All voted aye. Mr Cox stated that we need to make sure that these types of things are updated in our Capital Improvement Plan.

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Agenda #8, Sneads Recreation Board- No report

Agenda #9, Town Manager Report as follows: (See attached)

Agenda #10, Attorney Cox- Stated that he was filing the tax reports for both the Recreation and Volunteer Fire Departments for their 501, with the IRS. Mr. Cox asked the Council about inviting a company to a council meeting to discuss taking over our Developmental Orders. There are other towns currently working with this company and having success and it takes the workload off the town of having to have code enforcement as much. All agreed.

Agenda #11, Police & Fire. No Police report. Fire Department stated that they are ahead of schedule on calls compared to this time last year. They asked everyone to be aware of burning.

Agenda #12, Council Members.

Mike Weeks asked about cleaning up properties and sending out letters/ or putting on back of bill.

All agreed to have Amnesty Days in April.

Agenda #13, Public Comments:

Mary Baker discussed two events scheduled.

March 29<sup>th</sup>, 11-2pm at Sneads Park, Welcome Home Vietnam Veterans Tribute.

August 5<sup>th</sup>, National Night Out at Sneads Park, Community Building Campaign, promotes Police and community partnerships.

Tony Money made a motion to adjourn at 6:25 pm.

Respectfully Submitted,



Danielle Guy, Interim City Clerk

**APPROVED:**

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**MIKE WEEKS, COUNCIL PRESIDENT**



## TOPICS:



**CLEANUP/  
AMNESTY**



**CITIZENS  
ACADEMY**



**SUMMER  
WORK**



**PUBLIC  
WORKS**



**PROJECT  
BRISTOL**



## COMMUNITY CLEANUP/AMNESTY

- **COMMUNITY CLEANUP DAYS:** Jackson County residents living outside the city limits will have the opportunity to get rid of bulk trash at various locations in March and April. A list of locations, dates, and accepted items can be found on our website/social media pages.
- **AMNESTY DAY:** Jackson County Recycling will hold a household hazardous waste amnesty day event at their Recycling Center on Wiley Drive in Marianna on Saturday, March 22, from 8:00 AM to 12:00 PM. A list of accepted items can be found on our website.



## CITIZENS ACADEMY

Citizens Academy 2025 is open for enrollment. This is our 4th year offering the course for free, which will start in April and run through October. Applications can be found on our website.



## SUMMER WORK PROGRAM

The Board approved a Summer Youth Employment Program for high school students to gain government work experience. Four part-time positions will allow juniors and seniors to work up to 30 hours per week in various departments.



## PUBLIC WORKS/ROAD UPDATES

- **GARBAGE COLLECTION RFP:** The Board voted to issue an RFP for solid waste services as the current Waste Management contract expires in December 2025.
- **DISTRIBUTING FILL MATERIALS:** The Board approved guidelines for providing up to 10 free loads of fill dirt to municipalities and the School Board, with additional loads at cost.
- **FDOT GRANT APPLICATIONS:** The Board approved a resolution to apply for FDOT grants to fund key roadway improvements, including Blue Springs Road Phase II, Holyneck Road, Kynesville Highway Phase III, Nortek Boulevard, and New Hope Road.



## PROJECT BRISTOL

The Board approved an MOU with Project Bristol and City of Marianna to establish a water bottling plant in the Marianna Industrial Park, boosting local industry and job creation. This project has been coordinated successfully by EDC.

## SERVICES AND PERFORMANCE AGREEMENT

THIS Services and Performance Agreement (“Agreement”) is entered into March 16<sup>th</sup>, 2024, between Sunrise Consulting Group (“SCG”), of 5957 Riviera Lane, New Port Richey Florida, 34655 and the Town of Sneads, a political subdivision of the State of Florida (“Town”), of 2028 3rd Ave, Sneads, FL 32460.

ACCORDINGLY, the parties agree:

1. **Engagement Period.** The Town shall engage SCG as a “consultant” for a period of 12 months (the “Engagement Period”). This Agreement will commence on March 16<sup>th</sup>, 2025 and expire on March 15<sup>th</sup>, 2026.
2. **Performance of Duties.** SCG’s duties will include, but are not limited to, the following:
  - a) Disaster Rehabilitation Representation for City Facilities: SCG shall represent the Town before the Florida Legislature, Executive Branch, Departments, and staff to assist the Town in receiving the support and resources needed for post disaster recovery to municipal facilities.
  - b) Updates and Reporting: SCG will provide updates concerning meetings, communications, or actions taken on behalf of The Town.
  - c) Communication: SCG will be available to meet with the administrative team and staff. SCG may use email, telephone or in person meetings to communicate with the Town. SCG may ask to schedule a conference call as information becomes available, or issues develop that impact the priorities of The Town. SCG shall communicate immediately when important information becomes available.
  - d) Required Registration: The Town shall complete all forms necessary to comply with Executive and Legislative Representation Registrations requirements under Florida Law that may arise because of SCG’s representation during the term of this Agreement or after its Termination should reporting periods overlap. SCG shall register all meetings and legislation lobbied in accordance with Florida House of Representatives Rule 17.
3. **Compensation.** SCG shall receive the following during the Engagement Period:
  - a) Retainer: SCG will be paid \$30,000.00 for the duration of this contract, to be paid in 12 monthly installments of \$2,500.00 USD.
  - b) Payment: SCG shall send an invoice on the first business day of each month. Payment shall be made by Town no later than forty-five (45) days upon receipt. All payments shall be remitted to Sunrise Consulting Group Town 5957 Riviera Lane, New Port Richey, Florida 34655. All invoicing and payment terms will be governed by the

applicable provisions of Part VII of Chapter 218, Florida Statutes, (the “Local Government Prompt Payment Act”).

- c) Monthly Costs: Additional Costs directly attributable to the performance of this work may be billed in addition to the retainer. These costs may include required registration fees, and other expenses incurred on behalf of the Town. No monthly costs in aggregate exceeding \$100.00 may be incurred or deemed to be due and owing without the Town’s prior approval.
- d) Either party may terminate this contract, the party seeking to terminate this contract must give written notice to the other party 14 days prior to the day of cancellation.

4. **Florida Government Agency Requirements.** the Town is a “public agency” pursuant to Section 119.0701(1)(b), Florida Statutes, and Chapter 119, Florida Statutes, provides for certain contract requirements related to public records in each public agency contract for services. To be in compliance with the laws that govern public records in the State of Florida, the parties to this agreement hereby agree as follows:

- a) SCG agrees to comply with Florida’s public records law by keeping and maintaining public records that ordinarily and necessarily would be required by the TOWN in order to perform the services under the Agreement by doing the following: upon the request of the TOWN’s Custodian of Public Records, providing the TOWN with copies of or access to public records on the same terms and conditions that the TOWN would provide the records and at a cost that does not exceed the cost provided by Florida law; by ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if SCG does not transfer the records to the TOWN; and upon completion of the Agreement by transferring, at no cost, to the TOWN all public records in possession of SCG or by keeping and maintaining all public records required by the TOWN to perform the services. If SCG transfers all public records to the TOWN upon completion of the Agreement, SCG shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If SCG keeps and maintains public records upon completion of the Agreement, SCG shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the TOWN, upon request from the TOWN’s Custodian of Public Records, in a format that is compatible with the information technology systems of the TOWN.
- b) Commencing January 1, 2021, the Contractor and each sub-contractor will verify the eligibility of each new employee to work by using the e-verify system.

**5. Representations and Warranties.** SCG represents and warrants the following:

- a) Conflict with Other Clients.: SCG shall not retain a client during our engagement period when that client will create a conflict with The Town. At the execution of this Agreement, SCG Warrants that it does not have any clients that conflict with the interests of The Town.
- b) Compliance with Law: SCG shall always comply with applicable laws and regulations, including, but not limited to, laws related to required registration and disclosure and anti-corruption.

**6. Confidentiality.** During and after the Engagement Period, (i) SCG may not divulge, directly or indirectly, any secret or confidential information or knowledge pertaining to the business of The Town, or its subsidiaries, obtained by SCG while engaged by The Town and (ii) shall use such information or knowledge solely for the representation of The Town in SCG's performance of services under this Agreement.

**7. Modification.** No provision of this Agreement may be modified, amended, waived, or discharged unless such amendment or waiver, modification, or discharge is agreed to in writing by both parties.

Parties may renegotiate the terms of SCG's engagement at any time, but changes must be in writing, attached to the Agreement, and signed by both parties.

**8. Assignment.** Either party may assign its rights with the written consent of the other party, provided that Town may assign this Agreement to any successor of the Town's business, or assets. The non-assigning party will not unreasonably withhold consent.

**9. Delegation.** No party may delegate its performance without the written consent of the other party.

**10. Venue and Jurisdiction.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. Jurisdiction over and venue for any controversies or legal issues arising out of this Agreement shall be exclusively in the State of Florida. By entering into this Agreement, The Town and SCG hereby expressly waive any rights either party may have to a trial by jury of any civil litigation related to this Agreement, and, unless otherwise expressly provided herein, each agrees to bear its own costs and attorney's fees relating to any dispute arising under this Agreement. In the event of litigation arising out of either party's obligations under this Contract, sole and exclusive venue shall lie in Jackson County, Florida.

**11. Severability.** If a term or provision within this agreement is determined invalid, illegal, or unenforceable, then all other provisions to the Agreement shall remain in full force and effect.

- 12. Entire Agreement.** This Agreement reflects the entire understanding between the parties. Any written, printed, or other materials which The Town provides to SCG that are not included in this Agreement are provided on an “as is” basis, without warranty, and solely as an accommodation to SCG.

IN WITNESS THEREOF, the parties hereto have executed this Agreement of as the date written above.

By: Mike Weeks

Name: Mike Weeks

Title: Council President

3/11/2025  
DATE



SHAWN FOSTER

*PRESIDENT*

*Sunrise Consulting Group*

6<sup>th</sup> March 2025  
DATE



## JACKSON COUNTY EMERGENCY MANAGEMENT

2819 Panhandle Road, Marianna, FL 32446

Phone: 850-482-9678

[www.emergencymanager.org](http://www.emergencymanager.org)



March 11, 2025

Public Works Director  
Sneads Public Works

RE: Emergency Support Functions (Support Roles)

We are updating our Comprehensive Emergency Management Plan (CEMP), which is required every four (4) years. A part of the plan is to make sure that all stakeholders have input into the plan. You may review the current CEMP, located on the Jackson County Board of Commissioners website ([jacksoncountyfl.gov](http://jacksoncountyfl.gov)).

Another component of the Comprehensive Plan is the Emergency Support Functions during emergencies/disasters. This section lists the agencies who have Lead and Support roles for the twenty (20) Emergency Support Functions (ESF) of Emergency Management.

Attached you will find the ESF's that are assigned to your agency or an agency under your direction. These ESF's are a work in progress and require your review.

The acknowledgement letter needs to be signed by yourself or the person that would be directly involved in the support missions listed.

If you find anything that needs correction, please let me know ASAP.

Please return the signed acknowledgement letters by March 27, 2025.

Thank you for your support of the Emergency Management program.

Sincerely,

*Renee Scurlock*

Renee' Scurlock, FPEM  
Deputy Director  
Emergency Management

Keith D. Maddox  
EM Director  
850-573-1058

Family & Community  
Plan | Prepare | Respond | Recover  
Together

Renee' Scurlock  
Deputy EM Director  
850-718-0008



## JACKSON COUNTY EMERGENCY MANAGEMENT

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### EMERGENCY SUPPORT FUNCTIONS ACKNOWLEDGEMENT LETTER

I agree that this department/agency can carry out the missions for the assigned Emergency Support Functions of Jackson County Emergency Management.

ESF 1 \_\_\_\_\_ ESF 3 \_\_\_\_\_

Bill Rentz / Danielle Guy  
Signature

3/12/25  
Date

Bill Rentz / Danielle Guy  
Printed Name

City Hall  
Department

Additional Comments: \_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

**Keith D. Maddox**  
EM Director  
850-573-1058

**Family & Community**  
Plan | Prepare | Respond | Recover  
**Together**

**Renee' Scurlock**  
Deputy EM Director  
850-718-0008

	<b>Standard Operating Guideline</b>  <b>ANNEX: ESF - 1</b>  <b>Transportation</b>	<b>Implementation Date</b>	June 1, 2025
		<b>Last Reviewed/Updated</b>	March 2025
		<b>Point of Contact</b>	County Fire Rescue Chief
		<b>Agency Lead</b>	Jackson County Fire Rescue
		<b>Developed By</b>	JC Emergency Management

## I. PURPOSE

The purpose of the Standard Operating Guidelines (SOG) for Transportation is to identify the procedures necessary to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials, and supplies) of member agencies to support emergency transportation needs prior to, during and after an emergency or disaster in Jackson County. This SOG can provide personnel and resources to support prevention, preparedness, protection, response, recovery, and mitigation efforts in support of the primary emergency management objectives.

## II. SCOPE

This SOG will be implemented prior to, during, and after an emergency event impacts Jackson County. Some events resulting in the activation of this SOG will be from events where there is a “notice”, providing time to prepare, (i.e. approaching hurricane), but can also be used for “no-notice” events (i.e. tornado touchdown). This SOG covers all the incorporated and unincorporated areas of Jackson County.

## III. ASSUMPTIONS

The following assumptions apply:

1. ESF-1 will be activated by JC EOC Director in cooperation with the JC Fire Rescue Department
2. ESF-1 Lead Agency will be present in the JC EOC during activations.
3. The ESF-1 support agencies will provide assistance during an activation.
4. When JC ESF-1 assets are exhausted, and more are needed, they will be supplied through the Statewide Mutual Aid Agreement, WEBEOC, or other sources.

## IV. LEAD and SUPPORT AGENCIES

**Lead Agency:** Jackson County Fire Rescue

**Support Agencies**

- School Board
- JTrans
- Jackson County Emergency Management Agency
- Jackson County Road and Bridge Department
- Jackson County Sheriff’s Office
- Jackson County Public Works Departments
- Jackson County Purchasing Department

Jackson County Grants/Contracts Department  
Municipal Public Works  
Municipal Law Enforcement

#### IV. RESPONSIBILITIES

The major responsibilities of the lead and support agencies are listed below:

<b>Agency</b>	<b>Point of Contact</b>	<b>Major Responsibilities</b>
<b>Jackson County Fire Rescue</b>	JC Fire Rescue Chief Phone: 850-718-0000 850-718-7743	<ul style="list-style-type: none"> <li>• Maintain inventory of transportation assets and resources for use in an emergency</li> <li>• Provide assets to assist in evacuation and reentry process in Jackson County.</li> </ul>
<b>JC Emergency Management</b>	JCEMA Director Phone: 850-482-9678 850-573-1058  JC Deputy EM Director 850/573-1775	<ul style="list-style-type: none"> <li>• Request additional transportation assets through Statewide Mutual Aid Agreement, and/or from DEM when needed by ESF-1.</li> <li>• Assist in coordination of any transportation assets needed.</li> <li>• Provide list of special needs residents who request transportation assistance.</li> </ul>
<b>Jackson County School Board</b>	Superintendent Phone: 850-482-1200	<ul style="list-style-type: none"> <li>• Maintain inventory of transportation assets and resources for use in an emergency</li> <li>• Provide assets to assist in evacuation and reentry process in Jackson County.</li> </ul>
<b>J Trans/ Nursing Homes</b>	JTrans Director Phone: 850-482-7433	<ul style="list-style-type: none"> <li>• Assist in transportation of residents who are without other means of transport during an emergency.</li> <li>• Provide assets to assist in the evacuation of special needs residents to shelters</li> <li>• Provide transportation assets to assist with the reentry process.</li> </ul>
<b>Road and Bridge Department/ Municipal Public Works</b>	Road and Bridge Superintendent Phone: 850- 482-9629	<ul style="list-style-type: none"> <li>• Transport materials needed in response or recovery to a disaster.</li> <li>• Ensure County transportation routes are always kept passable.</li> <li>• Coordinate with County and Municipal Public Works for transportation assets, if needed.</li> </ul>
<b>JC Purchasing JC Grants Mgmt</b>	JC Purchasing and JC Grants Phone: 850-482-9633	<ul style="list-style-type: none"> <li>• If additional transportation assets are needed, identify the source (s) of funding for securing the assets.</li> <li>• Provide assistance in documentation of eligible expenses for the Public Assistance Program, if available</li> </ul>
<b>Sheriff Office Municipal LEO</b>	Sheriff Phone: 850-482-9624	<ul style="list-style-type: none"> <li>• Conduct initial assessment of transportation routes after a disaster and report it to the JC EOC.</li> <li>• Monitor transportation routes during evacuation and reentry to ensure they are clear and usable.</li> </ul>

#### V. ACTIONS


The primary function of this SOG is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs during an emergency or disaster in Jackson County. To accomplish this function, the following actions and tasks will need to be performed by the agencies listed:

Action	Responsible Agency(ies)	Tasks
<b>Maintain an inventory of transportation assets (personnel, equipment) to be used during an emergency or disaster.</b>	JC Fire Rescue JC School Board  JC School Board  J Trans  County and Municipal Public Works	<ul style="list-style-type: none"> <li>• Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities listed.</li> <li>• Ensure personnel are trained in their responsibilities and duties.</li> <li>• Maintain a listing of personnel and vehicles to be used for transportation assets.</li> <li>• Manage inventory of wheelchair lift-equipped buses and other pre-designated assets that are essential to meeting the transportation needs of special needs groups.</li> <li>• Maintain an inventory of assets that can be used when needed (equipment and manpower).</li> </ul>
<b>Request additional transportation assets</b>	JC Emergency Management	<ul style="list-style-type: none"> <li>* Collect data to determine what resources are needed, request those resources via SMAA or WEBEOC</li> </ul>
<b>Coordinate transportation assets for special needs persons. (medical, elderly) for evacuations and reentry.</b>	JTrans, School Board, Fire Rescue  JCEMA	<ul style="list-style-type: none"> <li>• In cooperation with JC Health Department, provide assets to support special needs evacuations and reentry actions.(See ESF-19)</li> <li>• If requested by JC Health Dept, secure additional special needs transportation assets through WEBEOC</li> </ul>
<b>Provide transportation assets for response and recovery activities when needed</b>	JC Road and Bridge	<ul style="list-style-type: none"> <li>• Support ESF-1 with general transportation assets, if available.</li> <li>• Ensure transportation assets are available for relief supplies provided to County Staging Area.</li> <li>• Assist in the delivery of food, water and ice, when needed.</li> <li>• Provide transportation assets for damage assessment, if needed to access hard to get to locations.</li> </ul>
<b>Maintain proper documentation of ESF-1 activities for reimbursements.</b>	All Agencies	<ul style="list-style-type: none"> <li>• Initiate financial reimbursement process for recovery activities when such support is available.</li> <li>• Every agency to maintain proper documentation of expenditures for the Federal/State Public Assistance Program using F-ROC or ICS documents.</li> <li>• Provide technical assistance on documentation of eligible expenses.</li> </ul>
<b>Support any activation of the JC</b>	All ESF-1 Agencies	<ul style="list-style-type: none"> <li>• Agencies who COOP their operations to an alternate</li> </ul>

<b>Action</b>	<b>Responsible Agency(ies)</b>	<b>Tasks</b>
<b>COOP.</b>		site should have sufficient transportation assets, but if they do not, provide transportation support for agency mobilization and demobilization operations.

## VII. REFERENCES

- Jackson County CEMP
- Jackson County Strategic Plan
- Jackson County Debris Management Plan
- State of Florida CEMP
- Chapter 252.31-61 Florida Statutes
- State ESF 1 Annex
- Statewide Mutual Aid Agreement

	<b>Standard Operating Guideline</b>  <b>ANNEX: ESF - 3</b> <b>Public Works and Infrastructure</b>	<b>Implementation Date</b>	June 1, 2025
		<b>Last Reviewed/ Updated</b>	February, 2025
		<b>Point of Contact</b>	JC Road Superintendent
		<b>Agency Lead</b>	JC Road and Bridge Department
		<b>Developed By</b>	JC Emergency Management

## I. PURPOSE

The purpose of the Standard Operating Guidelines (SOG) for Public Works and Infrastructure is to provide coordination in support of emergency events in Jackson County. This SOG can provide for the coordination of personnel and resources to support prevention, preparedness, protection, response, recovery, and mitigation efforts in support of the primary emergency management objectives.

## II. SCOPE

This SOG will be implemented prior to, during, and after an emergency event impacts Jackson County. Some events resulting in the activation of this SOG will be “noticed event”, or those where there is preparatory time (i.e. approaching hurricane), but can also be used for “no-notice” events, where there is no time to prepare (i.e. tornado touchdown, terrorism event). This SOG covers all incorporated and unincorporated areas of Jackson County.

## III. ASSUMPTIONS

The following assumptions apply:

1. ESF-3 will be activated by JC Emergency Operations Center (EOC) Director in cooperation with the JC Road and Bridge Department.
2. ESF-3 Lead Agency will be represented by JC Road and Bridge Department in the EOC during EOC activations.
3. The ESF-3 support agencies will provide assistance during an activation of the EOC.
4. When ESF-3 assets are exhausted, and more are needed, they will be supplied through WEBEOC, the Statewide Mutual Aid Agreement, or other sources.

## IV. LEAD and SUPPORT AGENCIES

Lead Agency: Jackson County Road and Bridge Department

Support Agencies: Jackson County Building Department  
Jackson County Fire Rescue Department  
Jackson County Emergency Management  
Jackson County Purchasing Department  
Jackson County Administrative Services Director  
Jackson County Grants/Contracts Manager  
North Florida Inland Long-Term Recovery Group (NFILTRG)  
Municipal Fire Departments

Municipal Public Works  
Volunteer Fire Departments  
Electric Companies

## MAJOR ESF ROLES and RESPONSIBILITIES

The major responsibilities of the lead and support agencies are listed below:

Agency	Point of Contact	Major Responsibilities
<b>Road and Bridge Department - Lead Agency</b>	JC Road Department Director Phone: 850-482-9629 Phone: 850-573-1004  Assistant R&B Director Phone: 850-693-3334	<ul style="list-style-type: none"> <li>• Provide leadership for ESF-3 in the JC EOC.</li> <li>• Coordinate all Road and Bridge support for Jackson County prior to, during, and after a disaster.</li> <li>• Participate in damage assessments for road and bridge.</li> <li>• Coordinate any engineering support needed for Jackson County prior to, during, and after a disaster</li> <li>• Participate in all damage assessments following a disaster or similar event.</li> <li>• Determine what engineering needs will be required for Jackson County to recover effectively.</li> </ul>
<b>JC Building Department</b>	Building Official Phone: 850-482-9802 850-573-3431	<ul style="list-style-type: none"> <li>• Support damage assessment activities post disaster</li> <li>• Conduct building inspections to certify habitability, and sufficient structural integrity to reconnect power.</li> <li>• Implement an expedite permit procedure following a disaster event.</li> </ul>
<b>JC Emergency Management</b>	JC EMA Director Phone: 850 -482-9678 850 -573-1058  JC Deputy EM Director 850-573-1775	<ul style="list-style-type: none"> <li>• Support ESF-3 through securing needed resources through the SERT, or other venue</li> <li>• Coordinate damage assessment following a disaster</li> <li>• Coordinate with Road and Bridge on debris management issues and priorities.</li> <li>• Coordinate with debris contractor on debris clearance and debris disposal procedures and priorities.</li> </ul>
<b>JC Purchasing Department</b>	JC Purchasing Director Phone: 850-482-9633	<ul style="list-style-type: none"> <li>• Ensure all purchases of needed resources are processed and documented.</li> <li>• Implement expedited purchasing procedures when under a local state of emergency</li> <li>• Keep the County Administrator informed of all expenditures of county funds leading up to, during, and post disaster.</li> </ul>
<b>JC Admin Services</b>	JC Admin Services Director Phone: 850-482-9633	
<b>JC Grants/Contracts</b>	JC Grants/Contracts Manager Phone: 850-482-9633	
<b>JC Fire Rescue</b>	Jackson County Fire Chief 850-718-0000 850-718-7743	<ul style="list-style-type: none"> <li>• Provide manpower and equipment to support the needs of the County, when available.</li> <li>• Coordinate with the VFDs to solicit their support when additional ESF-3 manpower or equipment is needed.</li> </ul>
<b>Municipal/Volunteer Fire Departments</b>	Jackson County Fire Chief 850-718-0000 850-718-7743	<ul style="list-style-type: none"> <li>• Provide equipment and manpower support to ESF-3 when capable</li> <li>• Conduct damage assessments of municipal fire departments.</li> </ul>

#### IV. ACTIONS

The primary function of ESF-3 is to provide Road and Bridge Department coordination in support of emergency events in Jackson County. To accomplish this function, the following actions and tasks are performed by ESF-3 by the agencies listed:

Action	Responsible Agency(ies)	Tasks
<b>Maintain inventory of equipment, personnel, and vendors available for use by ESF-3</b>	JC Road and Bridge	<ul style="list-style-type: none"> <li>• Annually update and maintain inventory of the personnel, vehicles and equipment to be used during the preparation, response and recovery phases of an emergency or disaster.</li> <li>• Prepare and maintain a list of personnel to ensure that the 24-hour staffing needs are met to facilitate the restoration of vital infrastructure.</li> <li>• Maintain a list of construction contractors and engineering firms with active contracts within the jurisdiction who would be available for infrastructure repairs.</li> </ul>
<b>Monitor and direct Road and Bridge resources and response activities.</b>	JC Road and Bridge  JC Road and Bridge  JC Road and Bridge All Support Agencies  JC Road and Bridge All Support Agencies  JC Road and Bridge JC Building Department NFILTRG  JC Road and Bridge, Purchasing Department  JC Building Department	<ul style="list-style-type: none"> <li>• Manage mission assignments made by the JC EOC to ESF-3 prior to, during, and post disaster.</li> <li>• With the assistance of the County Purchasing Department, negotiate and administer design contracts with consulting engineering firms for the repair of damaged public infrastructure, as required.</li> <li>• Provide resource management and logistics support. This will include supporting the establishment of the County Staging Area, PODs, Disaster Recovery Center, others.</li> <li>• Coordinate all resources into the affected areas from the county staging area.</li> <li>• Relocate Road and Bridge and engineering resources when it is apparent that they are endangered by the likely impacts of the emergency situation.</li> <li>• Participate in EOC briefings, Incident Action Plans, Situation Reports , AAR/IP and meetings.</li> <li>• Inspect and enforce regulations regarding any un-permitted activity and/or un-licensed contractors.</li> <li>• Work with FEMA and SERT on placement of a temporary group site for disaster housing.</li> <li>• Work with fuel suppliers to ensure transportation providers are capable of providing services</li> <li>• Close access to buildings deemed to be hazardous of the structural integrity of the building has been compromised.</li> </ul>
<b>Secure Road and Bridge resources through mutual aid.</b>	JC Emergency Mgmt  JC Road and Bridge	<ul style="list-style-type: none"> <li>• Through ESF 7 obtain State resources through the Statewide Mutual Aid Agreement.</li> <li>• Coordinate with the other county agencies that have Road and Bridge equipment and personnel in order to</li> </ul>

Action	Responsible Agency(ies)	Tasks
	JC Road and Bridge  JC Road and Bridge All ESF-3 Agencies  JC Road and Bridge	<p>complete a mission assignment given to ESF-3 by the JC EOC.</p> <ul style="list-style-type: none"> <li>• When requested through the EOC, provide assistance to JC municipalities through existing inter-local agreements.</li> <li>• Ensure proper documentation is maintained in the use and return of resources secured through mutual aid.</li> <li>• Road and Bridge will coordinate the use of inmate labor from the Jackson Correctional Institute or the Jackson County Detention Facility, if required. Additional officers can be requested, through the Director of Emergency Management, from the Florida Department of Corrections (FDOC).</li> </ul>
<b>Conduct impact and damage Assessments after a disaster.</b>	JC Road & Bridge  JC Road & Bridge  JC Road & Bridge  JC Road and Bridge NFILTRG  JC Building Inspector NFILTRG All JC ESF Agencies All appropriate ESF-3 agencies/ Volunteer Fire  JC Road and Bridge JC Building Dept  JC Emergency Mgmt  JC Road and Bridge, Municipal Public Works	<ul style="list-style-type: none"> <li>• Support impact and damage assessments immediately after the disaster has ended, and it is safe to do so.</li> <li>• Provide the JC EOC early estimates of damages to the public infrastructure.</li> <li>• Evaluate the initial damage assessment received from the Damage Assessment Team to participate in setting priorities for road clearing to better assist ESF 9 (Search &amp; Rescue) and their emergency response personnel.</li> <li>• Provide the JC EOC with early estimates of countywide debris. This will be needed to engage the debris contractor(s).</li> <li>• Provide the JC EOC early estimates on damages to homes and businesses.</li> <li>• Conduct an initial damage assessment with other County agencies.</li> <li>• Coordinate with each municipality to conduct damage assessments.</li> <li>• Report damage assessment information to the SERT via WEBEOC.</li> <li>• Provide manpower to match up with the FEMA/State PDA inspectors.</li> </ul>
<b>Initiate immediate Road and Bridge repairs</b>	JC Road and Bridge  JC Road and Bridge JC Emergency Mgmt  JC Road and Bridge	<ul style="list-style-type: none"> <li>• Maintain a listing of construction contractors and engineering consulting firms with active County contracts who would be available to assist with infrastructure repairs.</li> <li>• Prioritize and implement the clearing, repair, or reconstruction of transportation facilities (i.e., streets, roads, bridges, ports, waterways, airfields) necessary to restore transportation capabilities.</li> <li>• Prioritize and implement the restoration of critical public facilities and services, including but not limited</li> </ul>

Action	Responsible Agency(ies)	Tasks
	JC Road and Bridge  JC Road and Bridge  JC Road and Bridge	to: electricity, potable water, sanitary sewer, storm water systems, natural gas, and telephone service. • Prepare a prioritized list and perform the demolition or stabilization of damaged public structures and facilities, which pose an immediate hazard or safety risk to the public health. • Provide in-house repair and construction services, as resources are available, after clearing and stabilization phases are complete. • Coordinate road and bridge inspections
<b>Oversee debris removal and disposal operations.</b>	JC Road and Bridge JC Grants/Contracts  JC Road and Bridge JC Emergency Mgmt  JC Road and Bridge  JC Road and Bridge, JC Emergency Mgmt  JC Road and Bridge  JC Legal Assistance	• Coordinate with debris removal companies under contract with Jackson County. • Develop strategies for debris removal in coordination with the debris removal and monitoring companies. • Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment, and supplies in areas affected by an emergency or disaster • Begin first push to clear roadways of debris following the direction provided in the JC Debris Mgmt Plan. • Continue to identify and approve Temporary Debris Staging and Reduction Sites. • Approve of sites for open burning or air curtain incineration. • Utilize inmate labor to assist in the first push and clearance of roadways and emergency clearance • Assist in the evaluation of the various options for recycling of appropriate debris • Assist in the development of right of entry and hold harmless agreements.
<b>Monitor utility restorations</b>	West Fla Elec. Coop; Florida Power Light Florida Public Utilities Gulf Coast Electric	• Advise ESF 3 representatives of the status of restoration of utility services within services areas. • Maintain a power restoration priority list based upon the facilities required to provide sheltering, sanitary facilities, food, water, ice and other basic needs. This priority list shall be used and amended as the situation dictates. • Have a representative available to respond to questions and provide information at EOC briefings. Maintain representatives from each utility company until each is deactivated by the EOC. • Provide damage assessment information to the Damage Assessment Team so the Road and Bridge representative can prioritize recovery operations.
<b>Mitigate debris hazards activities.</b>	JC Fire Rescue VFDs	• Coordinate with Road and Bridge Department to determine where excessive amounts of debris are located along roadways for fire safety and awareness
<b>Participate in the overall Federal/State recovery</b>		• Initiate financial reimbursement process for these activities when such support is available.

Action	Responsible Agency(ies)	Tasks
programs.	All Agencies of ESF 3 JC Admin Services	<ul style="list-style-type: none"> <li>• Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations for official record keeping and reporting to Federal and State for possible reimbursement.</li> </ul>
Document expenditures for Public Assistance Program	JC Admin Services JC Grants Contracts	<ul style="list-style-type: none"> <li>• Ensure eligible costs are documented in the event Federal/State assistance is granted on the appropriate F-roc and/or ICS forms eg. 211, 214, etc.</li> </ul>

## V. REFERENCES

- Jackson County CEMP
- Jackson County Debris Management Plan
- Jackson County Recovery Plan
- Jackson County Strategic Plan
- State of Florida CEMP
- State ESF 3 Annex
- Chapter 252.31-61 Florida Statute - Emergency Management
- Statewide Mutual Aid Agreement

RESOLUTION #25-05

RESOLUTION OF THE TOWN OF SNEADS, FLORIDA, AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ADMINISTER A BOATING ACCESS GRANT FROM THE FLORIDA BOATING IMPROVEMENT PROGRAM ON BEHALF OF THE TOWN OF SNEADS TOWN COUNCIL; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Town of Sneads Town Council, Florida (hereinafter referred to as Town Council) has determined that recreational boating and fishing is a viable industry that significantly contributes to economic growth; and

**WHEREAS**, the Town Council desires to improve upon and expand facilities that will encourage recreational boating and fishing; and

**WHEREAS**, the Town Council has determined that the redevelopment of the boat ramp area on Lake Seminole that is known as Sneads Park will promote recreational boating and fishing; and

**WHEREAS**, it is the desire of the Town Council to obtain funding for the planned improvements.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF SNEADS TOWN COUNCIL, FLORIDA;

SECTION 1. That the Florida Boating Improvement Program which is administered by the Florida Fish and Wildlife Conservation Commission (FWC) is declared to be a workable program for providing needed boating improvements as indicated in the 2025 Florida Boating Improvement Program Grant Application for Boating Access Facilities.


SECTION 2. The Town Council hereby directs the City Manager to apply for and administer the Boating Access grant from the Florida Boating Improvement Program on behalf of the Town of Sneads.

SECTION 3. That this Resolution shall take effect immediately upon its passage.

ADOPTED unanimously in open session of the Town of Sneads Town Council, Florida, on this 11th day of March 2025.

ATTEST:

  
Town Clerk or Town Manager

  
Approved as to Form and Legal Sufficiency by Town Attorney  
Attorney





## **Town of Sneads**

**PO Drawer 159**

**Sneads, Florida 32460**

**PH (850) 593-6636 Fax (850)593-5079**

**Email: [Sneadsmgr@sneadsfl.com](mailto:Sneadsmgr@sneadsfl.com)**

### **March 2025 Managers Notes**

1. Several projects are ongoing: road paving, lift station #4, Dodson Park, Gloster Park, new well head installed (waiting on electrical panel installation), close to beginning lift station #2 and force main to treatment plant.
2. Several grants are still in the planning stage: design plans for a new boat ramp at Lake Seminole are complete. Waiting on Corp of Engineers construction permit and the Town will apply for a construction Grant by April 8, 2025. Also, I applied for a \$500,000 energy grant through Dept. of Agriculture for Lift station # 3 rehab and other improvements at the treatment plant. Working with FEMA on grants for the ball field lights and backup generators for each lift station, water wells and police department. Applied today through Alday/Howell Engineering firm for an MSCOP grant again for Pope Street resurfacing. It should be noted we also have requested legislative appropriations for Pope Street and the ball field lights in case we are turned down with our grant efforts.
3. Waiting on Corp of Engineers for license to begin cleanup at Lake Seminole Park. Long term lease being reviewed.
4. We are interviewing for the Deputy Clerk position tomorrow. Hope to have in place by April 1, 2025, for training.
5. Danielle has researched and found a good price for Christmas lights. We will order them this week.
6. New backhoe purchased and in use.