

**Travis County Emergency Services**

Clinical Performance and Education | Fire Marshal | Medical Examiner |  
Office of Emergency Management | STAR Flight |  
Technology and Communications




P.O. Box 1748, Austin, TX 78767, Phone (512) 974-4416

**MEMORANDUM**

DATE: May 8, 2020

TO: Commissioners Court

FROM: Chuck Brotherton, County Executive 

RE: Designation of Sarah Eckhardt as a volunteer in Emergency Services/Emergency Operations without compensation.

**Agenda Language:**

*DESIGNATION OF SARAH ECKHARDT AS A VOLUNTEER IN EMERGENCY SERVICES / EMERGENCY OPERATIONS WITHOUT COMPENSATION*

**Summary and Background:**

This matter is for informational purposes only. There is no action requested of or required by the Commissioners Court.

In this temporary, volunteer assignment, outgoing County Judge Sarah Eckhardt will continue working with incoming, Interim County Judge Sam Biscoe on all matters related to Travis County's COVID-19 response, in close cooperation and collaboration with the Chief Emergency Management Coordinator and the County Executive, Emergency Services. She will provide assistance both to County Executive Charles Brotherton and Interim County Judge Sam Biscoe related to Travis County's response to the COVID -19 Disaster Declaration. Ms. Eckhardt will not receive any form of compensation and the position will be voluntary.

Specific roles and responsibilities in this assignment align closely with the Deputy Emergency Management Coordinator role in the Office of Emergency Management, within the Emergency Services department, and include but are not limited to:

- Overseeing development and delivery of mitigation, response, recovery, and preparedness strategies, plans, and procedures as they relate to the County's COVID-19 response;
- Preparing and delivering administrative reports to the County Judge and, as needed, to the Commissioners Court regarding the County's COVID-19 response;
- Identifying, strategizing, and reporting on funding-reimbursement and other grant-funding efforts related to the County's COVID-19 response;
- Serving as a liaison to and working with other agencies and local governments in developing operational and strategic plans related to COVID-19;
- Attending various meetings with local, state, and federal agencies related to COVID-19.
- Strategizing and making recommendations on the use of various emergency management databases and web-based applications including, but not limited to, alerting, public information, and resource requests related to COVID-19;

- Responding to the Emergency Operations Center as needed, when notified of emergency conditions;
- Representing the County at various meetings with other agencies as assigned;
- Performing other job-related duties as assigned.

The temporary volunteer assignment will begin on May 13<sup>th</sup> and last until the earlier of January 1, 2021, or the date of cancellation by the Commissioners Court of the current disaster declaration.

This temporary assignment does not limit the ability of the Interim County Judge, the County Executive, or former Judge Sarah Eckhardt from terminating this relationship at any time. Sarah Eckhardt will serve on behalf of Travis County and be subject to the same responsibilities, privileges, obligations, and immunities as any Travis County employee.

Sarah Eckhardt is uniquely qualified for this role, as she has detailed and firsthand knowledge of Travis County's COVID-19 response from its inception to the present, as well as several years of progressively advancing experience as the County Emergency Management Director (i.e., Travis County Judge) since January 1, 2015.

**Budgetary:**

NA. The proposed position for outgoing Judge Sarah Eckhardt is purely voluntary and carries no direct or indirect financial compensation.

**Cc:**

T&O, Paul Hopingardner  
HRMD, Tracey Calloway, Director  
PBO, Alex Braden, Alex Vlahodimitropoulos  
OEM, Eric Carter, Chief Emergency Management Coordinator