

# Montgomery County Board of Commissioners

## Resolution 2025-6

### A RESOLUTION APPOINTING EMERGENCY MANAGEMENT DIRECTOR AND APPROVING EMPLOYMENT AGREEMENT

WHEREAS, the Montgomery County Board of Commissioners is empowered to appoint a County Emergency Management Director and approve an employment agreement for the Emergency Management Agency;

AND WHEREAS, the Board finds that with the recommendation of the Montgomery County Emergency Management Advisory Council it should appoint Jessica Burget as Montgomery County Emergency Management Director;

AND WHEREAS, the Board also finds that the employment agreement which is attached to this resolution should be approved.

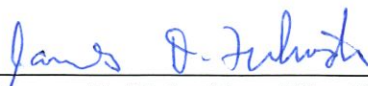
IT IS, THEREFORE, RESOLVED that Jessica Burget is hereby appointed Montgomery County Emergency Management Director.


IT IS FURTHER RESOLVED that the employment agreement for Burget, which is attached to this resolution, is hereby approved.

THIS RESOLUTION is hereby adopted on this 10th day of February, 2025.

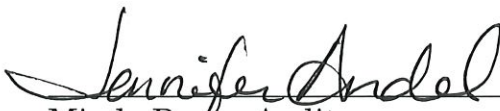
MONTGOMERY COUNTY BOARD OF  
COMMISSIONERS

  
\_\_\_\_\_  
Dan Guard, President

  
James D. Fulwider, Vice President

  
Jake Bohlander, Member

Attest:

  
~~Mindy Byers, Auditor~~  
Jennifer Andel, CD Auditor

**2025 CONTRACT OF EMPLOYMENT**  
**Emergency Management and Homeland Security Director**

THIS AGREEMENT made by and between the Board of Commissioners of Montgomery County (hereinafter referred to as the "Commissioners") and Jessica Burget (hereinafter referred to as "Burget" or "Employee") is to witness that:

WHEREAS, the County Executive may appoint a full-time Emergency Management and Homeland Security Director;

AND WHEREAS, the Commissioners desire to employ Burget as the Emergency Management and Homeland Security Director and Burget desires to be employed in this position;

AND WHEREAS, the parties desire to enter into a contract which memorializes their agreement regarding such appointment.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. TERM: The Commissioners hereby agree to employ Employee as Emergency Management and Homeland Security Director for a term beginning on January 1, 2025 and ending December 31, 2027, subject to the reservation by the Commissioners of the right to terminate the employment of Employee as provided in this contract.

On December 31, 2025, this term will be automatically extended to December 31, 2028 unless either the Board or the Employee provide written notice to the other party of that party's decision not to extend the term. This automatic extension will also operate to extend the term on December 31, 2026 and December 31, 2027 unless a party provides notice to the other to the contrary. It is the intention of the

parties that the term after automatic renewal will be a three-year term.

2. DUTIES: Employee will be responsible for the duties outlined for the position in the County Code and job description and will be responsible for managing the Emergency Management and Homeland Security Department and its personnel.
3. SALARY: Employee's salary, during the term of this contract, shall be as follows:
  - a. For 2025: An annual salary of fifty-nine thousand four hundred and eighty-one dollars (\$59,481.00). The portion of this annual salary payable at the same time other county employees are paid. The salary for subsequent years shall be the amount approved in the Salary Ordinance for each year.
  - b. The Employee's salary is subject to appropriation by the Montgomery County Council. Payment shall be made with the same frequency that the other County employees are paid.
4. TERMINATION: The parties agree that this contract may be terminated as follows:
  - a. Termination by Commissioners: Employee is an appointee of the Commissioners. As such, Employee serves at the will of the Commissioners, subject to the rights and obligations of the parties under the terms and conditions of this agreement. The Commissioners may terminate Employee's employment

with or without cause as follows:

i. For Cause: In the event Employee fails to carry out his duties and obligations as defined by this agreement or violates a policy of Montgomery County as provided for in the employee handbook, the Commissioners shall have the right to terminate Employee's employment without prior notice and without further compensation or benefits. If the Commissioners terminate Employee's employment for cause, it shall provide to Employee a written notice of the reasons therefore and the effective date of the termination.

ii. Without Cause: The Commissioners shall also have the right to terminate Employee's employment without cause by providing to Employee written notice of the termination with the effective date thereof at least thirty (30) days after the date of the written notice. Employee shall be entitled to compensation and benefits and shall have the same duties and obligations until the effective date of the termination.

If the Commissioners end Employee's contract prior to the end of the term of the contract and the termination is not due to cause, then Employee shall be paid 75% of the remaining portion of the contract unless the termination occurs during the last year of the contract, then employee shall be paid for 6 months of compensation regardless of the amount of time left in the contract.

b. Termination by Employee: Employee may terminate this contract of

employment at any time by providing written notice to the Montgomery County Board of Commissioners.

5. COMPENSATORY, FLEX TIME and PTO: The Employee classified as an exempt employee. Employee is considered a salaried employee and she is entitled to the same benefits provided to other County Employees except as indicated in this contract.

Employee may flex their time beyond the pay period in which additional time above 40 hours was worked. The time may be flexed in to the next calendar year if the additional time worked occurred in November or December.

PTO time will be awarded according to the schedule for years of service in the PTO section of the Employee Handbook. 80 hours of unused PTO may be carried over in to the next calendar year.

6. COUNTY VEHICLE: Because Employee will be expected to answer calls and perform services at all hours; Employee shall be entitled to the use of a County motor vehicle to perform these services. This right shall include the right to take the vehicle home in order to facilitate more prompt response time. The vehicle may be driven for personal use. Employee shall be responsible for reporting private use mileage to the IRS. Employee will need to receive permission from the County Administrator to drive the County owned vehicle out of state for personal use.

If Employee is required to use their own vehicle, Employee is entitled to reimbursement for mileage at the same rate as other County Employees are paid. Employee shall submit monthly itemized statements and claim vouchers for this additional remuneration.


7. OFFICE HOURS: Employee shall keep regular business hours as approved by the Montgomery County Commissioners.

8. GENERAL TERMS: Employee shall always maintain the highest standard of professional conduct and practice in the performance of their duties for the County. Employee shall maintain all County property and documents entrusted to Employee and shall return said items to County whenever requested by the Board of Commissioners.

9. CONSTRUCTION: This Contract shall be construed in accordance with and governed by the laws of the State of Indiana.

The parties have executed this Agreement this 10<sup>th</sup> day of February, 2025.

**EMERGENCY MANAGEMENT  
AND HOMELAND SECURITY  
DIRECTOR**

  
Jessica Burget


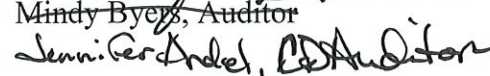
**BOARD OF COMMISSIONERS OF  
MONTGOMERY COUNTY, INDIANA**

  
Dan Guard, President

  
James D. Fulwider, Vice President

  
Jake Bohlander, Member

ATTEST:

  
Mindy Byers, Auditor  
  
Jenni Gerndel, CDA Auditor

**POSITION DESCRIPTION  
COUNTY OF MONTGOMERY, INDIANA**

**POSITION:** Director  
**DEPARTMENT:** Emergency Management & Homeland Security  
**WORK SCHEDULE:** 8:00 a.m.-4:30 p.m., M-F  
**JOB CATEGORY:** EXE (Executive)

**DATE WRITTEN:** January 2024  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Montgomery provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Director for the Montgomery County Emergency Management & Homeland Security Department, responsible for overseeing Department and assisting with developing, coordinating, and implementing all Department activities.

**DUTIES:**

Supervises assigned staff, including analyzing workloads, reviewing positions documentation, interviewing applicants, making hiring decisions, orienting new subordinates, planning, and delegating work assignments, establishing work goals, training and motivating staff, evaluating performance, reviewing salaries, recommending personnel actions, keeping supervisor and staff informed of organization developments, maintaining discipline, and communicating and administering personnel programs.

Develops, coordinates, and maintains County emergency management program with the Indiana Department of Homeland Security (IDHS) and the Federal Emergency Management Agency (FEMA).

Facilitates collaboration of the County emergency management program with all first responders, political subdivisions, public works, public health, social services, and others essential to emergency management program.

Provides essential support functions and incident management, including working with team individuals, mutual aid for County, District, and State partners.

Consults with County EM&HS Advisory Council and County Commissioners.

Oversees and provides direction and control of Emergency Operations Center (EOC) and plans logistics for establishment of secondary EOC in event primary EOC is unusable or inefficient for disaster or emergency.



Maintains EM & HS electronic equipment within the EOC and training room and completes NCSR Cybersecurity Review.

Maintains County All-Hazards (AH) Emergency Operations Plan and reviews and recommends updates to other public agency emergency action plans to ensure they coincide with County Emergency AH Operations Plan.

Establishes and maintains hazard analysis of specific hazards deemed likely to impact County and build a resilient community so it can recover more quickly.

Plans and monitors annual operating budget, reviewing expenditures for compliance with budget, and making appropriate changes.

Researches and prepares applications for and administers grants, assists State and FEMA in administration of federal financial assistance programs, and prepares various reports and completion of readiness assessment.

Serves as a resource coordinator and liaison for District 4 Task Force for bi-monthly meetings, and during large-scale incidents upon request of the political subdivisions or incident commander, including Presidential-declared disasters for Indiana Department of Homeland Security (IDHS).

Coordinates and conducts emergency management and preparedness training for local Community Emergency Response Team, public groups, and other organizations using FEMA's "Whole Community Approach" methodology.

Creates and conducts emergency drills and exercises compliant with Homeland Security Exercise Evaluation Program, including workshops, drills, tabletop exercises, functional exercises, full-scale exercises, and Integrated Preparedness Planning Workshop.

Coordinates logistical needs for community events, Public Safety Building, deliveries, and overall management of space and training schedule.

Performs various duties including maintenance of all equipment for Public Safety Building, maintaining inventories and vehicles, including purchasing, testing and distributing equipment, scheduling and completing routine maintenance and minor repairs as needed, and ensuring maintenance of related records as required.

Coordinates activities during declared emergencies, maintaining communication with news media, volunteers, emergency personnel, and local, State and Federal authorities, and working with Central Communications Center (911) for activation of outdoor warning sirens as appropriate.

Manages field operations at emergency sites including emergency shelters, warming and cooling stations.

Testifies in legal proceedings and court as required.

Attends meetings representing the department, serves on Montgomery County Local Emergency Planning Committee, and executes duties and serves as the county's National Information Management System Administrator, per the National Presidential Directive.

Serves on 24-hour call and responds swiftly, rationally, and decisively to emergencies from off-duty status.

Performs other related duties as assigned.

#### **I. JOB REQUIREMENTS:**

High school diploma or HSE.

Must be at least 18 years of age.

Possession of and/or ability to obtain and maintain National Incident Management System (NIMS) 100, 00, 300, 400, 700, and 800, HAZMAT Technician Awareness, and Operations, Indiana Department of Homeland Security (IDHS) CERT, Train the Trainer, and Indiana Emergency Medical Responder (EMR) training and certifications.

Thorough knowledge of and ability to make practical application of local, State, and Federal emergency management regulations, and policies and procedures during varied situations, exercising discretion and independent judgment in selecting the best methods to address varying emergencies in accordance with Emergency Management Law, Indiana Code 10-14.

Practical knowledge of Department practices, procedures, hardware and software applications, including but not limited to GIS database, word processing, spreadsheets, and emergency management websites.

Practical knowledge of and ability to make practical application of County geography and streets and roads, weather patterns, disaster planning, hazardous materials, water rescue, natural disasters, and fire, law enforcement, and emergency medical services.

Practical knowledge of and ability to make practical application of budget and grant preparation and administration, and to prepare documents and reports as required.

Working knowledge of standard English spelling, grammar, and punctuation, and ability to prepare correspondence and other documents.

Knowledge and ability to use Indiana Grants Management System (IGMS) for funding application and management.

Knowledge of basic filing systems and ability to maintain accurate and complete department files and records.

Ability to supervise assigned staff, including analyzing workloads, reviewing position documentation, interviewing applicants, making hiring decisions, orienting new subordinates, planning and delegating work assignments, establishing work goals, training and motivating staff, evaluating performance, reviewing salaries, recommending personnel actions, keeping supervisor and staff informed of organization developments, maintaining, and communicating and administering personnel programs.

Ability to file, post, and mail materials, copy data from one document to another, and interview to obtain information.

Ability to write and edit reports and news releases, and leases, and prepare and give presentations, and interviews people.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to effectively communicate orally and in writing with co-workers, other County and City departments, FEMA, IDHS, District 4 EM Directors, Red Cross, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate standard Department equipment and tools, including computer, calculator, copier, fax machine, telephone, label writer, madge maker, vinyl plotter, radios, trailers, vehicles, lawn care equipment, snow blower and snowplow, message boards, light towers, Polaris Rangers, forklift, and loading docks.

Ability to provide public access to and maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to use data to compare or observe similarities and differences between data, people, or things, compute and perform arithmetic operations, compile/collate/classify, analyze, evaluate, observe, diagnose, and investigate, coordinate, place, make determinations, take action based on data analysis, and fabricate data to discover facts or develop concepts or interpretations.

Ability to work alone with minimum supervision, with others in a team environment, and on several tasks at the same time.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to calculate, count, and perform additions/subtractions and simple arithmetic.

Ability to plan and present public speaking presentations, fundraisers, and special events.

Ability to testify in legal proceedings and court.

Ability to regularly work extended and evening hours, occasionally work weekend hours, regularly travel out of town, sometimes overnight, for meetings and events, and respond to emergencies on a 24-hour basis and serve on call on rotation basis.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent makes a wide array of decisions where interrelationships are not always clearly evident, using departmental guidelines and policies. Desired results are clearly indicated, and unusual situations may be discussed with supervisor. Incumbent exercises independent judgment when dealing with unusual or extraordinary situations and geographic conditions unique to the area.

## **III. RESPONSIBILITY:**

Incumbent receives supervision from administrative or advisory direction from a board or CEO. Incumbent develops own objectives for area(s) of responsibility, establishes major administrative unit/departmental policies, procedures, and performance standards, and is accountable for department results. Frequently, decisions are made which are restricted only by organization-wide policies, with little direct guidance from supervisor. Work is primarily reviewed for compliance with legal requirements and soundness of judgment.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County and City departments, FEMA, IDHS, District 4 EM Directors, Red Cross, and the public, for the purpose of exchanging information, rendering services, instructing, negotiating, and mentoring.

Incumbent reports directly to County Administrator.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, storeroom, and garage/shop, involving sitting/walking at will, sitting/standing/walking for long periods, walking on uneven terrain, lifting/carrying/pushing/pulling objects weighing less than 75 pounds, crouching/kneeling, reaching, bending, keyboarding, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, hearing sounds/communication, and driving.

Incumbent responds to situations involving potential physical harm to self and others. Incumbent works in extreme hot or cold temperatures, near fumes, odors, dust, and dirt, in a noisy environment, in confined areas, in wet/icy surroundings, with or near chemicals, and in high places, and wears protective clothing and equipment.

Incumbent is regularly required to work extended and evening hours, occasionally work weekend hours, regularly travel out of town, sometimes overnight, for meetings and events, and responds to emergencies on a 24-hour basis and serves on call on rotation basis.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Executive Director for the Montgomery County Emergency Management & Homeland Security Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name