

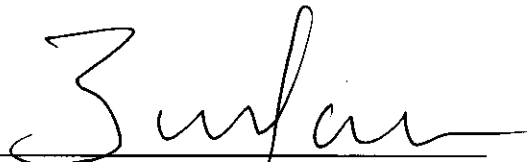
**ORDER: APPROVE EMPLOYMENT OF PART-TIME DISASTER RESERVIST-K9  
HANDLER SARAH REBEKAH CHAPMAN FOR EMERGENCY MANAGEMENT  
AGENCY AT A RATE OF \$20.00 PER HOUR EFFECTIVE FEBRUARY 3, 2025**

Motion was made by Greg Bynum, duly seconded by Tim Gordon, to approve employment of part-time Disaster Reservist-K9 Handler Sarah Rebekah Chapman for Emergency Management Agency at a rate of \$20.00 per hour effective February 3, 2025.


The vote on the motion was as follows:

Supervisor Brent Larson, voted yes  
Supervisor John Morgan, voted yes  
Supervisor Tim Gordon, voted yes  
Supervisor Scott Allen, voted yes  
Supervisor Greg Bynum, voted yes

After the vote, President Larson, declared the motion carried, this the 3<sup>rd</sup> day of February, 2025.



**Brent Larson, President  
Board of Supervisors**



**Mike Roberts, Chancery Clerk**



# Lafayette County

MISSISSIPPI

## New Hire/Change in Position Form

Department: Emergency Management Agency

Employee Name: Sarah Rebekah Chapman

☒ New Employee ☐ Existing

☐ Full Time ☒ Part Time

Current Salary: \_\_\_\_\_

Current Position: \_\_\_\_\_

New Salary: \$20.00 per Hour

New Position: Disaster Reservist -K9 handler

Effective Date of Hire: 2/3/2025

Signature of Department Head: *John Quarles*

Date Board approved: \_\_\_\_\_

# **Lafayette County – Job Description**

## **Emergency Management Department – Disaster Reservist**

**FSLA: Exempt**

**Date: January 28, 2025**

### **Job Summary**

Serves as Lafayette County Disaster Reservist under the general direction of the Emergency Management Director/Coordinator.

### **Characteristics of Work**

Disaster Reservist program was created to provide a corps of trained and experienced individuals who can be activated on an as-needed basis to meet staffing needs during emergencies. The program is designed to keep a group of individuals with desired skills and experience that may be used during disasters.

When an individual is activated he/she will be serving as a part-time employee of Lafayette County.

### **Duties and Responsibilities**

**Position Reports To:**                      **Emergency Management Director**

**Position Directly Supervises:**        **None at this time**

### **Job Duties:**

- Assist in various roles of emergency management during an emergency or event.
- Operates emergency equipment, including the operation of emergency vehicles.
- Attend appropriate training that will enhance understanding of role in emergency management
- Performs other job related activities as assigned.

### **Minimum Knowledge, Skills, and Abilities**

#### **Knowledge:**

A Bachelors Degree from an accredited college

OR

Related Work Experience in a field associated with Emergency Management

#### **Skills and Abilities:**

Ability to effectively verbally communicate with others including large groups.

Ability to write clearly and concisely using correct grammar.

Ability to exercise good judgment in evaluating situations and making rational decisions while under extreme pressure.

Ability to work with timelines and interruptions.

Ability to deal tactfully and courteously with the public and other staff.

Maintains confidentiality.

# **Lafayette County – Job Description**

## **Emergency Management Department – Disaster Reservist**

Ability to handle multiple tasks simultaneously with frequent interruptions.

### **Tools and Equipment Used:**

Use of office equipment, including computers, telephone, calculator, copiers and fax. Use of county vehicles, generators, radios and other equipment.

### **Physical Demands:**

Sit for extended periods.

Frequent stand and/ or walk for extended periods.

Ability to lift moderate to heavy amounts equivalent to 50 pounds.

### **Work Environment:**

Indoor office work.

Periods of outdoor work/ activity.

### **Selection Guidelines:**

Formal application, rating of education and experience; Oral interview and background investigation; and job related tests may be required.

The duties listed above are intended to be used only as an illustration of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job may change. All county employment is at the will per MS Code Ann. Section 19-2-9.

Employee: \_\_\_\_\_

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date:

Revision History:

# Sarah Rebekah Chapman

bekahchapmanbay@gmail.com • (901)239-6701 • 275 Black Gum Dr. Batesville, MS 38606

## EDUCATION

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**Major: Nursing**

**Riverside School of  
Health Careers**

*RN, ADN*

## PROFESSIONAL EXPERIENCE

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**Mardis Honey Farm, Taylor MS**  
*Owner/Operator*

**2022-Present**

- Manage operations, sales, processing, bottling, and distribution

**BCB K9, LLC Oxford MS**  
*Owner/Operator*

**2021-Present**

- Offer in home training and behavioral modification for companion animals and their owners

**FEMA TNTF1 Member, Memphis TN**  
*K9 Handler*

**2021-Present**

- Live Find and Human Remains Detection certified

**Sierra Providence Emergency Dept, El Paso TX**  
*RN*

**2014-2015**

- Provided direct patient care in an emergency department setting, ensured and improved quality of emergency care, assisted in efficient operations of department

**Riverside Regional Medical Center, Newport News VA**  
*RN*

**2011-2014**

- Triage, initiate plan of care, administer medications, train and develop new nurses, was a member of the trauma resource team at a level II trauma facility

## SKILLS AND ABILITIES

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- Comfortable working in high stress situations and have, at the request of law enforcement, responded to SAR call outs in MS, TN, and AR
- Have deployed with K9 to Maui Wildfires, Hurricane Beryl, and Hurricane Helene
- CPR certified
- Have completed ICS 100, 200, 700, and 800
- Certified in K9 Wilderness First Aid
- Certified in Crime Scene Preservation