



Misty M. Emler

Vice President - Administration

Protection Development, Inc. (PDI)
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Education

2007 – Bachelor of Science
in Occupational Education
(Management), Wayland Baptist
University, San Antonio, Texas

License/Certification

International Code Council (ICC)
- Certified Building Plans Examiner
- Certified Fire Plans Examiner

Professional Experience

2001 – Present
1998 – 1999
Protection Development, Inc.
San Antonio, Texas

With over 20 years of experience in fire protection administration, Misty Emler has varied responsibilities within PDI and has an understanding of all aspects of our services. She is the Corporate Secretary and functions on management levels related to administrative support, financial activities, and contracting. Ms. Emler is responsible for supporting corporate management in daily operations of PDI as well as preparing contracts and proposals for projects. She provides logistical administrative support and consultation on items such as insurance coverage, contracts, payment, and invoicing. Ms. Emler is responsible for creating databases or tracking methods for project documentation, maintaining the integrity of templates and checklists through administrative controls, and assisting technical staff with clarity in writing and presentation of reports.

Ms. Emler has a strong understanding of building and fire codes and basic fire protection principals. This technical knowledge is invaluable for supporting the professional staff. She has experience performing basic code analysis, assists team members with review of plans for consistency and quality, as well as consults with the design team about the permit process and options to obtain permits for phased or complex projects. Ms. Emler has several years of experience with the permit process in the City of San Antonio. Her project experience includes site work and foundation permits, minor interior finish-outs, office buildings, apartment complexes, new hospital campuses, and school facilities.

Project Experience & Skills

- Expert in Microsoft Office, Adobe Acrobat, and WordPerfect. Significant experience with Adobe InDesign, Adobe Illustrator, Timeslips, Sage 50, Quickbooks, Deltek Vision and Microsoft Visio.
- Ability to convert client proposal requests into deliverable statements of work. Coordinate finished work product with client's requirements.
- Performs an initial check of documents received for plan review and verifies that the necessary documentation has been provided.
- Experienced in the process of plan review and permitting for construction projects. Consults with staff and clients regarding the process and procedures to ensure consistency.
- Ability to read architectural and engineering plans and specifications to evaluate the overall intent of the design.
- Coordinates fire flow testing, creates hydraulic models of underground fire water mains using KYPipe.
- Provides AutoCAD support for code and engineering staff.