

PUBLIC SAFETY COMMITTEE

AGENDA

TOWN OF CHINCOTEAGUE

March 3, 2009 – 5:00 pm – Council Chambers – Town Hall

CALL TO ORDER

ROLL CALL

OPEN FORUM/PUBLIC PARTICIPATION

AGENDA ADOPTION:

1. Monthly Emergency Management Report – Bryan Rush
 - A. Planning
 - B. Training
2. Presentation by the local Southern Baptist Disaster Relief Team
3. Chincoteague Volunteer Fire Company.
4. Discuss Essential Personnel
5. NIMS Compliance Plan

ADJOURN:

TOWN OF CHINCOTEAGUE EMERGENCY SERVICES MONTHLY REPORT

**Submitted by Bryan Rush
February 26, 2009**

PLANNING

EMERGENCY OPERATIONS PLAN

The second draft is occurring, with the projected move back date for release of April 7, 2009 due to staffing issues.

NIMS COMPLIANCE PLAN

The first draft of the Town of Chincoteague's NIMS Compliance Plan will be presented at the Public Safety Committee meeting on March 3rd.

PODEX

The exercise is rescheduled for May 1st and 2nd. The EOC will open Friday at 09:00 and wrapping up the exercise around 11:30 hours. That afternoon, set-up of the parking lot will be done. The commodities will be distributed from 09:00 until 11:00. There will be two-hundred tarps, two-hundred cases of water, and two-hundred meals ready to eat (MRE's) distributed.

ROCKET MOVE

Mr. Robert Ritter and Mr. Bryan Rush attended a planning meeting with NASA on Friday March 27 concerning a rocket move from the main base to Wallops Island. The move will affect Chincoteague as power to the island will be off for a period of time and route 175 will be closed during the move. More information will be made available at the Public Safety Committee meeting on March 3.

TRAINING

ICS 300

The next class will be held March 21st from 1pm – 8pm; March 25th from 6pm – 10pm; and March 28th from 1pm – 8pm. Attendance at all three sessions is mandatory for course completion. The course will be held at the Wallops Flight Facility.

Purpose

The purpose of this plan is to have all employees and elected officials trained in the National Incident Management System at levels required by the Federal Emergency Management Agency (FEMA). The training is necessary for the Town to receive grant money from federal resources.

Scope

Employees, elected officials and damage assessment team members of the Town of Chincoteague.

Specific NIMS Requirements by Job Title

ICS 400

- Director of Emergency Management - Mayor
- Deputy Director of Emergency Management – Town Manager
- Coordinator of Emergency Management/EMS Supervisor – **Completed 10/07**
- Director of Public Works – Currently Certified at IS 300
- Police Chief
- Police Major
- Council Members Assigned to Public Safety Committee

ICS 300, IS 800

- Police Captain
- Police Lieutenant
- Dispatch Supervisor
- Building Administrator
- Planner
- Finance Director
- Accounting Specialist – **Completed 1/09**
- All Council Members

ICS 200

- Police Sergeant
- Water Works Supervisor
- Facilities and Roads Supervisor
- Harbor Master
- All Emergency Medical Services employees – **Completed 9/07**

NIMS 700, ICS 100

- All Police Officers
- All Public Works employees
- All Office Staff
- All Damage Assessment Team members

Education

The Emergency Management Coordinator will hold a thirty minute briefing with each department, council, and damage assessment team members to explain the reason for the training and how to find the training web site.

During the briefing, employees, council, and damage assessment team members will be given the NIMS requirement for their specific job title/council seat. A copy of this plan will also be distributed, along with an acknowledgement signature page. (See **Appendix A** Employee, **Appendix B** Council, and **Appendix C** Damage Assessment)

COMPLIANCE

Elected Officials

All elected officials of the Town of Chincoteague must provide complete support for this plan and set forth an example for all employees by completing the required training for their council position. The training must be completed according to the time-line listed in this plan.

IS 700, IS 100, and IS 200 are available as on-line courses. The training web site is <http://training.fema.gov/IS/>. Training for IS 300 and above will be in a classroom format and scheduled by the Town Manager through the Emergency Management Coordinator.

Any official not completing the prescribed training for their council position will cause federal grant money not to be available to the Town of Chincoteague.

Copies of all certificates must be forwarded to the Emergency Management Coordinator through the Town Manager.

Employees

All employees through instruction of their supervisors will complete the required NIMS training level for their job title by the completion date listed on the time-line in this plan.

Employees are permitted and encouraged to complete training on the job as seen fit by their supervisor. IS 700, IS 100, and IS 200 are available as on-line courses. The training web site is <http://training.fema.gov/IS/>. Training for IS 300 and above will be in a classroom format and scheduled by the employee's supervisor through the Department head who will in turn schedule through the Emergency Management Coordinator.

Copies of all certificates must be forwarded to the Town Manager for inclusion in their personnel file. Also, a copy should be forwarded to the Emergency Management Coordinator through their department head.

Employees not able to complete the mandatory IS 700, IS 100, and IS 200 training on the job, will complete the training on their own time. Upon submission of their certificates to their supervisors and by verification of the department head, employees will be given comp-time for the completed hours under the following guidelines:

IS 700: The employee will receive 2.5 hours of comp-time

IS 100: The employee will receive 2.5 hours of comp-time

IS 200: The employee will receive 3.0 hours of comp-time

Employees who do not complete the training in accordance with the prescribed time-line will receive disciplinary action for insubordination, along with negative remarks on their annual evaluation.

Volunteer Damage Assessment Team Members

All community volunteers who participate as damage assessment team members must complete the required training for their title by the required date within the time-line.

Copies of the certificates must be submitted to the Emergency Management Coordinator through the Building and Zoning Administrator.

Failure to comply will result in removal from the team.

TIME-LINE

All elected officials and employees will complete their required training in accordance with the following time-line:

COURSE DESCRIPTION	COMPLETION DATE
IS 700	May 15, 2009
IS 100	June 15, 2009
IS 200	July 15, 2009
ICS 300 - CLASSROOM	October 1, 2009
ICS 400 - CLASSROOM	January 15, 2010

Appendix A

**Town of Chincoteague
Required NIMS Training Acknowledgement Page
Employee**

I _____ have been given a copy of the Town of
Please Print

Chincoteague's NIMS Compliance Plan and it has been explained to me

on _____.
Date

My job title is _____.
Job Title

I have been instructed to take the following courses by the time-line due date listed in the
plan:

Check All That Apply

IS 700___ IS 100___ IS 200___ IS 300___ IS 400___

I understand that failure to do so will result in disciplinary action that will reflect
negatively on my next annual evaluation.

Signature

Date

Appendix B

**Town of Chincoteague
Required NIMS Training Acknowledgement Page
Council Member**

I _____ have been given a copy of the Town of
Please Print

Chincoteague's NIMS Compliance Plan and it has been explained to me

on _____
Date

My title is _____
Title

I have been instructed to take the following courses by the time-line due date listed in the
plan:

Check All That Apply:

IS 700___ IS 100___ IS 200___ IS 300___ IS 400___

I understand that failure to do so will result in the Town being unable to receive federal
grant money.

Signature

Date

Appendix C

**Town of Chincoteague
Required NIMS Training Acknowledgement Page
Damage Assessment**

I _____ have been given a copy of the Town of
Please Print

Chincoteague's NIMS Compliance Plan and it has been explained to me

on _____.
Date

I serve on the Town of Chincoteague's Damage Assessment Team and have been instructed to take the following courses by the time-line due date listed in the plan:

Check All That Apply:

IS 700___ IS 100___ IS 200___ IS 300___ IS 400___

I understand that failure to do so will result in my removal from the damage assessment team.

Signature

Date