

Special Session

Agenda Item #	4
Meeting Date	April 7, 2014
Prepared By	Jessie Carpenter City Clerk
Approved By	Brian Kenner City Manager

Discussion Item	First Reading Ordinance Amending Takoma Park Code, Chapter 2.16, Article 8, Emergency Preparedness Committee
Background	<p>In its most recent report to the City Council, presented on March 18, 2014, the Emergency Preparedness Committee recommended that Article 8 be amended to more closely align the duties and activities of the Committee. The Committee also recommended that the membership be expanded to enable Council appointment of additional members representing various stakeholder groups, institutions, and organizations.</p> <p>The first reading ordinance amending Chapter 2.16, Article 8, is attached. Second reading is scheduled for April 28, 2014.</p>
Policy	The City Code is amended by adoption of a two reading ordinance.
Fiscal Impact	N/A
Attachments	First reading ordinance
Recommendation	Vote on the ordinance at first reading.
Special Consideration	

Introduced by:

First Reading:

Second Reading:

Effective Date:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE 2014- AMENDING TAKOMA PARK CODE, CHAPTER 2.16, ARTICLE 8, EMERGENCY PREPAREDNESS COMMITTEE

WHEREAS, the Emergency Preparedness Committee was established to provide community input and assistance in the City's planning and preparations for emergency operations; and

WHEREAS, the Committee has recommended revisions to Article 8 to ensure that the duties of the Committee and the Committee's activities can be aligned and to provide the Council some flexibility in appointing additional representative members when appropriate; and

WHEREAS, the City Council has endorsed the recommendations of the Emergency Preparedness Committee.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. Takoma Park Code, Chapter 2.16, Article 8, Emergency Preparedness Committee, is amended as follows:

Article 8. Emergency Preparedness Committee—Statement of Purpose

2.16.230 Established.

The City Council of Takoma Park, Maryland, establishes an Emergency Preparedness Committee to provide community input to and assist in the City's planning and preparations for emergency operations and to involve residents in providing appropriate assistance during emergency operations.

2.16.240 Duties of Emergency Preparedness Committee.

The Emergency Preparedness Committee shall assist in:

A. Reviewing the City's Emergency Operations Plan and other supporting emergency documents and recommending changes to the Council and City Manager, including changes to improve processes for assisting special populations during an emergency.

B. Exploring the formation of volunteer neighborhood emergency teams that can~~would~~ assist City Departments in carrying out emergency activities when called upon.

C. Assisting the City in ~~e~~Coordinating with the City, Montgomery County, and other agencies to educate residents on their individual responsibilities in~~for~~ preparing their households for emergencies and providing information on what residents can expect from the City and County during an emergency.

D. Collecting and providing, as appropriate, research and data as well as assembled comments on emergency-related events for the Council.~~Exploring grant opportunities that would aid the City to improve the emergency preparedness of the Community and City Management – this would include assisting City staff in documenting and submitting desirable grants for review by the City Manager and concurrence of the Council.~~

E. Reporting to the Council on the Committee's progress 6 months after the Committee starts operating and every 6 months thereafter. Each report will provide information on upcoming plans for the Committee along with recommendations for improving the City's preparedness, if appropriate. ~~should provide appropriate recommendations for improving the City's emergency preparedness along with budgetary implications that should be considered during the preparation of the annual budget.~~

F. Coordinating with Montgomery County to offer and promote Community Emergency Response Training (CERT) or other citizen training programs for residents, ~~volunteers and committee members.~~

G. Coordinating with the Montgomery County Volunteer Center to identify~~Identifying and promoting~~ volunteer opportunities during~~under~~ emergency situations. Assist in promoting these volunteer opportunities to Neighborhood Safety Contacts, citizen patrols, citizen associations, persons who serve or care for special City populations, and other City residents in concert with the agency within Montgomery County that is responsible for volunteers during emergencies.

H. Advising the City on strategies to improve the effectiveness and efficiency of ~~the~~ City preparedness activities and its relationship with relevant agencies, organizations, and community groups. ~~County, State and Federal Volunteer Agencies, and the American Red Cross, as well as the emergency preparedness organizations of neighboring jurisdictions.~~

I. Providing opportunities, when appropriate, for Councilmembers to be present during emergency exercises as observers and solicit their feedback after an event. ~~Suggesting test scenarios to the City Manager and providing Committee members to be present in the City's Emergency Operations Center during Emergency Test Exercises to act as observers during the test and to provide input to the after action report of the test.~~

2.16.250 Membership.

A. The Committee will be composed of appropriate senior City Staff selected by the City Manager, one member selected by the Public Safety Citizens Advisory Committee (PSCAC), one member selected by the Takoma Park Volunteer Fire Department, one member selected by the Washington Adventist Hospital, one member selected by the Montgomery County Office of Emergency Management and~~Department~~ of Homeland Security, and 7 residents (preferably at least one from each ~~w~~Ward) appointed by the Council. Appointees should have some professional background in emergency preparedness or operations and be available to perform committee duties ~~during the day~~ when required.

B. The Council may, by resolution, appoint up to five additional representative members to serve on the Committee. These members may represent educational institutions, faith communities, businesses or business associations, landlords or managers of multi-unit residential properties in the City, and other appropriate sectors or stakeholders in the community.

CB. Resident committee members shall serve staggered, 3-year terms with initial appointments of one, 2 and 3 years. All terms shall begin on April 1st and end on March 31st. Mid-term vacancies shall be filled to serve the balance of the unexpired term and, if appropriate, extended in accordance with provisions of Takoma Park Code Section 2.16.010. Other committee members will serve as long as determined appropriate by their institution or aAgency.

2.16.260 Open meetings requirements.

The Committee shall comply with open meetings requirements as set forth in Takoma Park Administrative Regulation 95-01 and other applicable City Regulations/Policies, and Federal and State laws. This shall include making prior announcements of all meetings and maintaining and publishing written minutes of all meetings.

Adopted this _____ day of _____, 2014 by roll-call vote as follows:

AYE:

NAY:

ABSENT:

ABSTAIN: