



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	May 16, 2018		<b>Item Type:</b> <small>(Enter X in box)</small>	<b>Resolution</b> <div style="text-align: center;">X</div>	<b>Ordinance</b>	<b>Other</b>		
<b>Fiscal Impact:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <small>(Enter X in box)</small>	<b>1st Reading</b>		<b>2nd Reading</b>		
		X		<b>Public Hearing:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	N/A		<b>Advertising Requirement:</b> <small>(Enter X in box)</small>	Yes		No		
				X		X		
<b>Account Balance:</b>	N/A		<b>Quasi Judicial:</b> <small>(Enter X in box)</small>	Yes		No		
				X		X		
<b>Project Number :</b>	N/A		<b>RFP/RFQ/Bid Number:</b>	N/A				
<b>Contract/P.O. Required:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <small>(Enter X in box)</small>  <div style="display: flex; justify-content: space-between;"> <div>Safety</div> <input checked="" type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Quality</div> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Vibrant Appeal</div> <input type="checkbox"/> </div>					
		X						
<b>Sponsor Name:</b>	Roger M. Carlton, City Manager		<b>Department:</b> <b>Fire Rescue</b>	Mark Ellis, Fire Chief				

### Short Title:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF  
HALLANDALE BEACH, FLORIDA, ADOPTING THE CITY'S  
COMPREHENSIVE EMERGENCY OPERATIONS PLAN;  
ESTABLISHING THE LINE OF SUCCESSION DURING THE  
ABSENCE OR DISABILITY OF THE CITY MANAGER;  
PROVIDING FOR CONFLICTS; PROVIDING FOR  
SEVERABILITY; PROVIDING AN EFFECTIVE DATE

### Staff Summary:

## **Background:**

The governing body of the City of Hallandale Beach is responsible for the well-being and protection of the residents, visitors, and property located within its political jurisdiction. The Hallandale Beach Comprehensive Emergency Operations Plan commonly referred to as the CEOP is the City's plan to accomplish that goal. The CEOP is designed to provide an outline and guide for the City's response to large scale events, emergencies, and disasters identified through a risk assessment.

In July 2017, City Manager Carlton reviewed the plan in effect and issued a directive to revamp the plan. It was found to be out-dated and focused primarily on hurricanes. The directive was to expand the focus to an all-hazards approach while also breaking down the department silos through better communication. Removal of the department silo type structure fosters a more collaborative environment for the departments to work better together while reducing duplication of efforts. Fire Chief Ellis assigned Training Chief Jack Ryan the task of coordinating the redesign of the plan with the assistance of Fire Inspector Feijoo.

On January 10, 2018 Fire Chief Ellis and Fire Inspector Feijoo presented to the City Commission on the progress of the CEOP project. The early work on the plan redesign dramatically improved the City's ability to prepare for and respond to Hurricane Irma. The departments had become more familiar with the current plan in place and had already drafted and thought out areas of improvement. These discussions and forethought fostered a well-coordinated response among departments and also allowed for some of those ideas to be tested.

The presentation highlighted some of the new features and reviewed the content of the new plan document. These features included:

- The plan's new contemporary and easy to read look
- The plan's new structure and indexing style format
  - o Concept of Operations
  - o Emergency Support Function Annexes as a new addition
  - o Hazard Specific Annexes with color coded sections for departments to clearly understand departmental responses. This expansion addresses more hazards from our prior hurricane only focused plan.
- The plan's scheduled departmental and inter-departmental trainings and exercises

## **Current Situation:**

The CEOP details an emergency management framework that embodies all aspects of preparedness, response, recovery, and mitigation, and establishes City policies and protocols under which emergency operations are to be conducted.

The redesign and updating of the 'Basic Plan' portion of the CEOP has been completed and is being submitted for Commission approval to be in compliance with Florida Administrative Code Section 27P-6.010. The Basic Plan provides an overview of the City's approach to emergency operations. It details emergency response policies, describes the response organizations, and assigns tasks. Although the Basic Plan guides development of the more operationally oriented functional annexes, its primary intended audience consists of the City Manager, his or her staff,

and Department Directors. The Basic Plan elements should meet the needs of this audience while providing a solid foundation for development of functional annexes (i.e. Emergency Support Function Annexes and Hazard Annexes). Some of the annexes will not be made public due to the sensitivity of the information being provided. This will help prevent perpetrators from utilizing the City's plan information to do harm.

#### Next Steps

- o Automation and Web Applications : An innovative feature will allow citizens to prepare their own plan based on their particular location and special needs.
- o Public Versions and Integration – HB Ready App
  - ☐ Family and Individual Plans
  - ☐ Small Business Plans
  - ☐ Education and Enforcement for Condominiums and Businesses that Require Plans

#### **Why Action is Necessary:**

According to Section 252.38 of the Florida Statutes, legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Furthermore, under Florida Administrative Code Section 27P-6.010, the CEOP must be adopted by resolution of the governing body of the jurisdiction before it becomes the CEOP for such local government. It is the goal of this presentation to highlight the changes and project milestones of the CEOP's update. With climate change being imminent and continued social order becoming questionable, the City of Hallandale Beach must be prepared. The CEOP establishes the policies, strategies, operational goals and objectives through which the City will mobilize resources and conduct response and recovery activities after a large-scale disaster.

#### **Fiscal Impact:**

There is no fiscal impact to the City at this time. The computer programs and applications used to create the CEOP have current licensing and subscriptions through the IT department. Interactive app design and creation consultant time will be requested at a later date for the public version of the plan. Proper quotes and justification would be drafted prior to requesting such financial support from the City Commission, possibly in a FY 18/19 mid-year budget amendment.

#### **Proposed Action:**

Adopt a resolution of the City Commission of the City of Hallandale Beach, Florida, adopting the City's Comprehensive Emergency Operations Plan; establishing the line of succession during the absence or disability of the City Manager; providing for conflicts; providing for severability; providing an effective date.

#### **Attachment(s):**

Exhibit 1 – Resolution  
Exhibit 2 – Promulgation Statement