

## ***SPECIAL MEETING - March 12, 2007 - DAY TOWN BOARD***

**A SPECIAL MEETING** of the Town Board of the Town of Day, New York, was held in the Town Hall on March 12, 2007.

The meeting was called to order by Supervisor Mary Ann Johnson at 6:35 PM and the following answered roll call - Town Council: Neil Allen, Percy Allen, Suzanne Denn, Preston Allen. Highway Superintendent Scott York, Attorney David Avigdor, Judge Charles Krom and Town Clerk Carol Vaillancourt were also present.

Mr. Paul Lent from Saratoga County Emergency Services was present to make a power point presentation regarding the training for the National Incident Management System. This was a briefing for local government officials who will be involved in the training for this system. Every local government is doing the briefing to get acquainted with what it will be teaching them.

After the Katrina disaster FEMA determined that a lack of coordination between people in charge slowed efforts.

The hierarchy of Emergency Management Executive Decision - From Governor to the County CEO, then to the Supervisor and City Mayors, then to the Village Mayors.

Local Emergency Plans should be consistent with NIMS planning and policy.

The plan should be written in plain language, be kept to the point. There needs to be the ability to test the plan and periodic review is essential. It cannot be written in a vacuum.

The components:

- Acknowledge who's in charge
- Continuity of Government
- Assignment of roles and responsibilities
- Where does Government meet
- Utilization of resources
- Risk Analysis - likely events to occur
- Sign off by all stake holders

Local Assets to assist planning:

- Fire/EMS Department
- Police Agencies
- Public works
- Red Cross
- School Districts
- Local Industry

Planning Advice:

- Self sufficient first 72 hours
- Plan to be on your own
- Private citizens also need to be able to take care of themselves for the first 72 hours

Resources:

- What are critical resources
- Inventory typical availability
- Where can resources be gotten locally
- How will resources be distributed

Public Education:

- Expectations of public needs to be managed
- Sometimes miracles are expected
- Think of ways local government can communicate with its constituents in a self-sufficient manner

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Compliance:

Adopt Resolution endorsing NIMS  
Appoint Emergency Coordinator  
Prepare a local plan in compliance with NIMS and ICS  
Comply with training requirements

FEMA and DHS requires each jurisdiction to appoint an Emergency Coordinator.

Emergency Coordinator:

Must be appointed by the Town Supervisor  
Responsibilities include interface with County, State and Federal  
Emergencies people

The County has prepared a template that can be cut and pasted by each municipality for their own use.

Mandated for ICS 100 - Emergency responders

Non-compliance may effect Towns ability to access FEMA and/or DHS funding.  
If the Town needs to request aid there will be a place on the forms to check whether or not we are compliant with NIMS.

Saratoga County Office of Emergency Services (518) 885-2232.

Supervisor Johnson stated that we need to adopt a local plan and become compliant with NIMS by completing the required training.

**Motion** made by Percy Allen, seconded by Suzanne Denn, to **adjourn** this Special Meeting was made at 7:01 PM.

Ayes: Neil Allen, Percy Allen, Suzanne Denn, Preston Allen, Supervisor Johnson

**Carried 5 - 0**

Carol Vaillancourt  
Town Clerk