



CITY OF CRESTVIEW

OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

Phone # (850) 682 - 1560 Fax # (850) 682-8077

October 19, 2020

6:00 PM

**PLEASE NOTE: MEETING WILL BE HELD AT
WARRIORS HALL
201 STILLWELL BVD**

SPECIAL COUNCIL MEETING

The Public is invited to view our meetings on the City of Crestview Live stream a at <https://www.cityofcrestview.org> or the City of Crestview Facebook Page. You may submit questions on any agenda item in advance (by 3:00 PM the day of the meeting, please) to cityclerk@cityofcrestview.org.

1. Call to Order

2. Invocation, Pledge of Allegiance

2.1. Invocation by Police Chaplain Rev. Mark Broadhead

3. Open Policy Making and Legislative Session

4. Approve Agenda

5. Consent Agenda

5.1. Library Interlocal Agreement

Approval of the Minutes from the September 8, 2020 Tentative Budget Hearing, the September 14,

5.2. 2020 regular council meeting, the September 28, 2020 Final Budget Hearing and the September 28, 2020 regular council meeting

6. Resolutions

6.1. Resolution 2021-01

7. Action Items

7.1. Electronic Controller Bid

8. City Clerk Report

8.1. Announcement of upcoming events

9. City Manager Report

10. Presentations and Reports

10.1. Introduction of local organizations - Mayor Whitten and elected officials.

11. Comments from the Mayor and Council

12. Comments from the Audience

13. Adjournment

Note: The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Item are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The Card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers .If any person decides to appeal any decision made by the City Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City Council of the City of Crestview, Florida does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation as provided for in the American With Disabilities Act to insure access to and participation in the meeting should contact the Office of the City Clerk at (850)682-1560 prior to the meeting to make appropriate arrangements.

Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.



Staff Report

CITY COUNCIL MEETING DATE: October 19, 2020

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 10/15/2020
SUBJECT: Library Interlocal Agreement

BACKGROUND:

The City of Crestview each year renews an interlocal Agreement with Okaloosa County Public Library Cooperative

DISCUSSION:

The interlocal agreement is signed by all cities that maintain libraries as a part of the Okaloosa County Library Cooperative.

This agreement allows the libraries to share information, books and other resources within the County.

It also provides funding for the Bob Sikes Library.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The City includes the expected funding from the Cooperative as a part of the annual Budget.

RECOMMENDED ACTION

Staff respectfully requests Council to approve the 2021 Okaloosa County Library Cooperative Agreement.

Attachments

1. 2021 Library Interlocal (final)

Okaloosa County Public Library Cooperative 2021 Interlocal Agreement

This Agreement is entered into among Okaloosa County, hereinafter referred to as the "County," and the municipalities of Crestview, Destin, Fort Walton Beach, Mary Esther, Niceville, and Valparaiso, hereinafter referred to as "Participating Municipalities," each a municipal corporation located in Okaloosa County, Florida.

WHEREAS, Chapter 163, Florida Statutes, Intergovernmental Programs, Part I, Miscellaneous Programs, Section 163.01, The Florida Interlocal Cooperation Act of 1969, provides that public agencies of the State of Florida may exercise jointly with any other public agency of the State of Florida any power, privilege, or authority which such agencies share in common, and which each might exercise separately; and that a joint exercise of power by such agencies may be made by contract in the form of an interlocal agreement; and,

WHEREAS, Chapter 125, Florida Statutes, subsection 125.01(f), authorizes the County to provide libraries and cultural facilities and programs; and,

WHEREAS, Chapter 166, Florida Statutes, subsection 166.021(1), authorizes municipalities to render municipal services, and exercise any power for municipal services, and exercise any power for municipal purposes, except when expressly prohibited by law; and,

WHEREAS, the County and the Participating Municipalities desire to cooperate in a countywide agreement to provide public library services without charge in Okaloosa County; and,

WHEREAS, the County is an eligible political subdivision under Chapter 257.17, Florida Statutes, that can participate in the State Aid to Libraries Program and is designated as the single administrative unit that can designate a governing body for countywide library service.

THEREFORE, the parties agree as follows:

1. **PURPOSE:** The County and Participating Municipalities agree to cooperate, pursuant to the terms of this Interlocal Agreement, in the operation of a countywide public library cooperative in Okaloosa County. In particular, it is the express purpose of the Agreement to provide for the coordination of library service throughout the legal service area of the COOPERATIVE; to provide for equal access to free (without charge) public library service in the Cooperative service area; and to formulate and implement consistent plans, programs, policies and procedures in the operation, maintenance and development of library service throughout the legal service areas of the participating entities.
2. **DEFINITIONS:**
 - a) "Cooperative" shall mean the Okaloosa County Public Library Cooperative.
 - b) "Cooperative Coordinator" shall mean the employee of the Okaloosa County Public

Library Governing Board who administers Cooperative headquarters and coordinates Cooperative activities and who meets the requirements and carries out the duties of the single administrative head as defined in 1B-2.011(3)(d), Florida Administrative Code.

- c) "County" shall mean Okaloosa County, a political subdivision of the State of Florida.
 - d) "Crestview" shall mean the City of Crestview, a municipal corporation located in Okaloosa County, FL, that operates the Robert L. F. Sikes Public Library.
 - e) "Destin" shall mean the City of Destin, a municipal corporation located in Okaloosa County, FL, that operates the Destin Library.
 - f) "Directors Council" shall mean a council whose membership will include the library director of each participating library and other appointments as outlined in the Library Cooperative Bylaws.
 - g) "Fiscal Year" shall mean budget year October 1-September 30.
 - h) "Fixed Assets" is defined by the county as all property with value of \$1,000 or more purchased under the equipment control account, as amended from time to time. Fixed Assets shall be in accordance with Board directives, Florida Statutes, and the Rules of the Auditor General.
 - i) "Fort Walton Beach" shall mean the City of Fort Walton Beach, a municipal corporation located in Okaloosa County, FL, that operates the Fort Walton Beach City Library.
 - j) "Governing Board" shall mean the governing body of the Okaloosa County Public Library Cooperative as empowered pursuant to the Agreement.
 - k) "Mary Esther" shall mean the City of Mary Esther, a municipal corporation located in Okaloosa County, FL, that operates the Mary Esther Public Library.
 - l) "Niceville" shall mean the City of Niceville, a municipal corporation located in Okaloosa County, FL, that operates the Niceville Public Library.
 - m) "Participating Governing Body" shall mean the governing body of Okaloosa County, the governing bodies responsible for the decision and policy making activities of Participating Libraries and the governing bodies of Participating Municipalities without Libraries.
 - n) "Participating Library" shall mean any of the libraries or library services located within Okaloosa County that have entered into this Agreement.
 - o) "Service Area" shall mean all eligible residents of Okaloosa County
 - p) "Valparaiso" shall mean the City of Valparaiso, a municipal corporation located in Okaloosa County, FL, that operates the Valparaiso Community Library.
3. This Agreement shall constitute the entire agreement of parties hereto and of the Okaloosa County Public Library Cooperative. There are no promises, representations, or warranties other than those set forth herein. This Agreement shall be binding upon the parties and successors in interest, in accordance with its terms. Modifications or amendments of the Agreement shall be binding and valid when submitted in writing and approved by each Participating Governing Body and by the Governing Board, and executed on behalf of each Participating Governing Body and the Governing Board.
4. TERMS: The term of this Agreement shall commence and be effective on the date the last party signs the agreement or by January 1, 2021 whichever comes first, and shall end or be renewed December 31, 2021 unless terminated in accordance with the provisions of the

Agreement or unless extended by supplemental Agreement subject to renewal and revision. Recognizing the Agreement crosses two fiscal years (FY2021 and FY2022) but monetary allocation is distributed in FY2021, the allocation for FY2022 will be based upon future appropriation by Okaloosa County Board of County Commissioners.

5. WITHDRAWAL AND TERMINATION: Any Participating Governing Body may withdraw from the Cooperative established by the Agreement, and thereby terminate its rights and responsibilities under the Agreement. Section 7 defines Dispensation of Property and Equipment. The termination and withdrawal shall be effective on the next succeeding December 31, and shall be accomplished by the giving of written notice of the withdrawal and termination to the Governing Board and to each Participating Governing Body on or before August 1 prior to the December 31 effective date of termination.

6. ADDITION OF NEW MEMBERS:

a) Libraries: Any library within Okaloosa County may become a party to the Agreement and a member of the Okaloosa County Public Library Cooperative that meets the following minimum standards.

(1) Be administered by a governing board responsible for the decision and policy making activities of the Participating Library.

(2) Be an established library with the physical facilities to securely house a library collection.

(3) Have an annual budget of at least \$40,000 as verified by the latest independent audit report and a continuous source of funding.

(4) Submit a letter of intent for formal membership to the Okaloosa County Public Library Cooperative Governing Board prior to May 1 of the current fiscal year and obtain approval by each Participating Governing Body and execution and delivery of a counterpart original of the Agreement (as then in force), prior to August 1 of the current fiscal year.

b) Upon satisfaction of these conditions, the proposed new Participating Library shall become a party to the Agreement and a member of the Okaloosa County Public Library Cooperative effective the next succeeding January 1, subject to all the provisions and obligations, and entitled to all the privileges and rights, accruing to all of the Participating Libraries under the Agreement.

7. DISPENSATION OF PROPERTY AND EQUIPMENT: Upon withdrawal or termination of the Agreement by any Participating Library (whether early termination or otherwise), all real property and equipment classified as fixed assets, defined in this agreement, purchased with federal funds by the Cooperative belongs to the Okaloosa County Public Library Cooperative and reverts to the Florida Department of State, Division of Library and Information Services (State Library) if the Cooperative ceases to exist. That library will be given a copy of its Marc Records in its current format at the time of termination. If the terminating library requests its records to be expunged from the Cooperative database, it will be done at the terminating library's expense. Materials and equipment purchased with local or grant funds other than federal Library Services and Technology Act grant funds, whether funds of a municipality or

the County, shall remain the property of the Participating Library for which they were purchased, except in the case of any subsequent agreement or amendment to this Agreement.

8. **GOVERNING BOARD:** The name of the Governing Board shall be Okaloosa County Public Library Cooperative Board hereinafter called the Governing Board. Each Participating Governing Body that operates a Participating Library shall appoint one member to the Governing Board; the County shall appoint one member to represent the unincorporated area of the county. Appointed representatives must be publicly elected officials with voting privileges in their respective municipal governances. Each Participating Governing Body shall designate at least one alternate representative to act on its behalf during any absence. The office of Chair shall be assigned to the member representing the County. The Cooperative Coordinator shall be the staff liaison to the board. Board members will not be paid a salary or wages, but may be reimbursed for travel and per diem expenses in accordance with section 112.061, Florida Statutes. The Governing Board serves as the governing body for the Library Cooperative and has the following powers, duties and responsibilities:

- a) Managing the affairs of the Cooperative.
- b) Bylaws will be established by the Governing Board.
- c) There will be six or more open public meetings a year of the Governing Board.
- d) Adopt a long-range plan and annual plans of service which are developed by the Cooperative Coordinator and the Library Directors' Council to describe goals, objectives and activities of the Participating Libraries and the Participating Governing Bodies.
- e) Receive and disburse funds from the County, from state and federal grant sources, and from private donations, foundations, or other sources.
- f) Contract with the County to provide essential support services for the Library Cooperative.
- g) Contract for services consistent with the Cooperative's Long-Range Plan and Annual Plans of Service.
- h) Adopt and maintain a position description for and hire a Cooperative Coordinator through the established policies and procedures of the County.

9. **STAFFING:** The Cooperative Coordinator shall be hired by the County and shall have the following minimal qualifications: a Master's degree in Library Science from an American Library Association accredited university or college followed by two years of successful, full-time paid library experience in a public library open at least 40 hours a week. Cooperative staff members are employees of Okaloosa County, and their compensation and benefits will be in accordance with County policy. The staff position of Library Administrative Specialist provides marketing, technology and training support to member libraries, maintains the OCPLC office, and assists the Coordinator in activities as directed. The Cooperative Coordinator, under the supervision of the Board, shall interview, select, supervise and recommend discharge of staff for the office of the Cooperative in accordance within established County policies. All paid staff of the Participating Libraries shall remain employees of the Participating Governing Bodies that operate each library and the Participating

Governing Bodies shall retain all rights, responsibilities and powers associated with employment of staff.

10. **POWERS, DUTIES AND RESPONSIBILITIES OF THE COOPERATIVE COORDINATOR:** The Coordinator shall be accountable to the Board for overall administration of the Cooperative and implementation of policies, procedures and programs, as determined by the Board. The following activities, as a minimum, shall be carried out by the Coordinator for all Participating Libraries under the plans, policies, and budgets adopted by the Cooperative Governing Board, and they may not be delegated through Interlocal agreements or any other service agreements: coordinate development of a single long-range plan for the Cooperative; coordinate development of a single annual plan of service; compile an annual combined expenditure report for application for State Aid by OCPLC, combining all Participating Libraries' expenditures, and the Cooperative's expenditures including any state or federal grants; implement the Cooperative long-range plan, annual plan of service, and annual budget; and prepare reports on behalf of the Cooperative and Participating Libraries as required by the Florida Department of State, Division of Library and Information Services.
11. **LIBRARY DIRECTORS' COUNCIL:** The Council will advise the Cooperative Governing Board on services, plans and policies for the Cooperative. The Council membership will include the library director of each participating library, the Cooperative Coordinator, and other appointments as deemed necessary by the Governing Board. The Council will hold at a minimum, one meeting per month, except in December.
12. **STRATEGIC AND ANNUAL PLAN:** The Cooperative Coordinator shall coordinate development and implementation of a strategic plan for the operation, maintenance and development of library services to the residents of the Cooperative Service Area. The strategic plan shall be developed in coordination with the Cooperative's Governing Board, the participating governing bodies, residents of the Service Area, and the Library Directors' Council. The plan shall be adopted by the Cooperative Governing Board and be maintained through a yearly update by the Cooperative Coordinator in coordination with the aforementioned parties. All authority with respect to funding of the strategic plan and of any other library program or expenditure from Participating Library Governing Body funds shall lie solely with that Participating Library Governing Body.
13. **ANNUAL BUDGET:** The budget shall be developed along a fiscal year beginning October 1 and ending September 30 each year. The Cooperative budget shall be developed by the Cooperative Coordinator and shall take into account funds received from the County, state and federal governmental sources, except state construction grants, and all other revenue sources received to provide library service. The budget shall be adopted by the Cooperative Governing Board.
14. **ACCEPTANCE OF GIFTS, GRANTS, FUNDS, OR BEQUESTS:** The Governing Board, on behalf of the Cooperative, shall have the authority to apply for or receive gifts, grants, funds or bequests. The Board, through a Memorandum of Understanding (Appendix A), has

designated the County as the fiscal agent to apply for or receive its funds from all sources. The Governing Board shall follow the standard operating procedure for grant applications as defined by the County. Municipalities shall retain the authority to apply for state construction grants and to receive gifts, funds or bequests intended for use solely at an individual Participating Library. All monies, property or funds granted to the Cooperative shall be the property of the Cooperative, subject to termination provisions as set forth in this Agreement. Any monies, property, or funds granted to municipalities for the benefit of a Participating Library shall remain the property of the Participating Library.

15. FISCAL RESPONSIBILITY: All funds administered by the Cooperative Coordinator shall be audited with the County's independent audit annually, which audit shall be prepared and presented to the Governing Board.

Upon request, the Cooperative Coordinator shall furnish to each Participating Governing Body, within thirty (30) days following the previous period a written quarterly report regarding the use and expenditure of funds under the control of the Cooperative. Reports shall include quarterly revenues by source and expenditures by object code, year-to-date expenditures by object code, and the balance for the fiscal year; form to be determined by the Cooperative. Upon request, the governing body of each Participating Library shall furnish to the Cooperative Coordinator, within thirty (30) days following the previous period, a written quarterly report regarding the use and expenditure of funds, as they relate to library functions, under the control of the Participating Governing Body. Reports shall include quarterly revenues by source and expenditures by object code, year-to-date expenditures by object code, and the balance for the fiscal year; form to be determined by the Cooperative.

16. APPROPRIATION OF PARTICIPATING MUNICIPALITY FUNDS: There is reserved to the Participating Municipalities the sole and exclusive discretion to determine the amount of annual appropriations from their own revenues and sources for the provision of library services. However, minimum support at the level of funding appropriated prior to entering the Cooperative is recommended for Participating Municipalities. Subject to that reservation, Participating Municipalities agree to expend funds using the Okaloosa County Public Library Cooperative Strategic Plan as a guide for library service development.

17. APPROPRIATION AND ALLOCATION OF OKALOOSA COUNTY FUNDS: The County shall provide at a minimum \$733,245 for the period beginning October 1, 2020 and ending September 30, 2021. The amount to be provided by the County will be determined by the approved county budget with the basic agreement being revised by amendment accordingly. The Cooperative's Governing Board shall disburse funds received by the County's allocation as follows:

- a) At a minimum \$218,789 of the monies allocated by the County shall be used for administrative operations and cooperative-level purchasing for members.
- b) \$514,456 of the monies allocated by the County shall be distributed to Participating Municipalities with Libraries according to the following guidelines and formula:
 - Construction funds are expressly prohibited.

- Spending calculations and productivity statistics shall be based on those from two years prior to the allocation period.
- Spending shall mean total audited expenditures of a library.
- Percentages shall be derived from totaling statistics of the member municipal libraries.
 - (1) Thirty percent (30%) divided equally among participating municipalities with libraries
 - (2) Fifty percent (50%) based on productivity, which consists of circulation and transits lost.
 - (3) Ten percent (10%) based on funds expended through the library budget on personnel/staffing, which includes salary and benefits.
 - (4) Ten percent (10%) will be based on funds expended through the library budget on collection, which includes books, AV materials, databases, and periodicals.

Distribution shall be based on submittal of annual operating costs with descriptive codes in accordance with the state chart of accounts. Funds received by the Cooperative shall be disbursed within a reasonable time (not to exceed 90 days) after receipt. The disbursement formula shall be reviewed by the Governing Board for modifications deemed appropriate following review of data collected indicating the number of users for each library and/or use of each library's collection. Any change to the allocation formula will require a modification or amendment to this Agreement and execution by each Participating Governing Body.

In the event of a member library's unplanned closure and/ or significantly reduced services for at least one week of operation, the member's productivity statistics may be adjusted as follows:

- For a period of one week up to three weeks, calculate a weekly average based upon numbers from the previous or succeeding week in the same month.
- For a period exceeding three weeks, substitute the numbers from the previous year for the corresponding month(s).

A member library's request to adjust productivity statistics must be approved by the Governing Board.

In addition to the financial contribution of the County, it shall provide, as additional in-kind support of the Cooperative, the following:

- Fiber optic connectivity, network hosting and administration, firewall and security management, server management, ILS and library Web services management, Help Desk services, support of standardized equipment and software configurations, email addresses and network access for library staff.
- IT will maintain two networks for library operations, one for library staff use and one for public access at libraries that elect to use the county fiber optic network. Network and computer maintenance and administration as well as end-user assistance will be provided on the library staff network. Computers on the public access network provided

by the county will be maintained by IT; assistance to end users on the public access network will not be provided.

- Other technical requirements of the Cooperative, to include licensing fees, software fees, purchase of hardware, equipment and peripherals, remain the responsibility of the Cooperative and/or member libraries. Only equipment purchases or leases that are coordinated through IT will be eligible for support.

18. LIBRARY USE: Non-resident user fees will be waived for active duty military members and their dependents who are residents of Walton or Santa Rosa counties.
19. TRAINING: Participating Libraries shall close their facilities on one weekday per year for Cooperative-wide staff training activities. The date for the training day will be determined each year by a consensus of the Library Directors' Council.
20. ADDITIONAL RESPONSIBILITIES OF PARTICIPATING GOVERNING BODIES: Participating Governing Bodies shall abide by all state and federal laws, and specifically those relating to the provision of library services; Participating Governing Bodies shall retain local autonomy and control of the operations and functions of its participating library, except where Participating Governing Bodies have ceded authority to the Cooperative Governing Board through this agreement.
21. SOVEREIGN IMMUNITY: The parties further agree that nothing contained herein is intended to nor shall be construed a waiver of County's, Crestview's, Destin's, Fort Walton Beach's, Mary Esther's, Niceville's, or Valparaiso's rights and immunities under Florida Constitution, common law or Florida Statutes 768.28 as amended from time to time.
22. INSURANCE: The Cooperative and Participating Governing Bodies shall provide, pay for, and maintain in force at all times during this Agreement insurance to cover its respective buildings, contents and vehicles, workers' compensation, liability and any other insurance required by law.
23. MODIFICATION OF AGREEMENT: Modifications, amendments, or alteration of the terms or conditions contained herein shall be effective when submitted in a written document executed by the parties hereto, with the same formality, and of equal dignity herewith.
24. NOTICE: All notices, demands, or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by any party to the other, shall be deemed to have fully given or made or sent when in writing and addressed to:

CITY OF CRESTVIEW
CITY MANAGER
City of Crestview
P. O. Box 1209
Crestview, FL. 32536

CITY OF DESTIN
CITY MANAGER
City of Destin
4200 Indian Bayou Trail
Destin, FL. 32541

CITY OF FORT WALTON BEACH
CITY MANAGER
City of Fort Walton Beach
107 Miracle Strip Parkway
Fort Walton Beach, FL. 32549

CITY OF MARY ESTHER
CITY MANAGER
City of Mary Esther
195 Christobal Road
Mary Esther, FL. 32569

CITY OF NICEVILLE
CITY MANAGER
City of Niceville
212 Partin Drive
Niceville, FL. 32578

OKALOOSA COUNTY
COUNTY ADMINISTRATOR
1250 N. Eglin Parkway
Suite 100
Shalimar, FL. 32579

CITY OF VALPARAISO
CITY CLERK
City of Valparaiso
465 Valparaiso Parkway
Valparaiso, FL. 32580

25. ENTIRE AGREEMENT: This Agreement embodies the entire agreement between the parties. It may not be modified or terminated except as provided herein. If any provision herein is invalid, it shall be considered deleted therefore, and shall not invalidate the remaining provision.

26. GOVERNING LAW: The parties intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the parties shall be exclusively in Okaloosa County, Florida and nowhere else.

27. PUBLIC RECORDS: If any of the parties have questions regarding the application of Chapter 119, Florida Statutes, to the contractor's duty to provide public records relating to this agreement, contact the custodian of public records at Okaloosa County Risk Manager, 5479B Old Bethel Road, FL 32536; Phone: (850) 689-5977.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature.

CITY OF CRESTVIEW

ATTEST: _____

Title _____

(Title): _____

This ____ day of _____, 2020

CITY OF DESTIN

ATTEST: _____

Title _____

(Title): _____ This ____ day of _____, 2020

CITY OF FORT WALTON BEACH

ATTEST: _____

Title _____

(Title): _____

This ____ day of _____, 2020

CITY OF MARY ESTHER

ATTEST: _____

Title _____

(Title): _____

This ____ day of _____, 2020

CITY OF NICEVILLE

ATTEST: _____

Title _____

(Title): _____

This ____ day of _____, 2020

CITY OF VALPARAISO

ATTEST: _____

Title _____

(Title): _____

This ____ day of _____, 2020

COOPERATIVE GOVERNING BOARD

ATTEST: _____

(Title): Vicky Stever, Coordinator, OCPLC

Nathan D. Boyles, Chairman
Okaloosa County Public Library Cooperative
This ____ day of _____, 2020

OKALOOSA COUNTY

ATTEST: _____

J. D. Peacock, II

(Title): Clerk of Circuit Court

Robert A. "Trey" Goodwin III
Chairman, Board of County Commissioners
This ____ day of _____, 2020

Approved as to Form

Lynn Hoshihara, County Attorney

APPENDIX A

**CONTRACT# C12-1959-LIB
OKALOOSA LIBRARY COOPERATIVE
FISCAL AGENT MOU
EXPIRES: INDEFINITE**

Memorandum of Understanding (MOU)

between

The Okaloosa County Public Library Cooperative

and

The Board of County Commissioners of Okaloosa County, Florida

This is an agreement between The Okaloosa County Public Library Cooperative, hereinafter referred to as The Cooperative and the Board of County Commissioners of Okaloosa County, Florida, hereinafter referred to as The Board.

The purpose of this MOU is to identify The Board as the fiscal agent for The Cooperative and to grant them the authority to receive and disburse funds from Okaloosa County, from state and federal grant sources, from private donations and foundations and from any other sources.

The Governing Board shall follow the standard operating procedure for grant applications as defined by the County.

This MOU shall be effective upon the signatures of The Cooperatives and the Boards authorized officials. It shall be in force from date of signature unless suspended by agreement of both in subsequent MOU.



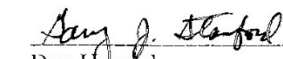
Bill Roberts, Chairman
Okaloosa County Public Library Cooperative



Don R. Amunds, Chairman
Board of County Commissioners



Attest:


Don Howard
Clerk of Courts





Staff Report

CITY COUNCIL MEETING DATE: October 19, 2020

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 10/14/2020
SUBJECT: Approval of the Minutes from the September 8, 2020 Tentative Budget Hearing, the September 14, 2020 regular council meeting, the September 28, 2020 Final Budget Hearing and the September 28, 2020 regular council meeting

BACKGROUND:

Minutes are presented for approval in regular or special City Council or CRA meetings.

DISCUSSION:

Minutes are accomplished as soon as possible after any meeting of the City Council or CRA Board

Council and CRA members are requested to send any corrections to the City Clerk prior to the meeting so any corrections can be made.

Any amended minutes will be presented in the meeting for approval.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the four areas of focus that make up the necessary foundation of a successful local government.

Communication- To engage, inform and educate public and staff

FINANCIAL IMPACT

There is no financial impact to the City.

RECOMMENDED ACTION

Staff respectively requests that the Council approve the minutes from the September 8, 2020 Tentative Budget Hearing, the September 14, 2020 regular council meeting, the September 28, 2020 Final Budget Hearing and the September 28, 2020 regular council meeting

Attachments

1. 2020.09.08 Public Hearing
2. 2020.09.14 CCM_
3. 2020.09.28 CCM_
4. 2020.09.28 Public Hearing

City Council Meeting/Public Hearing
September 8, 2020
5:15 PM
Council Chambers

The Regular Meeting of the Crestview City Council was called to order at 5:15 P.M. Members present were: Shannon Hayes, Joe Blocker, Harry LeBoeuf, Andrew Rencich, Cynthia Brown. Also present were the honorable Mayor JB Whitten, City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, and staff members.

PUBLIC HEARING AGENDA

1. Called to Order

This meeting was called to order by the Honorable Mayor Whitten at 5:15 p.m.

2. Pledge of Allegiance and Invocation

The invocation was led by Mr. Bolduc, City Manager and the pledge led by Mr. Blocker.

3. Open Policy making and legislative session

4. Approval of Agenda

Mayor Whitten asked if there were any changes or objections to the current Agenda.

There were no objections or changes to Agenda it was approved by unanimous consent.

5. Public Hearing/Resolution Tentative Millage and Budget

5.1 Tentative Millage Resolution 2020-16

Mr. Bolduc, City Manager asked the City Clerk to read Resolution 2020-16 by title.

Ms. Roy, City Clerk stated, "Resolution 2020-16 ready by title,

RESOLUTION 2020-16

**A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, ADOPTING THE
TENTATIVE LEVYING OF A MILLAGE OF 6.9466 FOR THE FISCAL YEAR**

BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR AN EFFECTIVE DATE.

This the reading of Resolution 2020-16.”

Mr. Bolduc informed Council, the proposed millage rate for Truth in Millage (TRIM) was set at 6.9466 by the City Council in the July 13, 2020 Regular Council Meeting and has been certified by the County Property Appraiser as having a gross taxable value for operating purposes not exempt from taxation with Okaloosa County of \$1,302,218,429. TRIM provides a very specific timetable as set by Florida Statutes for tentative millage adoption. If compliance with the specified timeframes are not met, the rollback rate of 6.5914 will apply resulting in ad valorem tax collections equal to the prior year. Adoption for the Final Levying of Millage is scheduled for September 28, 2020 at 5:30p.m.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Resolution 2020-16, adopting the Tentative Millage rate at 6.9466 for the fiscal year 2021. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Hayes, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

5.2 Tentative Budget Resolution 2020-17

Mr. Bolduc, City Manager asked the City Clerk to read Resolution 2020-17 by title.

Ms. Roy, City Clerk stated, “Resolution 2020-17 reads by title,

RESOLUTION 2020-17

A RESOLUTION OF THE CITY OF CRESTVIEW OF OKALOOSA COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR AN EFFECTIVE DATE.

This is the reading of Resolution 2020-17.”

Mr. Bolduc, City Manager stated that this resolution established the budget for a total of \$45,321,940.00, that is the combined budget for all departments, divisions and it includes in anticipated funding for any utility work.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Resolution 2020-17, adopting the Tentative Budget in the amount of \$45,321,940.00 for fiscal year 2021. Seconded by Mr. LeBoeuf with 5 yeas from Mr. LeBoeuf, Mr. Hayes, Mr. Blocker, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

6. City Manager Report

7. Comments from the Mayor and Council

Mr. Rencich stated that he would be putting together a town hall to discuss the three Referendum Changes tentatively on October 6th.

8. Comments from the Audience

9. Adjournment

This meeting was adjourned by Mayor Whitten at 5:24 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this _____ day of _____, 20__.

**City Council Meeting
September 14, 2020
6:00 PM
Council Chambers**

The Regular Meeting of the Crestview City Council was called to order at 5:30 P.M. Members present were Shannon Hayes, Joe Blocker, Andrew Rencich, Cynthia Brown and Harry LeBoeuf. Also present were the City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, department heads and members of the press. The meeting was announced to start earlier due to the approaching Hurricane Sally.

REGULAR AGENDA

1. Called to Order

This meeting was called to order by the Honorable Mayor Whitten at 5:30 p.m. due to the approaching Hurricane Sally.

2. Invocation and Pledge of Allegiance

The invocation was led by Mr. Bolduc, City Manager with the pledge led by Mayor Pro-Tem Hayes.

3. Open Policy making and legislative session

4. Approval of Agenda

Mayor Whitten stated that due to impending weather the meeting was started early and that items advertised for 6:00 PM would be delayed until that time, and presentations would be delayed until the parties arrived. He then asked if there were any changes or objections to the current Agenda.

There were no objections or changes to Agenda it was approved by unanimous consent.

5. Presentations and Reports

5.1 Presentation to #HashtagSwing

Mayor Whitten presented awards to those who helped prepare and make the WWII Celebration a success. Those awards were presented to Mary Richard, Joe and Pam Coffield, Crestview High School Sister Cities Ambassadors , Sister Cities and Brian Hughes.

6. Consent Agenda

6.1 Approval of Minutes from the August 10, 2020 City Council Meeting.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to approve the minutes from the August 10, 2020 City Council Meeting. Seconded by Mr. Blocker with 5 yeas from Mr. Hayes, Mr. Blocker, Mr. Rencich, Mr. LeBoeuf, Ms. Brown with) nays, motion carried.

7. Public Hearings/Ordinances on Second Reading

7.1 Ordinance 1777- Crestview East RV/HWY 90 Annexation

Mr. Bolduc, City Manager stated that this is the Second Reading of Ordinance 1777. He then asked the City Clerk to read Ordinance 1777 by title.

Ms. Roy, City Clerk stated “Ordinance 1777 reads by title,

ORDINANCE 1777

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 2.78 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 16, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This the Second Reading of Ordinance 1777.”

Mr. Bolduc, City Manager stated that no additional comments have been received for this ordinance and that Staff does recommend approval.

There were no responses.

Mayor Pro-Tem Hayes asked for action by Council.

A motion was made by Mr. Blocker to adopt Ordinance 1777 on Second Reading. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Hayes, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

7.2 Ordinance 1778- Crestview East RV/HWY 90 Comp Plan Amendment

Mr. Bolduc, City Manager stated that Ordinance 1778 is before you for Second Reading. He then asked the City Clerk to read Ordinance 1778 by title.

Ms. Roy stated "Ordinance 1778 reads by title,

ORDINANCE 1778

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY MIXED USE TO COMMERCIAL (C) ON APPROXIMATELY 2.78 ACRES, MORE OR LESS, IN SECTION 16, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1778."

Mr. Bolduc, City Manager stated this item is to establish a future land use category.

There was no response.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1778 on Second Reading. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Ms. Brown and Mr. Blocker, motion carried.

7.3 Ordinance 1779- Crestview East RV/HWY 90 Rezoning

Mr. Bolduc, City Manager stated that Ordinance 1779 is an ordinance that establishes the rezoning for the property that has just been annexed. He then asked the City Clerk to read Ordinance 1779 by title.

Ms. Roy stated "Ordinance 1778 reads by title,

ORDINANCE 1779

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 2.78 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 16, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY MIXED USE ZONING DISTRICT TO THE COMMERCIAL (C-1) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1779.”

Mr. Bolduc, City Manager stated that this Ordinance establishes the rezoning for the property and he has received any comments for or against this Ordinance.

Mayor Whitten asked for action by Council.

A motion made by Mr. Blocker to adopt Ordinance 1779 on Second Reading. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Blocker, Mr. LeBoeuf, Ms. Brown, Mr. Rencich, Mr. Hayes, 0 nays, motion carried.

8. Ordinances on First Reading

9. Resolutions

10. Action Items

10.1 Cox Communications Contract

Ms. Leavins, Administrative Services Director informed Council that Cox Communications provides the city with internet services, phone services, and managed wireless internet services. The current contract is set to expire in February 2021. Cox Communications is currently the only cable internet provider in Crestview. The city does not currently have backup internet services when there is a Cox network outage.

Currently, the Twin Hills Gym facility functions on services similar to a home, which does not support secure commercial usage. The city's library facility functions only on the county's network, without secure access to the city network. An upgrade to internet services is needed in the Community Recreation and Enrichment Services (CRES) department to support more efficient registration and promotion of sports. Additionally, this upgrade will allow better utilization by all CRES staff of the city's finance software used for purchase orders and point of sale.

A brief discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to approve the Cox Contract with the amendment of the one-year contract with 4 renewals. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. LeBoeuf, Mr. Blocker, Mr. Rencich, Ms. Brown with 0 nays, motion carried.

10.2 CivicHR Contract

Ms. Leavins, Administrative Services Director stated that Staff is requesting to enter into a contract with CivicPlus to purchase and implement CivicHR. CivicHR is an addition to the city's current CivicPlus software. This product will greatly enhance the city's recruiting efforts as it will allow for the City to accept specialized applications through the website and simplifies digital marketing of employment opportunities. In addition to applicant tracking and recruitment this software will provide the ability track training, performance, and provide simplified on-boarding for new employees. This will increase efficiency and provided better communication both internally and externally.

A brief discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to approve the Civic HR Contract. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Ms. Brown, Mr. LeBoeuf, Mr. Blocker with 0 nays, motion carried.

10.3 Acceptance of bid for Copier Lease and Maintenance Agreement

Mr. Bolduc, City Manager stated the item before you for approval is to approve the new copier lease and maintenance agreement. The Bid Committee recommends the selection of DEX Imaging proposal for Copier lease and Maintenance for the City of Crestview.

A brief discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to accept the bid for the copier lease and maintenance agreement from DEX imaging, as recommended by the Bid Committee. Seconded by Mr. Hayes with 5 yeas from Ms. Brown, Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Mr. Blocker with 0 nays, motion carried.

10.4 Selection of the Citizen of the Year Committee

Ms. Roy, City Clerk informed Council that she received nominations for Committee members to sit on the Mae Reatha Citizen of the of the Year Committee. She stated that she has some paperwork that needed to be filled by those nominees.

11. City Clerk Report

11.1 Approval of 1st Quarter Meeting Schedule

Ms. Roy, City Clerk stated that with the large number of agenda items coming forward, many of which that require advertising, staff is requesting an approval of the meeting schedule for the remainder of fiscal 2020 and the 1st quarter of 2021 for the City Council and CRA meetings. A schedule of these meetings is attached for approval. An approval of this schedule will aid in the scheduling of advertising necessary and allow for staff and elected officials to plan for the next few month. The approval of this schedule does not eliminate the scheduling of any necessary workshops or emergency meetings as approved by the Council during the upcoming months. Once this calendar is approved, we will create an outlook calendar that we will share with each member, and it will be automatically updated with any changes.

The Council gave a consensus to the presented schedule.

12. City Manager Report

Mr. Bolduc, City Manager informed Council about the updated changes for the impending Hurricane Sally. All City Offices and Buildings will be closed until Wednesday, but they may change depending on the weather. Being that the utility cut-off is tomorrow it will be extended until Monday.

13. Comments from the Mayor and Council

Mr. Rencich informed Council that he will be hosting a Town Hall on October 6, 2020 to review the referendum changes.

Mayor Whitten spoke about the recent 9/11 event and he announced other events that will be taking place on Main Street. He reviewed some of the events that will take place in October for Government Week from October 19th- 23rd.

14. Comments from the Audience

15. Adjournment

This meeting was adjourned by Mayor Whitten at 6:20 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this ____ day of _____, 20__.

**City Council Meeting
September 28, 2020
6:00 PM
Council Chambers**

The Regular Meeting of the Crestview City Council was called to order by the honorable Mayor JB Whitten. Members present were Mayor Pro Tem Shannon Hayes, Joe Blocker, Andrew Rencich, Cynthia Brown, and Harry LeBoeuf. Also present were, City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, department heads and staff members.

REGULAR AGENDA

1. Called to Order

This meeting was called to order by the Honorable Mayor Whitten at 6:00 p.m.

2. Invocation and Pledge of Allegiance

The invocation was led by Pastor Joshua Neel of the Destiny Worship Center with the pledge led by Mayor Pro-Tem Hayes.

3. Open Policy making and legislative session

4. Approval of Agenda

Mayor Whitten asked if there were any changes or objections to the current Agenda.

There were no objections or changes to Agenda it was approved by unanimous consent.

5. Presentations and Reports

6. Consent Agenda

6.1 Southwest Crestview Bypass (Phase V)

6.2 Amendment #6 to the Agreement for Operations, Maintenance and Management Services for the City of Crestview, Florida and Operations Management International, Inc.

6.3 Emergency Debris Removal Contract Renewal

6.4 Approval of Minutes from the August 24, 2020, City Council Meeting and the August 31, 2020, City Council Special Meeting

6.5 Police Surplus Donation

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to approve all the Consent Agenda items. Seconded by Mr. Blocker with 5 yeas from Ms. Brown, Mr. Blocker, Mr. Rencich, Mr. Hayes, Mr. LeBoeuf with 0 nays, motion carried.

7. Public Hearings- Ordinances on Second Reading

8. Ordinances on First Reading

Mr. Duley, Planning Administrator stated that Ordinance 1784 is a Comp Plan Amendment for Bressler Street. He then asked the City Clerk to read by title Ordinance 1784.

Ms. Roy, City Clerk stated "Ordinance 1784 reads by title,

8.1 Ordinance 1784- Bressler St. Comp Plan Amendment

ORDINANCE 1784

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM LOW DENSITY RESIDENTIAL TO MIXED-USE RESIDENTIAL COMMERCIAL ON APPROXIMATELY 0.25 ACRES, MORE OR LESS, IN SECTION 17, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1784."

Mr. Duley, Planning Administrator stated, that on August 11, 2020 staff received an application to amend the comprehensive plan and zoning designations for property located at 397 Bressler Street. The application requests the Mixed-Use Residential Commercial future land use designation for the property. The subject property currently has a future land use and zoning

designation of Low Density Residential and Single-Family Dwelling District, respectively. The Planning and Development Board recommended approval of the request on September 8, 2020.

Mayor Whitten asked for action by Council.

A motion was made by Mr. Hayes to adopt Ordinance 1784 on First Reading and move to Second Reading. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. LeBoeuf, Mr. Rencich, Ms. Brown, Mr. Blocker with 0 nays, motion carried.

8.2 Ordinance 1785- Bressler St. Rezoning

Mr. Duley, Planning Administrator stated that this Ordinance is for the same address for rezoning. He then asked the City Clerk to read Ordinance 1785 by title.

Ms. Roy, City Clerk stated, "Ordinance 1785 reads by title,

ORDINANCE 1785

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.25 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 17, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE SINGLE FAMILY DWELLING ZONING DISTRICT TO THE MIXED-USE NEIGHBORHOOD COMMERCIAL ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1785."

Mr. Duley, Planning Administrator stated that this is to rezone the Bressler Street property.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1785 on First Reading and move to Second Reading. Seconded by Ms. Brown with 5 yeas from Mr. Rencich, Ms. Brown, Mr. Blocker, Mr. Hayes, Mr. LeBoeuf with 0 nays, motion carried.

8.3 Ordinance 1786- Old Bethel Rd. Annexation

Mr. Duley, Planning Administrator stated that the next three Ordinances will be a Comp Plan, Rezoning and Annexation for a property on Old Bethel Road. He then asked the City Clerk to read Ordinance 1786 by title.

Ms. Roy, City Clerk stated, "Ordinance 1786 reads by title,

ORDINANCE 1786

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 3.00 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 32, TOWNSHIP 4 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING

FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1786.”

Mr. Duley, Planning Administrator stated that on August 13, 2020 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 6276 Old Bethel Road. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed-Use and Mixed-Use, respectively. The Planning and Development Board recommended approval of the request on September 8, 2020.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1786 on First Reading and move to Second Reading. Seconded by Ms. Brown with 5 yeas from Mr. Hayes, Ms. Brown, Mr. LeBoeuf, Mr. Blocker, Mr. Rencich, with 0 nays, motion carried.

8.4 Ordinance 1787- Old Bethel Road Comp Plan Amendment

Mr. Duley, Planning Administrator stated this Ordinance is the Comp Plan for the property on Old Bethel. He then asked the City Clerk to read Ordinance 1787 by title.

Ms. Roy, City Clerk stated, “Ordinance 1787 reads by title,

ORDINANCE 1787

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY MIXED-USE TO COMMERCIAL ON APPROXIMATELY 3.00 ACRES, MORE OR LESS, IN SECTION 32, TOWNSHIP 4 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1787.”

Mr. Duley, Planning Administrator stated the application requests the Commercial future land use designation for the property. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed-Use and Mixed-Use, respectively. The Planning and Development Board recommended approval of the request on September 8, 2020.

Mayor Whitten asked for action by Council.

A motion made by Mr. LeBoeuf to adopt Ordinance 1787 on First Reading and move to Second Reading. Seconded by Mr. Rencich with 5 yeas from Mr. LeBoeuf, Mr. Rencich, Mr. Blocker, Mr. Hayes, Ms. Brown with 0 nays, motion carried.

8.5 Ordinance 1788- Old Bethel Road Rezoning

Mr. Duley, Planning Administrator asked the City Clerk to read Ordinance 1788 by title.

Ms. Roy, City Clerk stated "Ordinance 1788 reads by title,

ORDINANCE 1788

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 3.00 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 32, TOWNSHIP 4 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY MIXED-USE ZONING DISTRICT TO THE COMMERCIAL (C-1) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1788."

Mr. Duley, Planning Administrator stated that the application requests the Commercial (C-1) zoning designation for the property. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed-Use and Mixed-Use, respectively. The Planning and Development Board recommended approval of the request on September 8, 2020.

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to adopt Ordinance 1788 on First Reading and move to Second Reading. Seconded by Mr. LeBoeuf with 5 yeas from Ms. Brown, Mr. LeBoeuf, Mr. Blocker, Mr. Hayes, Mr. Rencich with 0 nays, motion carried.

9. Resolutions

9.1 Resolution 2020-21 City Government Week

Mr. Bolduc, City Manager asked the City Clerk to read Resolution 2020-21 by title.

Ms. Roy City Clerk stated, "Resolution 2020-21 reads by title,

RESOLUTION 2020-21

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, RECOGNIZING FLORIDA CITY GOVERNMENT WEEK, OCTOBER 19 - 25, 2020, AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES AND PROVIDING FOR AN EFFECTIVE DATE.

This is the reading of Resolution 2020-21."

Mr. Bolduc, City Manager stated that the resolution designates the week for Government Week and that at previous meetings Council has discussed the activities that will take place during that week.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Resolution 2020-21. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. LeBoeuf, Mr. Blocker, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

10. Action Items

10.1 ATKINS- Task Order for CEI Services- PJ Adams Phase 4

Mr. Bolduc, City Manager stated this is a Task Order for the work on PJ Adams. In Accordance with the City of Crestview Continuing Services Contract, we will contract ATKINS to provide CEI Services for PJ Adams Phase 4 for a not-to-exceed cost of \$55,200 based on time and services.

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to approve the Atkins Task Order. Seconded by Mr. Rencich with 5 yeas from Ms. Brown, Mr. Rencich, Mr. Blocker, Mr. LeBoeuf, Mr. Hayes, with 0 nays, motion carried.

10.2 CH2M- Task Order for Engineering and Consulting Services for the WWTP RIB 6 Construction and Future RIBs Preliminary Engineering Report

Mr. Bolduc, City Manager stated that the purpose of this task order is to authorize and direct CH2M HILL (a wholly-owned subsidiary of JACOBS) to proceed with the professional engineering and consulting services to design, bid, and provide services during construction for

the construction of RIB #6. This task order is also to authorize a preliminary report for converting more of the current spray field to RIBs. The funding for this project is allocated in the 2021 budget. This expenditure is in the 2021 approved budget as part of our Capital Improvements Plan, the amount of this task order is \$103,000.

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to approve the CH2M Hill Task Order. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

10.3 CH2M- Task Order for Engineering and Consulting Services for the WWTP Biosolids Handling Improvements

Mr. Bolduc, City Manager stated that the purpose of this Task Order is to authorize and direct CH2M HILL Engineers, Inc., a wholly-owned subsidiary of Jacobs Engineering Group, to process with the professional engineering and consulting services to design, bid, and provide services during construction for the construction of the biosolids handling improvements. Public Services is requesting Jacobs (CH2MHill) to provide a task order for professional services to provide additional digester capacity and a second belt filter press.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to approve the CH2M Hill Task Order. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Ms. Brown, Mr. Hayes, Mr. Blocker with 0 nays, motion carried.

11. City Clerk Report

12. City Manager Report

Mr. Bolduc, City Manager apologized to Council about the concerns of the citizens that came before Council during a previous meeting.

13. Comments from the Mayor and Council

Ms. Brown gave her thoughts on the issue that Mr. Bolduc mentioned.

Mr. Rencich announced the Town Hall that he will be hosting at Hub City BBQ on October 6th. He will be presenting the proposed charter changes.

Mayor Whitten made remarks about the new podcast and that there are five episodes for citizens to listen to. He announced the drive-in movie night this coming Saturday at the Old Spanish Trail park and there will be a media release concerning Halloween activities. Mayor Whitten also spoke about some of the activities taking place on Government Week.

14. Comments from the Audience

15. Adjournment

This meeting was adjourned by Mayor Whitten at 6:35 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this _____ day of _____, 20__.

City Council Meeting/Public Hearing
September 28, 2020
5:30 PM
Council Chambers

The Public Hearing of the Crestview City Council was called to order at 5:30 P.M. by the honorable Mayor JB Whitten. Members present were Mayor Pro Tem Shannon Hayes, Joe Blocker, Andrew Rencich, Cynthia Brown, and Harry LeBoeuf. Also present were, City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, department heads and staff members.

REGULAR AGENDA

1. Called to Order

This meeting was called to order by the Honorable Mayor Whitten at 5:30 p.m.

2. Pledge of Allegiance

The invocation was led by Mr. Bolduc and the pledge was led by Mayor Pro-Tem Hayes.

3. Open Policy making and legislative session

4. Approval of Agenda

Mayor Whitten asked if there were any changes or objections to the current Agenda.

There were no objections or changes to Agenda it was approved by unanimous consent.

5. City Manager Report

5.1 City Clerk Compensation

Mr. Bolduc, City Manager stated that the City Clerk's compensation is set by the City Council. The budget presented includes a 3% salary increase for the City Clerk, this is in line with the cost of living provided to all employees. Additionally, the City Manager, in concurrence with the City Clerk, is recommending a three-hundred- and fifty-dollar monthly stipend be provided to the Clerk in lieu of employer paid health insurance.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to approve the health insurance stipend a cost savings of over \$4,700 annually and the cost of the salary increase is factored into the 20-21 budget for the City Clerk. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Blocker, Mr. Hayes, Ms. Brown with 0 nays, motion carried.

6. Public Hearings/Final Millage and Budget Resolutions

6.1 Final Millage Adoption- Resolution 2020-18

Mr. Bolduc, City Manager asked the City Clerk to read Resolution 2020-18 by title.

Ms. Roy, City Clerk stated, "Resolution 2020-18 reads by title,

RESOLUTION 2020-18

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, ADOPTING THE FINAL LEVYING OF A MILLAGE OF 6.9466 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR AN EFFECTIVE DATE.

This is the reading of Resolution 2020-18."

Mr. Bolduc, City Manager stated the tentative millage rate of 6.9466 was adopted by Resolution No. 20-16 on Monday, September 8, 2020.

Mr. LeBoeuf asked that in the future when reserves are built up will the millage change.

Mr. Bolduc, City Manager stated that this is the plan, once there is a substantial amount in reserves that the Millage Rate will change.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes that Council adopt Resolution 2020-18 by adopting the Final Millage rate at 6.9466 for fiscal year 2021. Seconded by Mr. Blocker with 5 yeas from Mr. Hayes, Mr. Blocker, Mr. LeBoeuf, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

6.2 Final Budget Resolution 2020-19

Mr. Bolduc, City Manager asked the City Clerk to read Resolution 2020-19 by title.

Ms. Roy, City Clerk stated, "Resolution 2020-19 reads by title,

RESOLUTION 2020-19

A RESOLUTION OF THE CITY OF CRESTVIEW OF OKALOOSA COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR AN EFFECTIVE DATE.

This is the reading of Resolution 2020-19.”

Mr. Bolduc, City Manager stated the tentative budget with expenditures of \$45,321,940 was adopted by Resolution No. 20-17 on Monday, September 8th, 2020. Minor revisions have resulted in final revised budget expenditures of \$45,632,676.

A brief discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Blocker to adopt Resolution 2020-19 adopting the final budget of \$45,632, 676.00 for the fiscal year 2021. Seconded by Ms. Brown with 5 yeas from Mr. Blocker, Ms. Brown, Mr. Rencich, Mr. Hayes, Mr. LeBoeuf with 0 nays, motion carried.

7. Comments from the Mayor and Council

8. Comments from the Audience

Mrs. Whobrey of 150 Patch Avenue addressed an issue with Council concerning a noise complaints and waste issues in her neighborhood. She has exhausted all avenues and is looking to the Council for help.

Mayor Whitten stated that he does have a written follow-up that he will provide to Council.

Ms. Cantrell, of 152 Patch Avenue addressed the same issues that Ms. Whobrey addressed with Council. She then read a letter from another resident that resides on MacArthur street concerning the same issues. Ms. Cantrell did give Council pictures to show the plight in the neighborhood.

Mayor Whitten stated that this issue will be discussed between him, the City Manager and the Chief of Police.

A brief discussion ensued.

9. Adjournment

This meeting was adjourned by Mayor Whitten at 5:25 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this _____ day of _____, 20__.



Staff Report

CITY COUNCIL MEETING DATE: October 19, 2020

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 10/15/2020
SUBJECT: Resolution 2021-01

BACKGROUND:

The City of Crestview has in the past had a Continuing Operations Plan. (COOP)

The Current COOP was in need of revision and formalizing as an Emergency Operations Plan (EOP) and a subsequent Hurricane Plan.

DISCUSSION:

The City manager and Department heads have been working to formalize an EOP and Hurricane Plan, based on the Nation Incident Management Plan as developed by the Department of Homeland Security.

These plans contain general emergency operational planning as well as departmental operation planning.

There is a separate Hurricane plan, which will cover hurricanes and other potential emergency situations that may arise in the future.

The Emergency Operations Plan and Hurricane Plan are attached as a part of the proposed resolution.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no financial impact to the budget for the adoption of this plan. However, this plan will help to formalize costs of any disaster situations that may occur in the future.

RECOMMENDED ACTION

Staff respectfully requests that the City Council adopt Resolution 2021-01, adopting the City of Crestview Emergency Operations and Hurricane Plan as attached.

Attachments

1. City of Crestview Hurricane Plan (003)
2. Master EOP 2020

RESOLUTION: 2021-1

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CRESTVIEW, FLORIDA, ADOPTING THE CITY OF CRESTVIEW
EMERGENCY OPERATIONS PLAN, THE CITY OF CRESTVIEW
HURRICANE PLAN, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, The City of Crestview has determined the necessity to adopt a formal Emergency Operations Plan; and

WHEREAS, A distinct Hurricane Plan has been determined to be a part of the Emergency Operations Plan; and

WHEREAS, the City of Crestview Emergency plans are based on the National Incident Management System (NIMS); and

WHEREAS, the City of Crestview will review and update (as necessary) the Emergency Operations Plan (EOP) and the Hurricane Plan as attached a minimum of once a year,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Crestview of Okaloosa County, Florida that: The City of Crestview shall formally adopt the Emergency Operations Plan (EOP) and the Hurricane Plan as attached.

PASSED AND ADOPTED IN REGULAR SESSION THIS _____ OF _____, 2020

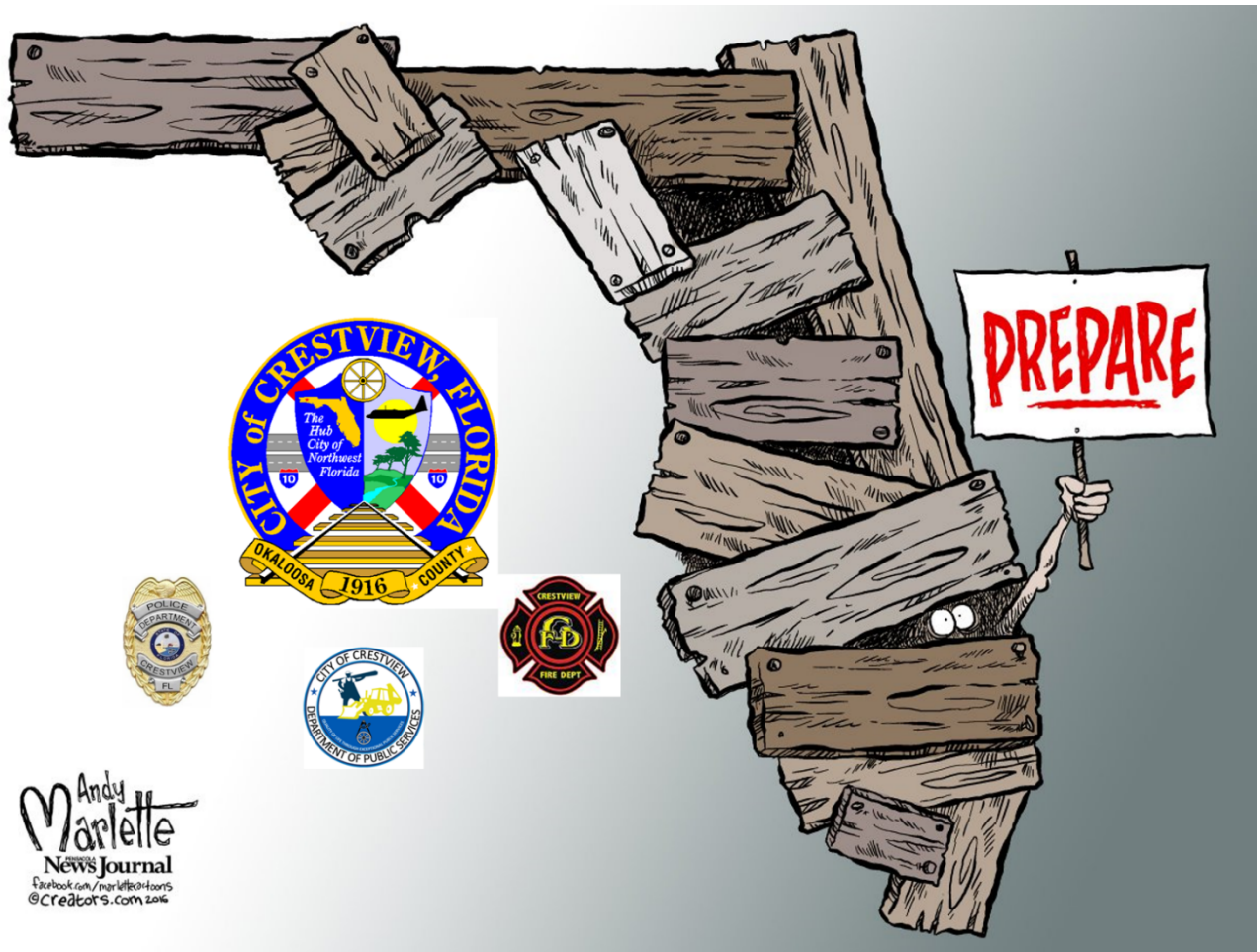
CITY OF CRESTVIEW, FLORIDA

JB Whitten, Mayor

Attest:

Elizabeth M. Roy, City Clerk

City of Crestview



Hurricane Response Plan

Table of Contents

Overview	6
Purpose	6
Scope	6
Authorities.....	6
Mitigation	7
Emergency Management	7
Operations Levels	8
Incident Command System.....	9
Public Relations Manager.....	10
Safety Officer.....	10
Liaison Officer.....	10
Operations Section.....	11
Planning Section.....	11
Logistics Section.....	12
Finance/Logistics Section.....	12
Emergency Operations Center (EOC).....	12
Florida State EOC.....	13
Okaloosa County EOC.....	13
City of Crestview EOC.....	13
Activation Levels.....	14
EOC Preparations.....	14
EOC Communications.....	14
Hurricane Development.....	15
Tropical Depression.....	15
Tropical Storm.....	15
Hurricane.....	15
Major Hurricane.....	15
Hurricane Types.....	15
Hurricane Damage Potential.....	16

Table of Contents (continued)

Hurricane Storm Surge.....	17
Notification and Warning.....	17
General.....	17
Warning System.....	17
Hurricane Advisory Products.....	18
Advisories.....	18
Watches.....	18
Warnings.....	19
Notification Responsibilities.....	19
County.....	19
City.....	19
Evacuation.....	20
Evacuation Orders.....	20
Timing.....	20
Routes.....	20
Traffic Control.....	22
Public Shelters.....	22
Assistance for Special Needs Citizens.....	22
Training and Public Outreach.....	23
NIMS.....	23
Hurricane Exercises.....	23
Disaster Documentation.....	23
Public Outreach.....	24
Emergency Essential Employees.....	24
Employee Preparations.....	25
Assignments and Scheduling.....	25
Emergency Supplies and Resources.....	25
Water Supply.....	26

Table of Contents (continued)

Food Supply.....	26
Backup Communications.....	26
Public Sandbags.....	26
Sheltering in Place.....	26
Personnel.....	26
Primary Facilities.....	27
Alternate Facilities.....	27
Vehicles.....	27
Employee Notifications.....	27
Code Red Notification System.....	27
Conference Calls.....	27
Department Communications.....	28
Concept of Emergency Operations.....	28
Overview.....	28
Flexibility of Operations.....	28
Tropical Storm Watch.....	29
Tropical Storm Warning.....	29
Hurricane Watch.....	29
Hurricane Warning.....	30
Pre Storm Objectives.....	30
Post Storm Objectives.....	30
Recovery Objectives.....	31

Table of Contents (continued)

Appendix A

Flood and Hazard Zone Map.....	32
--------------------------------	----

Appendix B

Evacuation Route Map.....	33
---------------------------	----

Appendix C

Okaloosa County Evacuation Shelters.....	35
--	----

Appendix D

NIMS Training Matrix.....	35
---------------------------	----

Appendix E

ICS Structure.....	37
--------------------	----

Appendix F

Hurricane Preparation Checklist.....	38
--------------------------------------	----

Appendix G

City Clerk Hurricane Plan.....	39
--------------------------------	----

Appendix H

Community Services Development Hurricane Plan.....	42
--	----

Appendix I

Crestview Fire Department Hurricane Plan.....	48
---	----

Appendix J

Finance Department Hurricane Plan.....	60
--	----

Appendix K

Human Resources Hurricane Plan.....	63
-------------------------------------	----

Appendix L

Crestview Police Department Hurricane Plan.....	65
---	----

Appendix M

Public Services Hurricane Plan.....	80
-------------------------------------	----

Overview

Within this plan, the term “hurricane” shall be interpreted to include tropical storms.

General

The Florida Gulf Coast has been identified by the National Weather Service as a hurricane-vulnerable area in the United States. The City of Crestview is especially vulnerable due to many properties being in low-elevation areas which are subject to the effects of flooding and high winds. Evacuation can be a critical issue, considering that Okaloosa County has a limited number of major evacuation routes available.

Purpose

- Provide employees with information and guidelines that will be implemented in the event of a threat from a hurricane.
- To meet basic requirements for warning, evacuating, and sheltering residents throughout the county, it is crucial to have a coordinated effort among state, county, and municipal governments for preparation and response.
- Outline the basic responsibilities, resources, and actions necessary for responding to hurricane events.

Scope

- The information in this plan is to be used to prevent loss of life from the hazards associated with hurricanes and severe tropical storms that affect the City of Crestview.
- This plan references and supports the Okaloosa County Comprehensive Emergency Management Plan for better understanding of multi-jurisdictional coordination and county-wide execution of emergency response in a hurricane threat situation.
- This document outlines the basic responsibilities, resources, and actions necessary for an effective response to hurricane events.
- The information in this plan is specific to hurricane and tropical storm response efforts and is not intended as a complete comprehensive all-hazards emergency plan.

Authorities

- Florida State Statute Chapter 252, Emergency Management
- Okaloosa County, Florida Code of Ordinances
- City of Crestview, Florida Charter
- City of Crestview, Florida Code of Ordinances

Mitigation

Hurricanes are somewhat unique from other disasters. Hurricane formation occurs almost exclusively from June through November each year. The latest technology provides us with accurate forecasts of a hurricane's track and relative intensity well in advance of landfall. As a coastal inland community, we know that it is not a matter of whether we will be affected by a hurricane, it is a matter of when. Therefore, it is crucial that we be proactive in our mitigation efforts for hurricanes.

Disaster mitigation measures are those that eliminate or reduce the impacts and risks of hazards through proactive measures taken before an emergency or disaster occurs. Because the City of Crestview is in a hurricane-vulnerable area, City leaders must always consider how current and future facilities, projects, programs, and resources can be more resilient to the hazards associated with hurricanes. Disaster mitigation measures may be structural or non-structural. Mitigation activities should incorporate measurements and assessments of the evolving risk environment. Activities may include the creation of comprehensive, pro-active tools to help decide where to focus funding and efforts in risk reduction.

Examples of mitigation measures may include:

- Hazard mapping Adoption and enforcement of land use and zoning practices
- Implementing and enforcing building codes
- Flood plain mapping
- Hardening of current and future City buildings
- Reinforced safe rooms in City buildings
- Shoreline and coastal mitigation
- Burying of electrical cables to reduce the effects of downed power poles and lines
- Raising of homes in flood-prone areas
- Disaster mitigation public awareness programs
- Insurance programs

Emergency Management

Emergency Management Director

The Fire Chief shall be the City's Incident Commander. The Incident Commander is charged with coordinating emergency management operations during major emergencies and disasters affecting the City. The Incident Commander shall coordinate with the City Manager and Department Directors to establish proper plans and response procedures to provide effective emergency coordination that may involve City, State, and Federal resources. Each department within the city maintains their specific hurricane response plan that is in accordance, supports and is an appendix to this plan.

Operational Levels

Depending on the current risk, the City shall function continuously at one of four pre-established levels of operation during the annual Hurricane Season:

Level 4 Operations – Normal City Operations

- Maintain normal workday operations.

Level 3 Operations – Monitoring

- The City Incident Commander will provide regular updates to the City Manager and Department Directors regarding a potential threat
- Personnel serving as EM Command staff shall assume those duties and functions to begin the transition to an operating EOC as required by the threat.
- All departments shall be aware of and monitor the threat during this time and be prepared to respond as conditions develop.
- All departments are to review appropriate hurricane plans with staff and follow established preparedness procedures and checklists.

Level 2 Operations – Limited Emergency Operations

- The City transitions to full EM operations to include a fully functioning Emergency Operations Center (EOC) utilizing the established ICS structure.
- Personnel serving as Command and General Staff shall assume those duties and functions of their respective ESF roles.
- A formal Incident Action Plan (IAP) will be prepared by the Planning Section Chief and updated each designated 12-hour period. Operational periods begin at 7 a.m. and 7 p.m.
- Regularly scheduled meetings and/or conference calls will be conducted by the Incident Commander with ICS staff and designated personnel throughout Level 2 operations
- The City's Emergency Operations Center (EOC) is partially staffed with Command and General staff personnel to support face-to-face communication and collaborative decision making.
- Essential employees may be recalled for emergency response or support duties.
- City employees should follow established preparedness procedures and checklists and be prepared to quickly transition into Level 1 Operations.

Level 1 Operations – Full Emergency Operations

- The City EOC will be at full activation in response to a major emergency or disaster significantly impacting the City.
- Essential employees and EOC staff shall be at levels identified in this plan and other associated departmental plans.
- Coordination with County, State, and Federal resources will occur, as needed.

Incident Command System

When threatened by an approaching hurricane, all City officials and employees shall utilize the Incident Command System (ICS) to manage citywide preparation, response, and recovery activities of the City of Crestview.

ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government—federal, state, local, and tribal—as well as by many private-sector and nongovernmental organizations. ICS is also applicable across many disciplines. It is normally structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance and Administration.

One of the primary principles of ICS is its flexible structure. The ICS structure is designed to expand, and contract based on the needs and complexity of an incident. For a major hurricane event, the City's ICS structure is expected to be complex. The City ICS structure can be found in Appendix F of this Plan.

As addressed in the "Training and Public Outreach" section of this Plan, and based on expected job responsibilities, employees working within ICS are required to complete an appropriate level of ICS training. Employees are expected to be able to work competently within the City's established ICS structure. Therefore, this section of the Hurricane Plan does not provide extensive details or training on the principles and concepts of ICS, but rather a broad description of the roles and responsibilities City employees may fill within the ICS structure.

Incident Commander

The Incident Commander is responsible for overall incident management, including:

- Ensuring clear authority and knowledge of agency policy.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Obtaining a briefing from the prior Incident Commander and/or assessing the situation.
- Establishing immediate priorities.
- Determining incident objectives and strategies to be followed.
- Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization.
- Managing planning meetings as required.
- Approving and implementing the Incident Action Plan.
- Coordinating the activities of the Command and General Staff.
- Approving requests for additional resources or for the release of resources.
- Approving the use of participants, volunteers, and auxiliary personnel.
- Authorizing the release of information to the news media.
- Ordering demobilization of the incident when appropriate.
- Ensuring incident after-action reports are complete.

Public Relations Manager

The Public Relations Manager is responsible for:

- Determining, according to direction from the IC, any limits on information release.
- Developing accurate, accessible, and timely information for use in press/media briefings.
- Obtaining IC's approval of news releases.
- Conducting periodic media briefings.
- Arranging for tours and other interviews or briefings that may be required.
- Monitoring and forwarding media information that may be useful to incident planning.
- Maintaining current information, summaries, and/or displays on the incident.
- Making information about the incident available to incident personnel.
- Participating in planning meetings.

Safety Officer

The Safety Officer is responsible for:

- Identifying and mitigating hazardous situations.
- Ensuring safety messages and briefings are made.
- Exercising emergency authority to stop and prevent unsafe acts.
- Reviewing the Incident Action Plan for safety implications.
- Assigning assistants qualified to evaluate special hazards.
- Initiating preliminary investigation(s) of accidents within the incident area.
- Reviewing and approving the Medical Plan.
- Participating in planning meetings.

Liaison Officer

The Liaison Officer is responsible for:

- Acting as a point of contact for agency representatives.
- Maintaining a list of assisting and cooperating agencies and agency representatives.
- Assisting in setting up and coordinating interagency contacts.
- Monitoring incident operations to identify current or potential interorganizational problems.
- Participating in planning meetings, providing current resource status, including limitations and capabilities of agency resources.
- Providing agency-specific demobilization information and requirements.

Operations Section

The Operations Section is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations. Major responsibilities of the Operations Section Chief are to:

- Assure safety of tactical operations.
- Manage tactical operations.
- Develop the operations portion of the IAP.
- Supervise execution of the operations portions of the IAP.
- Request additional resources to support tactical operations.
- Approve release of resources from active operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.

Planning Section

The Planning Section is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resource status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, formal briefings, or through map and status board displays. Major responsibilities of the Planning Section Chief are to:

- Collect and manage all incident-relevant operational data.
- Supervise preparation of the IAP.
- Provide input to the IC and Operations in preparing the IAP.
- Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP.
- Conduct and facilitate planning meetings.
- Reassign personnel within the ICS organization.
- Compile and display incident status information.
- Establish information requirements and reporting schedules for units (e.g. Resources, Situation Units).
- Determine the need for specialized resources.
- Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.
- Establish specialized data collection systems as necessary (e.g. weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Oversee preparation of the Demobilization Plan.

Logistics Section

The Logistics Section provides all incident support needs, except those for air operations. Major responsibilities of the Logistics Section Chief are to:

- Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.
- Manage all incident logistics.
- Provide logistical input to the IAP.
- Brief Logistics Staff as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources, as needed.
- Ensure and oversee the development of the Communications, Medical, and Traffic Plans, as required.
- Oversee demobilization of the Logistics Section and associated resources.

Finance/Administration Section Chief

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Major responsibilities of the Finance/Administration Section Chief are to:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with assisting and cooperating agency representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to home agencies.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Provide input to the IAP.

Emergency Operation Center

An Emergency Operations Center (EOC) is the physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. In the case of hurricanes, the size and complexity of these events usually demands the concurrent activation of State, County, and local EOCs for disaster coordination efforts.

Florida State EOC

The Florida State EOC is located in Tallahassee, Florida. The State EOC serves as the central clearinghouse for disaster-related information and requests for deployment of assistance. The State EOC operates closely with Federal, State, and County agencies and resources.

Okaloosa County EOC

The primary Okaloosa County EOC is located on the campus of Northwest Florida State College in Niceville, Florida. A backup EOC is located at the Destin-Ft. Walton Beach Airport. This EOC is operated by Okaloosa County EM and serves as the primary coordination point for disasters and major emergencies occurring in Okaloosa County. The County EOC will be the focal point for information disseminated to or from State and Federal agencies. During a hurricane event, the City will report all impact and damage information to the County EOC for formulation of an overall need's assessment. Requests for additional resources and assistance through the State or Federal government must be processed through the County EOC. The County EOC will coordinate information and operations of the various Emergency Support Function (ESF) groups and make necessary reports to the State EOC and/or State Emergency Response Team (SERT) Liaison. The County EOC will coordinate response requests and assign available assets to meet mission needs.

City of Crestview EOC

The City of Crestview maintains and operates its own local EOC to manage major emergencies and disasters within the City. The City EOC is in the Council Chambers located at 198 North Wilson St. The EOC is a centralized location where local government can provide interagency coordination and execute decision making to support an incident response. The EOC staff will coordinate with incident managers in the field and other agencies and organizations to:

- Monitor and assess an emergency or disaster to anticipate needed response and recovery operations.
- Secure resource support for City operations from City departments, Okaloosa County, the State of Florida, Federal agencies and adjacent jurisdictions.
- Make policy decisions and planning and prioritizing citywide emergency response and disaster recovery operations.
- Coordinate, process, and disseminate information.
- Maintain a common operating picture to ensure that all personnel have the same information.
- Coordinate and provide information to Okaloosa County EM.
- Ensure appropriate documentation regarding response and recovery operations is maintained by all City departments and personnel.
- Assign a liaison, whenever needed or upon request, to emergency response or disaster recovery facilities activated by Okaloosa County, the State of Florida or Federal agencies for operations affecting the City.
- Direct or support other operations by or within the City for emergency response and recovery.
- Coordinate the City's transition from response to recovery.
- Ensure other support measures, as required.

Activation Levels

The City EOC shall operate at level 1, 2, or 3 at all times.

Level 3 – Monitoring

- The EOC is not activated or staffed.
- The Incident Commander monitors conditions that may warrant activation of the EOC.

Level 2 – Limited Activation

- This is a limited activation of the EOC
- The City ICS structure is implemented
- The EOC is usually staffed by Command and General ICS staff only
- This level of activation may be used to implement necessary EOC actions and procedures ahead of an expected Level 1 activation.

Level 1 – Full Activation

- The EOC is fully activated and fully staffed 12-hour rotating shifts shall be implemented, unless otherwise directed by Incident Commander.

EOC Preparation and Operation

It shall be the responsibility of the City Incident Commander to ensure the EOC is properly equipped and capable of supporting the work of EOC staff. Adequate communications, data, and situational awareness elements and backup systems must be available and operational. It shall also be the responsibility of the City Incident Commander to provide guidance and direction to EOC staff regarding proper EOC operations and protocol during an activation. EOC operations must be executed in a manner that guarantees a work environment conducive to effective planning, information sharing, situational awareness, and collaborative decision making.

EOC Communications

Communications between the City EOC and the County EOC are critical during activation. Direct communication with County EOC staff and ESFs may be accomplished through published telephone numbers, email or radio with the designated city liaisons in the County EOC. Formal requests for external resources and assistance must be made through WebEOC to the County EOC. WebEOC is the internet-based software used by the State and County EOCs to initiate and track formal resource requests. Authorized EOC staff may log into WebEOC at <http://webeoc.co.okaloosa.fl.us/eoc7/default.aspx>

In addition, the City EOC will have access to the amateur radio system that will be located in the communication center. This system shall be in place to continue communications with the County EOC if all other communication means become disabled or destroyed. The amateur radio system shall be staffed and operated by a properly licensed City employee or a member of the local Amateur Radio Emergency Service (ARES).

Hurricane Development

A tropical cyclone is the technical term for what many refer to as a hurricane. It is described as a rotating, organized system of clouds and thunderstorms characterized by a low-pressure center, strong winds, and a spiral of thunderstorms that produce heavy rain. Hurricanes rotate counterclockwise in the Northern Hemisphere. Tropical cyclones are classified as follows:

- **Tropical Depression:** Tropical cyclone with maximum sustained winds of 38 mph or less.
- **Tropical Storm:** Tropical cyclone with maximum sustained winds of 39 to 73 mph.
- **Hurricane:** When sustained winds in a tropical cyclone reach or exceed 74 mph, it is called a hurricane (in the Atlantic and eastern and central Pacific Oceans). In the North Pacific, hurricanes are called typhoons. Hurricanes are further designated by categories on the Saffir-Simpson scale.
- **Major Hurricane:** A hurricane with maximum sustained winds of 111 mph or higher, corresponding to a Category 3, 4 or 5 on the Saffir-Simpson Hurricane Wind Scale.

Hurricane Types

The evacuation and sheltering of hurricane vulnerable residents in facilities is planned in response to any of the three major types of hurricanes:

- **Landfall:** A hurricane characterized by the track of its eye crossing from water to land and continuing inland, as in a storm striking the gulf coast of Florida from the Gulf of Mexico.
- **Paralleling:** A hurricane characterized by the track of its eye approaching but not crossing the coastline, often moving parallel along the shore, yet still producing significant hurricane hazards, as in a storm moving east along the gulf coast of Florida.
- **Exiting:** A hurricane characterized by its return to open water after traversing a significant land mass, as in a storm entering the east coast of the Florida peninsula and exiting via the west coast of the Florida peninsula.

Hurricane Hazards

- **Storm Surge:** Storm surge has the potential to cause the largest loss of life in hurricanes. Since 1963, storm surge has caused nearly half of the deaths in the United States in hurricanes. Water, not wind, accounted for nearly 90 percent of all hurricane deaths in the U.S. during that time. Storm surge is dangerous because a mere six inches of fast-moving flood water can knock over an adult. It takes only two feet of rushing water to carry away most vehicles – including large pickup trucks and SUVs.

- **High Winds:** High winds will render segments of the population vulnerable to the passing hurricane. This hazard applies to residents of structures unable to withstand the stress of hurricane-force winds, measured at a sustained velocity exceeding 74 miles per hour. Fort Walton Beach is entirely within the Wind-Borne Debris Region where winds in excess of 120 mph are possible.
- **Tornadoes:** Tornadoes are also common with land falling tropical systems. In recorded history, almost every tropical storm and hurricane that has come onshore in the U.S. has produced a tornado. These tornadoes most often occur in thunderstorms embedded in the storm's rain bands, well away from the center of the hurricane.
- **Rainfall:** Since the structure of every hurricane is unique, there is no way to determine the rate and distribution of the expected six to twelve inches of rainfall generally accompanying a storm. However, it is known that the rainfall has only minor influence on the storm surge water levels. Rainfall in itself will not normally require the emergency evacuation of large numbers of residents during the passage of a hurricane as does the storm surge, but it may cause the slowing of traffic or the severing of evacuation routes, adding critical hours to overall evacuation time.

Hurricane Categories and Damage Potential

The five categories of hurricanes and the resulting damage potential are:

Category 1 - Sustained winds 74-95 mph

- Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap, and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several day.

Category 2 – Sustained winds 96-110mph

- Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.

Category 3 - Sustained winds 111-130 mph

- Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.

Category 4 - Sustained winds 131-155 mph

- Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted, and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Category 5 - Sustained winds greater than 155 mph

- A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Hurricane Storm Surge

- At the approach of a hurricane, storm surge prediction will be an extremely important factor in determining required evacuation areas. The maximum potential storm surge for a particular location depends on a number of different factors. Storm surge is a very complex phenomenon because it is sensitive to the slightest changes in storm intensity, forward speed, size (radius of maximum winds-RMW), angle of approach to the coast, central pressure, and the shape and characteristics of coastal features such as bays and estuaries.
- Other factors which can impact storm surge are the width and slope of the continental shelf. A shallow slope, such as the one found along the Gulf Coast, will potentially produce a greater storm surge than a steep shelf. For example, a Category 4 storm hitting the Florida coastline, which has a very wide and shallow continental shelf, may produce a 20-foot storm surge, while the same hurricane in a place like Miami Beach, Florida, where the continental shelf drops off very quickly, might see an 8 or 9-foot surge.

Notification and Warning

General

There are three (3) essential ingredients in mitigating the potential for large scale loss of life in hurricane events:

- Ensure official evacuation orders are issued in sufficient time to allow for safe evacuation from hurricane-vulnerable areas prior to arrival of tropical storm force winds (39mph).
- Ensure evacuation orders and other emergency information is disseminated to the appropriate response agencies and the general public.
- Residents in mandatory evacuation areas must heed the evacuation order.

Warning System

The existing warning system is composed of key entities throughout federal, state, and local government levels. Each entity plays an important role in gathering, interpreting, and disseminating hazard data on an approaching hurricane to ensure that adequate warning is issued. A potential evacuation in the Crestview area would involve the following key entities and methods in the warning system:

- National Hurricane Center
- Mobile/Pensacola Area Office, National Weather Service
- Florida Division of Emergency Management
- Okaloosa County EM, Okaloosa County EOC
- City of Crestview EM
- Public Media
- Social Media
- Direct public contact by police and fire department personnel
- Mass emergency notification systems

Hurricane Advisory Products

The primary watch/warning products on tropical storms and hurricanes come from the National Hurricane Center and the National Weather Service. Forecasts and advisories contain official information describing all hurricane watches and warnings in effect, along with details of location, intensity, movement, and any precautions that should be taken.

Once a hurricane is identified, advisories are sent out at six-hour intervals (4:00 a.m., 10:00 a.m., 4:00 p.m., 10:00 p.m. CDT). Advisories generally begin when a tropical depression with winds of at least 38 mph is identified by number. When the storm reaches winds of 39 mph, it is a tropical storm and will be named. When winds reach 74 mph, it is considered a hurricane.

Whenever a hurricane is active, the NHC issues Public Advisories comprised of text and graphical products at 6-hour intervals. Intermediate Public Advisories are issued at 3-hour intervals between regular advisories when watches or warnings are in effect. Special advisories may be issued at any time to advise of an unexpected significant change in the cyclone, or to update the position and forecast. If the hurricane or tropical storm approaches land, the advisory information begins to focus on coastal and inland effects.

Advisories

- **Hurricane Public Advisory:** The Hurricane Public Advisory contains a list of all current coastal watches and warnings associated with an ongoing or potential hurricane, a post-hurricane, or a sub-hurricane. It also provides the cyclone position, maximum sustained winds, current motion, and a description of the hazards associated with the storm.
- **Hurricane Track Forecast Cone:** This graphic shows areas under tropical storm and hurricane watches and warnings, the current position of the center of the storm, and its predicted track. Forecast uncertainty is conveyed on the graphic by a “cone” (white and stippled areas) drawn such that the center of the storm will remain within the cone about 60 to 70 percent of the time. Remember, the effects of a hurricane can span hundreds of miles. Areas well outside of the cone often experience hazards such as tornadoes or inland flooding from heavy rain.

Watches

- **Storm Surge Watch:** There is a possibility of life-threatening inundation from rising water moving inland from the shoreline somewhere within the specified area, generally within 48 hours.
- **Hurricane Watch:** Hurricane conditions (sustained winds of 74 mph or greater) are possible within your area. Because it may not be safe to prepare for a hurricane once winds reach tropical storm force, the NHC issues hurricane watches 48 hours before it anticipates tropical storm-force winds.
- **Tropical Storm Watch:** Tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified area within 48 hours.

Warnings

- **Storm Surge Warning:** There is a danger of life-threatening inundation from rising water moving inland from the shoreline somewhere within the specified area, generally within 36 hours. If you are under a storm surge warning, check for evacuation orders from your local officials.
- **Hurricane Warning:** Hurricane conditions (sustained winds of 74 mph or greater) are expected somewhere within the specified area. The NHC issues a hurricane warning 36 hours in advance of tropical storm-force winds to give you time to complete your preparations. All preparations should be complete. Evacuate immediately if so ordered.
- **Tropical Storm Warning:** Tropical storm conditions (sustained winds of 39 to 73 mph) are expected within your area within 36 hours.
- **Extreme Wind Warning:** Extreme sustained winds of a major hurricane (115 mph or greater), usually associated with the eyewall, are expected to begin within an hour. Take immediate shelter in the interior portion of a well-built structure.

Notification Responsibilities

County

Okaloosa County EM is responsible for activating the appropriate notification and public warning systems for all of Okaloosa County. Notification procedures begin when a weather system becomes a possible threat to Okaloosa County; updates continue through the recovery period or until there is no longer a threat.

Okaloosa County EM will disseminate warning information to local officials, municipalities, and the general public. The Okaloosa County EOC will use situational and operational reports to continually brief and update the primary response organizations throughout the County.

City

The Crestview Incident Commander is responsible for identifying and monitoring any hurricane that may pose a threat to the City. The Incident Commander will be responsible for forwarding pertinent advisories and information from the warning system to the Senior Leadership Team of the City. If it is determined that a hurricane will have some impact on the City, the Incident Commander shall notify the City Manager and all Department Directors. The City shall then operate in accordance with the guidelines contained in the "Concept of Emergency Operations" section of this Plan. Employees should be prepared to perform assigned duties per this Plan and any duties identified in departmental plans.

Notifications specific to residents of Crestview will be delivered through Code Red, the City website, social media, and radio and TV. Notifications and information releases will be a coordinated effort between the City Incident Commander, City Manager, City Public Relations Manager, and County EM officials.

Evacuation

The concept of evacuation in Okaloosa County and the City of Crestview is designed to prevent loss of life from the hazards associated with hurricanes and tropical storms, especially storm surge. This is accomplished through the mass evacuation of residents from vulnerable areas to safe locations and shelters, based on the following factors:

- The identification of five levels of evacuation for future probable hurricane threats
- The identification of elderly, disabled, and special needs individuals requiring assistance during an evacuation
- The determination of evacuation time based on the specific hurricane threat
- The designation of evacuation routes
- The establishment of a traffic control system
- The designation of evacuation shelters for the general population and persons with special needs
- The assignment of public emergency transportation resources for evacuation of the elderly, handicapped, and designated facilities.

The implementation of hurricane evacuation procedures will be based on the understanding that there is no necessity for the total evacuation of Crestview for every hurricane event. Large areas within the City of Crestview will not be affected by storm surges or flooding and sound structures can provide needed shelter and safety for lower intensity hurricanes.

Evacuations areas

There are 5 pre-identified areas that have historically resulted in either flooding, road closure, or are severely threatened by high winds and will likely require evacuation. The pre-identified areas are numbered 1 through 5 and are found in the hazard map located in Appendix A. Most times, all mobile homes and travel trailer residents must evacuate regardless of the pre-identified zones. The pre-identified areas are as follows:

1. Trevor Court and Crane lane – Located South of Antioch Rd and are prone to flooding.
2. Talloakas Rd and Sioux Cr. – Located off Old Bethel Rd and are prone to flooding and road closure.
3. Valley Rd, just North of E. 1st Ave. – prone to flooding and road closure.
4. 197 S. Rayburn St. – Mobile home park, prone to severe damage and destruction from hurricane force winds or tornados.
5. 425/427 Brookmeade Dr. - Mobile home park, prone to severe damage and destruction from hurricane force winds or tornados.

The public may determine their evacuation level by referring to the City of Crestview GIS website at <https://www.cityofcrestview.org/174/GIS-Services-Mapping> or by calling the Crestview GIS Office at (850) 682-1560. When the possibility of an evacuation exists, residents should be encouraged to tune to local TV or radio outlets to identify those areas of Okaloosa County that have been designated to evacuate. They can also follow information on the City of Crestview Website at www.cityofcrestview.org and on the City's social media platforms.

Evacuation Order

In a hurricane evacuation, the most critical component of the decision-making process for local government officials is the timely issuance of an Evacuation Order. Within the State of Florida, the decision and power to order an evacuation is delegated to three different levels of government: State, County, and Municipal. At the State level, the Governor is empowered to issue evacuation orders; this authority is generally exercised in instances where regional or statewide evacuation is required.

During a localized event, Okaloosa County and/or the City of Crestview have the authority to issue an order for evacuation to safeguard the lives and property of residents. However, a hurricane that threatens the entire County would require coordination among all jurisdictions to prevent conflicting evacuation orders.

Evacuation Timing

The timing of the issuance of an evacuation order is critical. Time between the issuance of an evacuation order and landfall of a hurricane isn't always available for safe evacuation. Tropical storm force winds and dangerous thunderstorms can extend out long distances from the eye of a hurricane and create dangerous driving conditions long before actual landfall occurs. Early evacuation must be highly encouraged, especially for evacuees seeking shelter outside Crestview or Okaloosa County.

The Okaloosa County Emergency Management website

<http://www.co.okaloosa.fl.us/ps/emergency-management> maintains data related to evacuation zones, evacuation routes, and shelter locations. Residents should be encouraged to review this information as part of their annual hurricane preparation planning.

Mandatory evacuations for hurricanes will be limited to mobile homes and campsites, storm surge areas, and areas that would be cut off by surge-damaged roads. There are several factors that complicate the evacuation process, including the lack of ability to forecast specific landfall points, the need for a 24-hour lead time for mandatory evacuation clearance, and the present inability to forecast extreme intensity changes. A tropical storm could become a Category 3 hurricane in a matter of hours, without prior forecast of such change. Any change in variables, especially the lead-time presented by a given situation, could cause a variance from the ideal evacuation zones.

Evacuation Routes

Essential to the effectiveness of any large-scale hurricane evacuation is the pre-designation of routes leading from vulnerable zones out of harm's way or to safe shelter destinations. The optimum evacuation route for a zone is, first, that route which offers the shortest and most direct access away from the hazards of the approaching hurricane. Evacuation routes for Okaloosa County and City of Crestview are conveyed to residents through various methods – websites, social media, and publications.

Traffic control

To ensure the completion of safe evacuation within the time frame of an Evacuation Order, primary importance must be given to the continuous movement of vehicles through the evacuation roadway system. Major intersections and other roadways have been identified as critical to the overall flow of traffic and may require monitoring by law enforcement. Major traffic control points in the City of Crestview may need to be monitored by the Crestview Police Department.

Public Evacuation Shelters

Evacuation shelters are identified and operated by Okaloosa County EM. It should be noted that all evacuees have several options for evacuation:

- Leave the area completely
- Evacuate to the home of a friend or relative in a non-evacuation zone
- Hotel/motel in a non-evacuation area
- Report to an identified evacuation shelter

Certain buildings throughout Okaloosa County have been designated as public risk shelters to provide mass sheltering of residents during a hurricane evacuation. These shelters consist of general public shelters, special needs shelters, first responder shelters, and those considered pet friendly. Some shelters may fit into multiple categories. All public shelters will be operated by Okaloosa County and the American Red Cross. During annual hurricane planning, residents should be reminded to review available shelters they may use during a hurricane evacuation (see Appendix C). Residents should also be reminded that not all shelters may be activated for a hurricane event.

Evacuation Assistance for Special Needs Citizens

It shall be the responsibility of the City of Crestview Fire Marshal to contact all private retirement and special needs facilities within the City on an annual basis to ensure the facility has adequate plans and means to evacuate residents if necessary.

Okaloosa County provides transportation support to residents with special needs who require transportation assistance in case of potential hurricane evacuation. Residents should register with Okaloosa County EM for assistance prior to hurricane season. Transportation resources will be provided by Okaloosa County Transit for the evacuation of the handicapped/disabled, the elderly, and other special needs residents who do not have access to private vehicles or who are unable to drive their own vehicles.

Homeless Evacuees

Homeless evacuees may evacuate to any open public shelter. Crestview Area Shelter for the Homeless (CASH) is not a rated shelter and residents may be required to evacuate to hurricane shelters.

Training and Public Outreach

National Incident Management System (NIMS)

Through Resolution XXXXX, the City of Crestview adopted this plan that requires the use of the National Incident Management System (NIMS) as the standard for command and control of all incident management during emergency operations. Therefore, all City personnel that may participate in emergency response and support activities shall be trained commensurate with their expected job responsibilities. The City has established a Training Matrix that identifies minimum NIMS and ICS training requirements for essential personnel (see Appendix D).

In addition to minimum training requirements, supervisors and senior leaders are highly encouraged to seek advanced training in areas specific to their emergency job responsibilities. The City Incident Commander shall provide guidance and information to employees on available training through FEMA, the Florida Division of Emergency Management, and other available sources.

Hurricane Exercises

Annually, the City shall participate in the Okaloosa County Hurricane Exercise. This will help ensure current plans, policies, procedures, and databases remain up-to-date and applicable. In addition, the City Incident Commander may plan supplemental training sessions and/or exercises to test and evaluate changes or amendments to this plan or departmental plans.

WebEOC.

The Florida Division of Emergency Management, Okaloosa County, and City of Crestview utilize WebEOC online incident management software for information sharing, communication, situational awareness, and a host of other actions that are critical in emergency incident management. All members of the City EM Agency shall be trained in the use of this software and be able to utilize its capabilities in the management of an incident. Annual training is available for this software through Okaloosa County EM. Command and General Staff within the City ICS system will have individual login credentials. Login is at <http://webeoc.co.okaloosa.fl.us/eoc7/default.aspx>

Disaster Documentation

Documentation is often critical in receiving financial assistance and reimbursement from the State or Federal government in the wake of a hurricane event. The City Finance Director shall ensure that specific policies and procedures are contained in that department's hurricane plan that address documentation regarding financial assistance, reimbursement, and employee disaster pay. In addition, all Department Directors shall be thoroughly trained on those policies and procedures. Documentation policies may include, but are not limited to:

- Hurricane preparation expenditures
- Employee disaster pay
- Employee deployment to other jurisdictions via State or Federal request
- Securing emergency contractors

- Debris removal
- Damage to City property
- Use of City equipment during disasters
- NIMS 214 – Activity Log
- Requesting/Using petty cash
- Use of Purchasing Cards
- Requisition of emergency supplies, tools, equipment, etc.

Public Outreach

Each year, through City Council Proclamation, City of Crestview shall declare the month of May as Hurricane Preparedness Month. During this month, each City department will review this Plan and appropriate departmental plans in preparation of Hurricane Season. The designated Incident Commander shall ensure that a hurricane tabletop exercise is accomplished prior to June 1st. Annually, Hurricane Season runs from June 1st through the end of November. Supervisors should stress the importance of preparing a family hurricane plan to all employees, but especially to those that are considered essential and may be required to report for work during hurricane events.

Also, during this time, the City's designated Incident Commander shall work closely with the City Public Relations Manager to disseminate hurricane preparedness information to the public through multiple mediums. Each City department will be expected to participate in this annual outreach initiative by making information available specific to the service they provide. The City may elect to host a hurricane preparedness expo for residents to promote hurricane preparedness through information sharing and providing storm-ready options for homes and families.

Emergency Essential Employees

Emergency operations during a storm event are critical to keeping the City functioning in times of disaster. Many employees will serve as vital components in the City's efforts to prepare for and respond to a hurricane. Many of these employees will be sheltered within the City so they may immediately respond post hurricane landfall.

Purpose

The purpose of this section is to provide information regarding the roles and responsibilities of the City's emergency essential employees during a hurricane event. This includes, but is not limited to, the following:

- Identify how emergency essential employees are designated.
- Establish how employee staffing and sheltering will be accomplished for a hurricane event.
- Identify what supplies will be needed and the procedures for acquisition and delivery of such supplies to designated areas.
- Ensure emergency essential employees are able to secure their homes and prepare families prior to reporting for emergency work

Employee Preparedness City of Crestview employees should be prepared to assist residents in the event of a hurricane. Employees required by their department to work before, during, and immediately after a storm are also responsible for the safety and well-being of their families. The City does not provide shelter for employee families, so employees are encouraged to create a family emergency plan prior to a storm approaching. Employees should also make arrangements to secure their home, pets, vehicles, and/or watercraft, and check their insurance policies for adequate coverage in the event of flood and wind damage. Again, this should be done prior to the approach of a hurricane. Insurance companies will not entertain any new or additional coverage for residents that may be impacted by an approaching hurricane.

Assignments and Scheduling

When it is determined the City will receive major impacts from a hurricane event, the City Manager will make decisions concerning facility closures, hours of work, and other matters concerning non-essential employees. This scheduling may continue for an extended period. During emergency operations, emergency essential employees' schedules and staffing levels will be determined by Department Directors or Supervisors. Decision parameters and considerations for essential employee staffing levels and reporting times shall be made part of each departmental plan. Department Directors are responsible for designating each of their employees as emergency essential or non-essential.

Emergency Supplies and Resources

Personal Supplies

Emergency essential employees required to work during a hurricane event will need to be prepared for dangerous and primitive conditions. Each employee should report with enough personal supplies to last a minimum of 72-hours following landfall of a hurricane. The following is a suggested list of personal items employees should bring with them when reporting for work, however, employees should check with their supervisor for any specific supplies that may be required.

- Extra Uniforms (if applicable) Additional clothing
- Hat or Visor
- Extra work gloves
- Extra shoes or boots and socks
- Rain Gear
- Small first aid kit
- Toiletries (toothpaste, toothbrush, soap, deodorant, etc.)
- Medications
- Extra eyeglasses or contacts
- Hand and bath towels
- Pillow and blanket or sleeping bag
- Cash (ATM machines and credit card purchases will be unavailable with no electricity)
- Non-perishable food, snacks, or special dietary items
- Personal bottled water
- Flashlight and extra batteries

- Insect repellent and sunscreen
- City ID badge
- Cell phone (personal or city issued)

Water Supply

Loss of power for wells, broken water mains, and flooding can create a situation where normal domestic water service is unavailable. The risk of total loss of service is low. The water supply system is divided into two separate operating systems. While operating independent from each other, they are both capable of supporting one another. The utilities division will oversee local interconnect agreements if needed.

Food Supply

Because of the destructive effects of a hurricane, many businesses may be closed for an extended period. Since food from grocery stores and restaurants may not be available, the City maintains a supply of military grade pre-packaged meals (MREs) to support emergency responders and emergency essential employees working in the wake of a major hurricane. These meals are maintained at the City warehouse and shall be inventoried annually by the City Incident Commander to ensure enough quantities exist and have not reached their expiration date. The City Incident Commander shall work with the Finance Director to replenish any needed food supplies. In the event MREs are required to be utilized by City employees, they shall be transported to the City of Crestview Community Center and distributed daily by Logistics Section personnel. The Community Center will serve as Base Camp for long term response and recovery operations.

Backup Communications

The continued ability to communicate is essential to safety and the decision-making process during a large-scale emergency or disaster. Hurricanes often damage or destroy essential elements of normal communications systems, including cell towers, transmission lines, satellite dishes, etc. At the time of adoption, the Fire Chief is investigating a backup communication method.

Public Sandbags

The City may elect to make sandbags available to the public. Sandbags are intended for City residents. Specifics on sandbags will be made available through multiple media platforms.

Sheltering Essential Personnel and Vehicles

Personnel

The following facilities will be utilized to shelter emergency essential personnel during a hurricane event. Some facilities, due to storm surge, may need to be evacuated and personnel relocated, so alternate facilities have also been identified. Personnel in the field will need to seek shelter as soon as conditions outside become unsafe (sustained winds of 40 mph) or when recalled. If unable to report to their assigned shelter due to storm conditions or flooding, employees should seek safe refuge where possible.

Primary Facilities

- Fire Department
 - All personnel at Station 1 will relocate and shelter at City Hall.
 - All personnel at Station 2 and 3 will relocate and shelter at a safe location determined by Incident Commander.
- Police Department
 - Community Center
- Other city personnel
 - Public Services personnel will shelter at the Public Services building.

Alternate Facilities

Should the expected effects of a hurricane be so severe that evacuation of primary facilities is warranted, alternate shelter facilities shall be utilized. Antioch Elementary School is an alternative facility available for City employees. At the adoption of this plan, additional shelter facilities are being investigated by the Incident Commander.

Vehicles

Upon activation of the ICS, those assigned to the ICS will be allocated a City vehicle.

Employee Notifications

Code Red Notification System

The City operates a mass notification system. The system, known as Code Red, can make simultaneous notifications to all City employees through multiple methods. For example, the Code Red system can make emergency notifications to each City employee through email, phone call, text, and social media simultaneously. This capability will allow the City Manager and designated City officials to provide important, up-to-date, citywide announcements to all employees within minutes. In general, the Public Relations Manager will be responsible for such notifications.

Conference Calls

To keep key members of staff informed on any hurricane situation, the Incident Commander may elect to utilize regularly scheduled conference calls to provide briefs. The following protocol will be used when participating in a conference call brief:

- Dial or log in into the conference call a few minutes prior to the scheduled start time.
- Use the invitation sent to your city email.
- The Incident Commander will begin the briefing by roll call of participants.
- The Incident Commander will provide an update on the hurricane situation, forecasts, and items of concern.
- After the brief, the Incident Commander will call on each participant to allow them to give their own update on their departmental actions and issues specific to their area of responsibility.
- Following each participant update, the Incident Commander will ask if there are any questions.

- If you wish to ask a question or give comments during the conference call, you must identify yourself and who you are addressing, otherwise conference calls can become lengthy, unorganized and confusing.
- Once the City's ICS structure is initiated, conference call participants will be identified and called upon by ICS position. This is because individuals on calls may change during extended operations.

Departmental Communications

In disaster situations, communication is vital at all levels of the organization. Department Directors or designees will be responsible for notifying personnel of any modified or emergency essential personnel work schedules and information regarding changes to the service(s) provided by the department. Each departmental hurricane plan shall identify formal procedures that will be used for communicating department-specific information and notifications to employees.

Concept of Emergency Operations

Overview

Emergency response efforts during a hurricane event will require close coordination between State, County and local government representatives, as well as additional support agencies. It will also require key decision makers to maintain open and direct communication channels. This will allow government authorities and officials to make effective strategic decisions, provide support for emergency operations, and coordinate the use of internal and external resources.

Most emergency situations require the use of a calculated agency response, hurricane events are no different. The track, size, and intensity of each hurricane will dictate the level and magnitude of local preparation, response, and recovery actions undertaken by the City. However, the City must always be vigilant and take decisive, deliberate, proactive measures when threatened by a hurricane. Failing to do so can contribute to tragic outcomes including fatalities, needless human suffering, and delayed response and recovery operations.

Flexibility of Operations

Though significant improvements continue to be made in forecasting the exact track and intensity of a hurricane, it remains a practice that is still not an exact science. The City cannot simply focus on the "skinny black line" of a hurricane's predicted path to drive critical hurricane preparation decisions and actions. Therefore, the recommended procedures in this section of the plan shall serve as guidelines for EM actions but cannot be considered as fixed courses of action. Each tropical cyclone brings its own set of unique circumstances and it must be addressed on its own merits. This may require some deviation to the actions and timelines recommended here.

Tropical Depression

A tropical depression forms when a low-pressure area is accompanied by thunderstorms that produce a circular wind flow with maximum sustained winds below 39 mph. Most tropical depressions have maximum sustained winds between 25 and 35 mph.

Close monitoring of the depression will continue until landfall occurs or it is no longer a threat. Because of relatively low storm surge and non-destructive winds associated with tropical depressions, the City may remain at Level 3 Operations for the entire duration of the event.

However, specific threats and conditions connected with a tropical depression may require the standby or immediate recall of specific senior staff and emergency essential personnel.

Actions:

- Operational Level 3
- Review Hurricane Plans
- Review Hurricane Preparations Checklist (see Appendix G) and take appropriate actions
- Be prepared to move quickly into Operational Level 2

Tropical Storm Watch

A Tropical Storm Watch means tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified area within 48 hours. A Tropical Storm Watch will require the EM Team to closely and continuously monitor storm conditions in the event forecasts for the area are elevated to a Tropical Storm Warning or Hurricane Watch.

Actions:

- Operational Level 3
- Review Hurricane Plans
- Review Hurricane Preparations Checklist and take appropriate actions
- Be prepared to move quickly into Operational Level 2

Tropical Storm Warning

Tropical Storm Warning indicates that tropical storm conditions (sustained winds of 39 to 73 mph) are expected within the area within 36 hours. Depending on a tropical storm's specific characteristics, it can pose significant threats to the City.

Actions:

- Transition from Operational Level 3 to Level 2
- Level 2 EOC activation prior to onset of tropical storm force winds
- Review Hurricane Preparations Checklist and take appropriate actions
- Emergency essential personnel must be sheltered prior to onset of tropical storm force winds reaching 45 mph
- Be prepared to move quickly into Operational Level 1

Hurricane Watch

A Hurricane Watch indicates hurricane conditions (sustained winds of 74 mph or greater) are possible within the area. Because it may not be safe to prepare for a hurricane once winds reach tropical storm force, the National Hurricane Center issues hurricane watches 48 hours before it anticipates tropical storm-force winds.

Actions:

- Transition from Operational Level 3 to Level 2, run checklists and take appropriate actions
- Level 2 EOC activation must occur prior to the onset of tropical storm force winds
- Emergency essential personnel must be sheltered prior to onset of tropical storm force winds reaching 45 mph
- Be prepared to move quickly into Operational Level 1

Hurricane Warning

A Hurricane Warning indicates hurricane conditions (sustained winds of 74 mph or greater) are expected somewhere within the specified area. The National Hurricane Center issues a hurricane warning 36 hours in advance of tropical storm-force winds to give an area time to complete preparations. Full preparation measures and evacuation of flood prone areas are expected with any hurricane warning.

- Transition to Operational Level 1
- Level 1 EOC activation prior to the onset of tropical storm force winds
- Review Hurricane Preparations Checklist and take appropriate actions
- Assign liaison personnel to the County EOC
- Emergency essential personnel must be sheltered prior to onset of tropical storm force winds reaching 45 mph
- Be prepared for extended emergency and recovery operations

Pre-Storm Objectives

- Closely monitor hurricane conditions and forecast
- Review hurricane plans and utilize established checklists
- Clearly communicate current and planned actions to City employees
- Identify emergency essential personnel and reporting times
- Distribute required field documents for FEMA reimbursement
- Take protective actions for City facilities, vehicles, and properties.
- Activate City EOC and establish citywide ICS
- Establish and publish 12-hour Incident Action Plans
- Provide City Liaison to the County EOC
- Pre-stage and make ready all backup generators, equipment, and emergency resources
- Provide updated storm information to residents through the PIO / County info
- Support evacuation efforts through notifications and traffic control assistance
- Address homeless evacuation and confirm evacuation plans with assisted living facilities

During Storm Objectives

- Continue to monitor hurricane conditions and forecast
- Utilize backup communications systems if normal systems are lost
- Police and Fire will continue responding to emergencies until winds reach 45 mph
- Non-first responders shall take shelter prior to the arrival of tropical storm force winds
- Utilize alternate shelter facilities if City facilities are expected to become unsafe
- Do not take unnecessary risks while the hurricane eye moves through

Post-Storm objectives

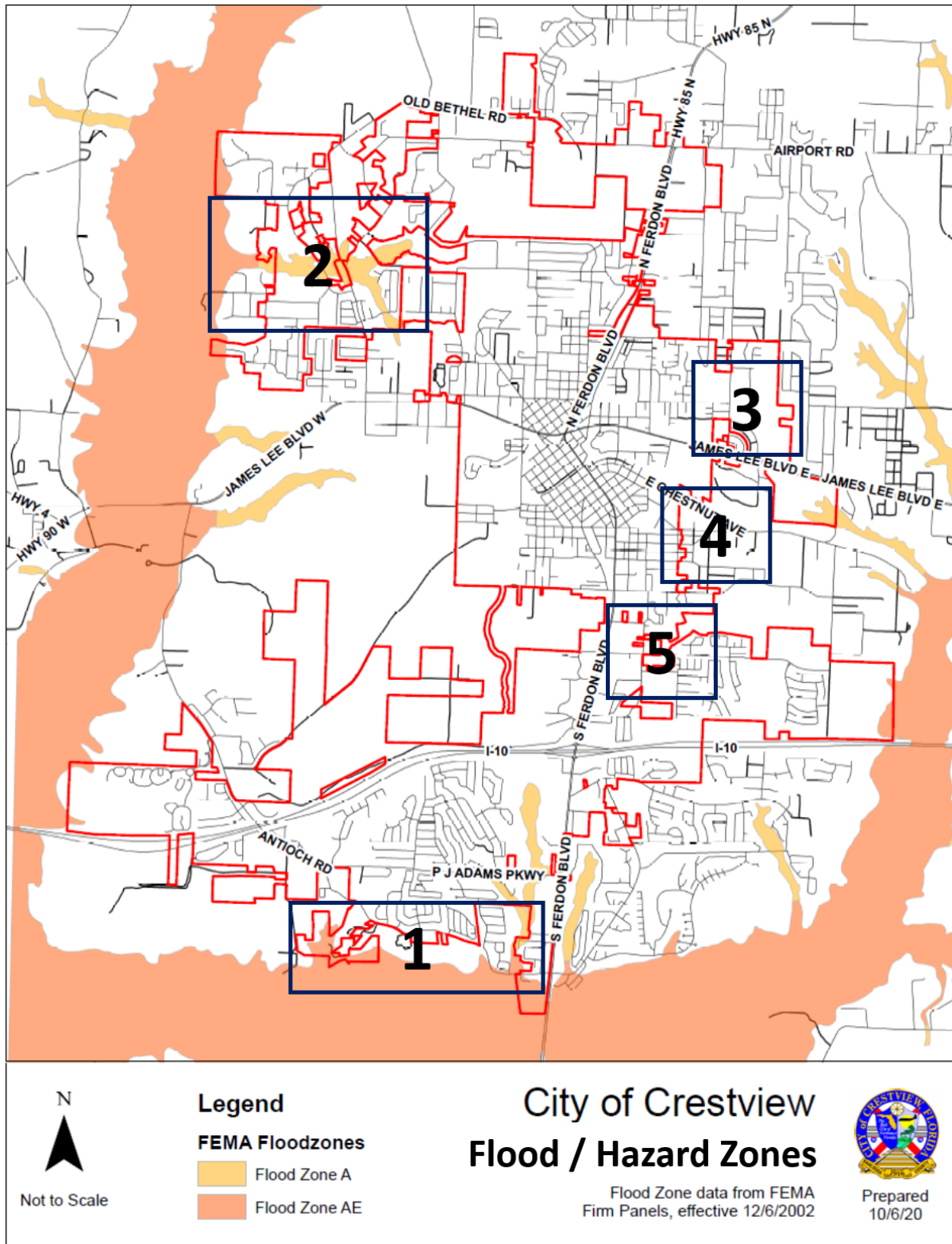
- Determine the condition of essential personnel and facilities
- Determine response and operational capabilities
- Life safety, search, and rescue of trapped and injured residents
- Damage assessment of infrastructure, utilities, and public properties
- Determine resource needs and make proper requests for assistance
- Clear roads and initiate debris management
- Support and enforce any established curfew

- Implement resident re-entry plan
- Provide security for businesses and residences from looters
- Establish mutual aid and resource check-in location and procedure
- Determine humanitarian needs and establish Points of Distribution (PODs)
- Collect required information and data for FEMA public and individual assistance

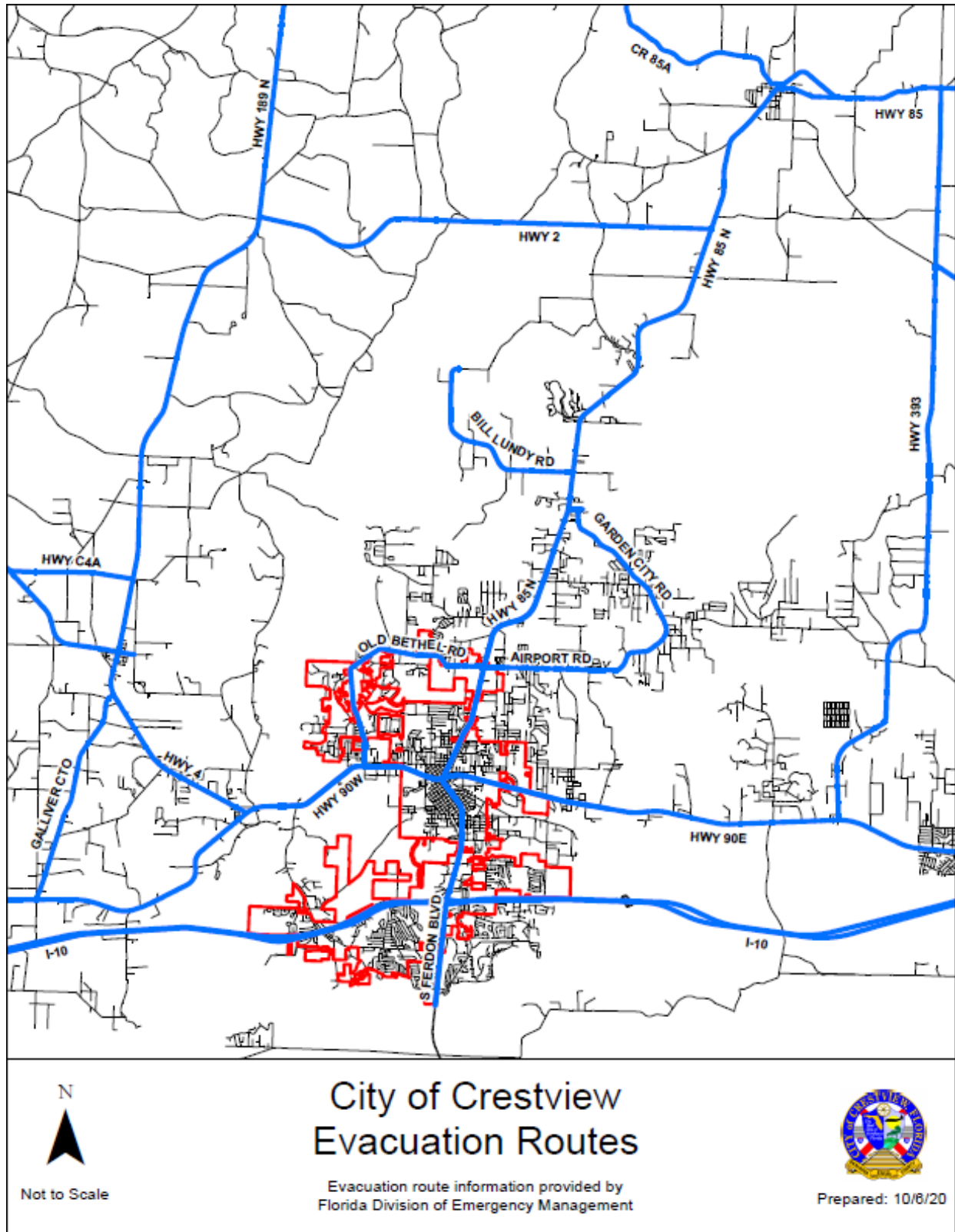
Recovery Objectives

- Return utilities to essential infrastructure, medical facilities, and private businesses that provide important services (food, water, fuel, etc.), then repair all utilities.
- Replace critical first responder and infrastructure resources lost or damaged during the hurricane, then concentrate on lower priority resources.
- Repair all utilities
- Work with FEMA to establish recovery and support stations
- Work with Small Business Administration to establish low interest loans for small business
- Provide necessary documentation to secure state and federal reimbursement funds

Appendix A Flood / Hazard Zones



Appendix B Evacuation Routes



Appendix C

Okaloosa County Evacuation Shelters

Emergency Shelter Information

The County does not automatically open all emergency shelters during an evacuation. Several factors determine which shelters will be open. Follow suggestions below in developing an emergency plan.

- Listen to local radio stations for updates
- Familiarize yourself with information available anytime there is a tropical system in the Gulf of Mexico or off the Atlantic coast of Florida
- Compare the directions to a road map and trace your route to shelters or to a point outside the local area
- Keep your vehicle's fuel tank topped off and get some extra cash from the bank
- Make sure you have enough prescription medications to last at least a week without refill. Hotels in Alabama fill up fast during an evacuation
- Leave early to beat the traffic jams and to increase your chance of finding a hotel.

Antioch Elementary*
4700 Whitehurst Lane
Crestview, Florida 32536

Davidson Middle**
6261 Old Bethel Road
Crestview, Florida 32536

Riverside Elementary
School
3400 Redstone Ave.
Crestview, FL 32536

Baker School
1369 14th Street
Baker, Florida 32531

Laurel Hill School
Building 8
8078 4th Street
Laurel Hill, Florida 32567

Shoal River Middle School
3200 Redstone Ave.
Crestview, FL 32536

Crestview High School
Building 11
1304 N Ferdon Blvd.
Crestview, Florida 32536

Appendix D

NIMS Training Matrix

NIMS Training Requirements

The issuance of the Crestview National Incident Management System (NIMS) Training Matrix is intended to provide guidance on required training levels for City employees that may be assigned duties in management, response, or support activities to address major emergencies or disasters.

The Emergency Management Coordinator will continuously review training recommendations from Federal and State Emergency Management Agencies to establish and maintain appropriate training for all City employees.

The goal of the Phase I training requirements is to ensure all City employees receive the minimum required training to help ensure the City's Emergency Management System can develop preparedness capabilities for effective and efficient incident management. In addition, NIMS training is utilized to ensure personnel are trained to perform the emergency function they are assigned.

The implementation of NIMS training requirements stem from different authorities. Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, directs the Secretary of the Department of Homeland Security (DHS) to develop a National Incident Management System. NIMS provides a consistent national approach for Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations (NGO) to work together to prepare for, respond to, recover from, and mitigate domestic incidents, regardless of cause, size, or complexity. In addition, the Comprehensive Emergency Management Plan (CEMP) incorporates NIMS practices and training which establishes the framework for all City departments and stakeholders to be adequately prepared when dealing with all hazards. Therefore, initial and updated NIMS training is a requirement for City government personnel.

The guidance within the NIMS Training Program on Federal, State, and local training requirements is not absolute. Incident and/or event complexity often determines personnel responsibilities in an emergency. Therefore, required training levels could vary for different incidents. To address this issue, it is the city's intent to prepare and train its employees for responsibilities they may be assigned during the most complex emergency situations.

Position	IS100	IS200	IS300	IS400	IS700	IS800	IS201	IS235	IS408
Elected Official					✓	✓			✓
City Manager	✓	✓	✓	✓	✓	✓	✓	✓	
Department Director	✓	✓	✓	✓	✓	✓	✓	✓	
Division Supervisor	✓	✓	✓		✓				
Front Line Supervisor	✓	✓			✓				
Non-Supervisory	✓				✓				

✓ Indicates that the corresponding training course must be completed.

Course Descriptions

IS-100 Introduction to the Incident Command System: This course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.

IS-200 ICS for Single Resources and Initial Action Incidents: This course is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS.

ICS-300 Intermediate ICS for Expanding Incidents: ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses.

ICS-400 Advanced ICS: This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300.

IS-700 NIMS, an Introduction: This course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

IS-800 National Response Framework (NRF), an Introduction: The course introduces participants to the concepts and principles of the NRF.

IS-201 Forms Used in the Development of the Incident Action Plan: The target audience for this course are the emergency management and response personnel who may be called upon to function in a Command, General Staff, or Unit Leader position during a significant incident or event, and who may be called upon to help prepare some portion of the Incident Action Plan.

IS-235 Emergency Planning: This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning.

IS-908 Emergency Management for Senior Officials: The purpose of this course is to introduce senior officials to the important role they play in emergency management. The responsibility for preparing for, responding to, and recovering from incidents, both natural and manmade, begins at the local level – with individuals and public officials in the county, city, or town affected by the incident.

Appendix E ICS Structure

INCIDENT ORGANIZATION CHART (ICS 207)			
1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		
3. Organization Chart			
<pre> graph TD IC[Incident Commander(s) Anthony Holland/ Tim Bolduc] LO[Liaison Officer Ray Harp] SO[Safety Officer Corey Winkler] PIO[Public Information Officer Chance Leavins] OS[Operations Section Chief Wayne Steele] PS[Planning Section Chief Jessica Leavins] LS[Logistics Section Chief Chuck Powell] FA[Finance/Admin Section Chief Gina Toussaint] SAM[Staging Area Manager Trae Duley] CO[City Operations - Carlos Jones] BA[Barr/Henderson - Assessment] RU[Resources Unit Ldr.] SU[Situation Unit Ldr.] DU[Documentation Unit Ldr. Elizabeth Roy] DM[Demobilization Unit Ldr.] SBD[Support Branch Dir. Cody Suggs] SU2[Supply Unit Ldr.] FU[Facilities Unit Ldr.] GSU[Ground Spt Unit Ldr.] SBD2[Service Branch Dir. Cesar Damaini] CU[Comms Unit Ldr.] MU[Medical Unit Ldr.] FLU[Food Unit Ldr.] TU[Time Unit Ldr. Tammie Goettl] PU[Procurement Unit Ldr. Heather Sutton] CCU[Comp./Claims Unit Ldr. Judy Torres] CU2[Cost Unit Ldr. Heather Sutton] IC --- LO IC --- SO IC --- PIO IC --- OS IC --- PS IC --- LS IC --- FA IC --- SAM OS --- CO OS --- BA PS --- RU PS --- SU PS --- DU PS --- DM LS --- SBD LS --- SU2 LS --- FU LS --- GSU LS --- SBD2 FA --- TU FA --- PU FA --- CCU FA --- CU2 </pre>			
ICS 207	IAP Page _____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____	

Appendix F

Hurricane Preparations Checklist

Administration

1. Are hurricane plans being shared and reviewed with employees?
2. Should City Facilities be closed? Date, time? Date for employee return?
3. Will City services be interrupted or have alternative work schedules?
4. Will City provide childcare for employees if schools are closed?
5. Does cancellation of leave or travel for critical staff need to occur?
6. Should vehicles be taken home by key staff in case of immediate recall?
7. Is there a need to assign an event Project Code and Account Number?
8. FEMA documentation for vehicles and equipment need to be distributed?

Emergency Supplies

1. Do MREs need to be moved to the Community Center for possible distribution?
2. Do radios need to be distributed to ICS staff?
3. Should sandbags be made available to the public?
4. Should City fuel supplies be locked down and held for reserves?

Protective Actions

1. Are departments taking proper protective and preparatory actions according to the City Hurricane Plan and their Departmental Plan?
2. Is there a need for all City employees to evacuate to alternate facilities?
3. Is there a need to set up the City EOC for possible activation?
4. Do City facilities need to be shuttered and protected?
5. Will essential employees or additional emergency personnel need to be brought in prior to tropical storm force winds?

Communications

1. Is there important information that needs to be relayed to the media?
2. Are the City website and social media pages up to date with latest hurricane information?
3. Does Code Red need to be utilized to provide all employees with current City actions and plans?
4. Does the Incident Commander need to establish regular briefing conference calls?

Appendix G

City Clerk Hurricane Plan

01. Purpose

A. The purpose of this guideline is to provide the City Clerk's office personnel with guidance related to emergency response operations before, during, and after the landfall of a hurricane in the City of Crestview area. It is intended to compliment and support the broader City Hurricane Plan which is an annex to the overall Comprehensive Emergency Management Plan. For the purposes of this guideline, the term hurricane shall be interpreted to mean hurricane, tropical storm, or any tropical cyclone activity that poses a threat to the local area.

02. Mitigation

A. It shall be the duty of the City Clerk to continually evaluate this document to ensure its accurateness.

03. Emergency Management (EM) and Incident Command System (ICS)

A. The City, by ordinance, elects to maintain and operate an EM Agency. This agency is responsible for coordinating EM operations during major emergencies and disasters affecting the city.

B. The City Clerk is the Documentation Unit Director for the City of Crestview. Therefore, the City Clerk shall assume that role during a hurricane event and will not operate solely within the scope of the City Clerk's office operations.

04. Level of Operations

A. To provide consistent preparation and response activities across all services, the City has established four levels of operations during the annual Hurricane Season. Those levels are:

- | | |
|---------|------------------------------|
| Level 4 | Normal City operations |
| Level 3 | Monitoring |
| Level 2 | Limited emergency operations |
| Level 1 | Full emergency operations |

B. The level of operations shall be recommended by the EM Director and approved by the City Manager. For the City Clerk's office personnel, appropriate actions shall be taken at each level of operation.

Level 4 – Normal Operations

- Personnel shall ensure family hurricane plans and preparations are complete
- Maintain normal City Clerk office operations.

Level 3 - Monitoring

- The City is actively monitoring a potential hurricane threat
- Notification of Level 3 is made to all employees via CodeRed notification system
- Closely monitor weather media, work emails, Active 911, and CodeRed for important announcements and information
- Review the City Hurricane Plan and this Plan

Level 2 – Limited Emergency Operations

- The City expects to experience wind, storm surge, or flooding impacts from a hurricane.
- Notification of Level 2 is made to all employees via CodeRed notification system.
- Closely monitor weather media, work emails, Active 911, and CodeRed for important announcements and information.
- The City transitions to a citywide ICS structure, an Incident Action Plan is established, and operational periods are assigned.
- Move to the EOC an assortment of office supplies, including but not limited to, note pads, paper, pens, markers, staplers, staples, paper clips, rubber bands, tape, folders, envelopes, etc.
- Move to the EOC list of contact numbers including City Council, Board Members, etc.
- Take protective actions by covering computers, unplugging unnecessary electrical items, and raising electronic items on floor as high as possible, etc.

Level 1 – Full Emergency Operations

- The City expects to experience major hurricane conditions and extensive damage
- Notification of Level 1 is made to all employees via CodeRed notification system
- Closely monitor weather media, work emails, Active 911, and CodeRed for important announcements and information
- The City ICS structure and EOC will be at full activation and capacity
- Ensure all Level 2 actions are completed
- Expect long-term operations with assistance from other agencies from across the state and federal assets.

05. Incident Command System (ICS) Structure

A. The City has elected to construct its emergency management model based on the ICS system. Once the EM system has been activated, the City Clerk will transition to Documentation Unit Director. No other personnel from this office are assigned to positions.

06. Essential Employee Designation

A. The City Clerk's position is considered an emergency essential employee for recall. No other personnel from this office are designated.

07. Sheltering Essential Personnel and Vehicles

A. When able, emergency essential personnel shall shelter in available City facilities. These facilities shall include City Hall.

08. Employee Notifications

A. When a hurricane threatens our area, the City will utilize email and the CodeRed mass notification system to provide important updates and information to employees.

09. Concept of Operations

A. The primary objectives of the City Clerk's office is to:

- Protect vital historical records
- Document all official meetings, before, during and after disaster operations

B. Assist all other departments as needed.

Appendix H

Community Development Services Hurricane Plan

01. Purpose

The purpose of this guideline is to provide City Community Development Services personnel with guidance related to emergency response operations before, during, and after the landfall of a hurricane in the Crestview area. It is intended to compliment and support the broader City Hurricane Plan which is an annex to the overall Comprehensive Emergency Management Plan. For the purposes of this guideline, the term hurricane shall be interpreted to mean hurricane, tropical storm, or any tropical cyclone activity that poses a threat to the local area.

02. Mitigation

It shall be the duty of the Community Development Services Director to continually evaluate department resources to determine their resiliency to hurricane events and the accurateness of this document.

All Community Development Services department tools, equipment, and vehicles shall be purchased not only with their ordinary use considered, but how they may be utilized in a response or support role during a hurricane event.

03. Emergency Management (EM) and Incident Command System (ICS)

The city, by ordinance, elects to maintain and operate an EM Agency. This agency is responsible for coordinating EM operations during major emergencies and disasters affecting the city.

Please see the most recent Emergency Operations Organization chart for specific roles related to the Incident Command System (ICS).

04. Level of Operations

To provide consistent preparation and response activities across all services, the City has established four levels of operations during the annual Hurricane Season. Those levels are:

Level 4 - Normal City operations

Level 3 - Monitoring

Level 2 - Limited emergency operations

Level 1 - Full emergency operations

Prep- Beginning of Hurricane Season

- Perform a review of the department hurricane plan.
- Each supervisor is to make sure they have a hardcopy of the hurricane plan along with most recent contact list of Department employees.
- Each supervisor is to make sure all applicable personnel have a City ID marked "E" (essential).
- Stockpile department supplies if applicable.
- Send out email notification to contractors.
- Confirm fuel needs with public services.
- GIS to verify quadrant maps for damage assessment and all other applicable maps per CDS Director.

The level of operations shall be recommended by the EM Director and approved by the City Manager. For Community Development Services personnel, appropriate actions shall be taken at each level of operation.

Level 4 – Normal Operations

- Review department personnel and equipment availability status.
- Community Development Services Director will meet with supervisors to direct and designate essential employees.
- Ensure employees know it is their responsibility to contact their immediate supervisor upon receiving the all clear to return to work.
- Explain hurricane pay to all employees.

Level 3 - Monitoring

5 Days Before Projected Landfall

- Ensure all level 4 actions are completed.
- Consider canceling travel plans due to possible mandatory recall.
- Community Development Services Code Compliance Administrator will contact the Finance Department to obtain a project number for the disaster.
- Reprint maps as needed that have been changed. Flood Maps, Risk Map, Essential Facilities, Etc.

4 Days Before Projected Landfall

- Community Development Services Director and/or Supervisors to review hurricane plan with personnel and designate roles for essential employees. Ensure employees know it is their responsibility to contact their immediate supervisor upon receiving the all-clear to return to work.
- All department personnel to monitor weather media, work emails, Code Red for important announcements and information.
- Inspectors to visit construction sites to include city projects and order loose building materials and debris to be cleared/secured.

Level 2 – Limited Emergency Operations

3 Days Before Projected Landfall

- Ensure all Level 3 actions are completed.
- Normal communications will be used as long as facilities are available.
- The City ICS structure and EOC will be at full/partial activation and capacity.
- Consider releasing personnel to secure homes/families, subject to recall or return to their operating post or other designated location.
- All departments will be responsible for backing up and securing their personal computers. All departments will also be responsible for unplugging the electric plugs and phone modem wires from all computer equipment in their area. This includes PCs, Controlling Devices, Printers, Cash Drawers, Validators, UPS devices, and any other computer related equipment. It is also the responsibility of user departments to cover all computer equipment with plastic to protect it from getting wet. City Hall personnel can get plastic from the director.
- Inspect all vehicles and equipment for fueling and proper operation.
- Determine shift rotations with all employees of all divisions.

2 Days Before Projected Landfall

- Cancel all personal leave.
- Secure major city projects for storm protection.

- Secure critical records.
- Protect office contents from water damage, such as by raising lower file drawers, cleaning work areas, securing documents, protecting equipment, backing up computer files, etc.
- Make extra copies of various essential maps including: water system, sewer system, drainage system, addressing, risk and street lighting.
- Make sure the map for tracking damage is posted on the wall at the field office behind the Admin Coordinators desk.
- Make sure that the “GO TO BOX” of permits and supplies is ready for use if needed.

Level 1 – Full Emergency Operations

1 Day Before Projected Landfall

- Ensure all Level 2 actions are completed
- Operating departments will use Push-To-Talk phones, cellular phones, two-way radios, and other communication devices as required and available; ensure all communication devices are fully charged and operational.
- Provide Community Development Services Director with evacuation destination(s).
- Move trucks to higher elevations, if necessary.

Post Hurricane Landfall

- Expect long-term operations with assistance from other agencies from across the state and federal assets.
- All personnel return to designated duty stations after the “ALL CLEAR” is given by EOC.
- At the discretion of the Director, all personnel who normally work a 4-day work week may be required to work a 5-day work week until all recovery activities are completed or until the Director orders a return to a 4-day work week.
- Priority of work after landfall will be for Building/Code Inspectors will lead the assigned Damage Assessment Teams along with members from the Community Development Services Department. The Damage Assessment Teams will be assigned to sectors of the City and equipped with cameras and damage assessment forms. Their assignments will be to locate and mark hazardous buildings to be repaired or demolished, photograph damage, fill out damage assessment forms as needed, report directly to the EOC an assessment of all damages surveyed and recommendations, and perform any other duties assigned.
- Community Development Services Director will determine emergency building requirements dependent on the severity of the storm and setup a temporary permitting station for reviewing and
- Using data provided by the field office, create a map of the storm event to include hotspots, damage, areas of debris, flooding, etc.

05. Incident Command System (ICS) Structure

The City has elected to construct its emergency management model based on the ICS system. Once the EM system has been activated, the following Community Development Services positions will be affected:

- See Command Essential list

06. City Emergency Operations Center

To enhance the City's ability to identify and prioritize local support, response, and recovery activities, the City of Crestview maintains a municipal EOC during times of major disaster or emergency. During hurricane events, the City EOC will usually be activated and staffed. Staffing levels may vary and will be dependent on the expected severity of the storm conditions expected in the local area.

The City EOC is located at the Council Chambers located at 198 N Wilson St. In the event of a major hurricane, this facility will also serve as Base Camp for much of the City's logistical operations and functions.

As noted in the City Hurricane Plan, the City EOC continuously functions at one of the following three levels:

- Level 4 – Normal Operations
- Level 3 – Monitoring
- Level 2 – Partial Activation (usually command and general staff)
- Level 1 – Full Activation

Communications with the City EOC should be made through the established ICS chain of command; however, direct phone numbers, emails, and Southern Linc backup radios will be available for direct communication with the City EOC and assigned staff.

07. Training and Public Outreach

Community Development Services Department employees will be trained on the principles and practices of the National Incident Management System (NIMS). To accomplish this training, the city has adopted a policy where all personnel must complete the following NIMS courses:

Department Director and Designated Back-up

- IS100, IS200, ICS300, ICS400, IS700, IS800, IS201, IS235

Division Supervisor

- IS100, IS200, ICS300, IS700

Non-Supervisory

- IS100, IS700

Each year, the Community Development Services Director will ensure that all personnel review the City's Hurricane Plan and this departmental plan in preparation for Hurricane Season. Periodically, the City will participate in City hurricane exercises and conduct various hurricane training sessions for all city employees.

Each year, by Proclamation, the City will declare the month of May as Hurricane Preparedness Month. During this time, the City will launch a public outreach campaign to inform residents about hurricane dangers, evacuations, shelters, and protective actions.

08. Essential Employee Designation

Certain employees within the Community Development Services Department are considered essential employees. As a condition of employment, these employees are subject to mandatory recall for hurricanes and other major emergencies. In addition to essential employees, all Community Development

Services employees are needed as soon as possible after a storm event. Therefore, it is critical that all Department personnel create and maintain a family hurricane plan. At minimum, the plan should address:

- Securing home, property, watercraft, and other assets
- Obtaining hurricane supplies for family (food, water, radios, batteries, etc.)
- Caring for children or special needs family members and pets
- Evacuation of family members
- Communications between distant family members
- Insurance coverage for flood and hurricane damage

09. Emergency Supplies

When Community Development Service personnel are recalled for a hurricane event, they should report for duty with enough supplies to sustain themselves for at least the first 72 hours following landfall of a hurricane in the local area. Personnel should consider preparing a personal “go bag” for emergency recall. A list of suggested emergency supplies can be found in the City Hurricane Plan in the Emergency Supplies and Resources Section.

All Community Development Service personnel are responsible for having enough water, food, and supplies to sustain themselves for the first 72 hours following hurricane landfall. For extended operations where food may not be available after the initial 72 hours, the City maintains a cache of military MREs for emergency workers. If these meals are required, they will be distributed by the Food Unit at the City Community Center (Base Camp) each workday. Exact times and procedures will be relayed to personnel by EOC staff.

The City maintains a its backup communication system.

10. Sheltering Essential Personnel and Vehicles

When able, emergency essential personnel shall shelter in available City facilities. These facilities shall include the city hall and the community Center. This will allow emergency workers to immediately deploy after landfall to begin completing life-safety and priority objectives. However, if hurricane conditions are expected to be severe enough that sheltering in these facilities would place personnel in danger, they may be required to evacuate to alternate facilities. Those facilities will most likely be council chambers. EOC staff will advise which shelter shall be utilized.

During any evacuation from City facilities, all vehicles will be evacuated with personnel to a safe location. When reaching the designated shelter, apparatus and vehicles should be parked in locations sheltered from high winds, out of flooding areas, and not in danger of falling trees and loose debris.

11. Employee Notifications

When a hurricane threatens our area, the City will utilize email and the CodeRed mass notification system to provide important updates and information to employees.

12. Concept of Operations

Flexibility of operations will be critical in any hurricane event. The effects and damage from a tropical cyclone can range from very minor to catastrophic. It is the responsibility of the City EM Agency to make decisions and take actions that will provide the proper level of disaster response efforts and services; however, it also important that fiscal responsibility be maintained. The unnecessary recall of personnel

or purchase of logistical resources can place financial burdens on the City. Unlike what is commonly thought, reimbursement procedures to receive FEMA and State funds is extremely complex and does not necessarily cover all costs incurred by the City.

Each hurricane will bring its own unique set of potential threats. To prepare for and respond to those threats, Public Works & Utility Services may issue mandatory personnel recalls ensuring adequate staffing is available to safely and effectively carry out its mission. Not only must the Community Development Service Department ensure that adequate personnel are available for the incident, but the leadership must also consider the possibility that traveling to the City after hurricane landfall may prove to be extremely difficult and dangerous. Therefore, recalled personnel will be placed on duty and assigned to a unit prior to tropical storm force winds affecting the City.

Though some flexibility may be required, the following Community Development Services staffing guide shall be utilized for hurricane events:

For major hurricanes, Community Development Services personnel can expect significant outside assistance from other Departments. The Community Development Services Director and City Manager will work closely with the Operations Section Chief to secure needed resources based on existing mutual aid agreements.

Department	EMP assigned department	Employee	Position	Emergency Assignment	Back up assignment	Backup 1	Backup 2	Backup 3
CDS	CDS	Barry Henderson	Director	As assigned by Fire Chief	Building Official	Planning Administrator	Building Inspector	
CDS	CDS	Senida Oglesby	Compliance Administrator	As assigned by Fire Chief	Director	Planning Administrator	Code Officer/Permit Tech	Utility Billing
CDS	CDS	Ronnie Raybon	Building Official	As assigned by Fire Chief	Compliance Administrator	Director	Building Inspector	Water Operator
CDS	CDS	Trae Duley	Planning Administrator	As assigned by Fire Chief	Planner	GIS	Director	Compliance Administrator
CDS	CDS	Roy Lee	Building Inspector	As assigned by Fire Chief				
CDS	CDS	Christi Sheals	Permit Tech	As assigned by Fire Chief				
CDS	CDS	Jordan Davis	Permit Tech	As assigned by Fire Chief				

Appendix I

Crestview Fire Department Hurricane Plan

01. Purpose

A. The purpose of this guideline is to provide fire department personnel with guidance related to emergency response operations before, during, and after the landfall of a hurricane in the City of Crestview. It is intended to compliment and support the broader City Hurricane Plan which is an annex to the overall Comprehensive Emergency Management Plan. For the purposes of this guideline, the term hurricane shall be interpreted to mean hurricane, tropical storm, or any tropical cyclone activity that poses a threat to the local area.

02. Mitigation

A. It shall be the duty of the Fire Chief to continually evaluate fire department facilities and resources to determine their resiliency to hurricane events. When fire department facilities are constructed or renovated, significant consideration shall be given to wind, flood, and safe room measures. All fire stations shall be supplied with a backup electrical generator for continuous and long-term operations without normal power.

B. All fire department tools, equipment, and vehicles shall be purchased not only with their ordinary use considered, but how they may be utilized in a response or support role during a hurricane event.

C. The Fire Marshal shall offer mitigation and preparedness strategy assistance to those businesses within the city that can provide significant community assistance in the wake of a major hurricane (food, water, fuel, etc.), and those that pose a significant life hazard (assisted living facilities, non-ambulatory care centers, etc.).

03. Emergency Management (EM) and Incident Command System (ICS)

A. The city maintains and operate an emergency operations center (EOC) that is responsible for coordinating emergency management operations during major emergencies and disasters affecting the city. During a major emergency, the fire department is represented within the EOC and is an integral part of the emergency management process to establish the response goals and objectives to mitigate the emergency.

B. The Fire Chief is the designated Incident Commander for the City of Crestview. Therefore, the Fire Chief shall assume that role during a hurricane event and will not operate solely within the scope of fire department operations. When the EOC is activated, the Deputy Fire Chief will assume the duties of Acting Fire Chief for the fire department and will be assigned the function of Fire Branch Director within the ICS structure or assigned other functions as directed by the overall Incident Commander.

C. The Fire Branch Director shall operate within the Operations Section of the citywide ICS structure. The Fire Branch Director shall work closely with the Operations Section Chief to address and successfully achieve fire, rescue, and other assigned objectives. The Fire Branch Director must maintain a close working relationship with the Operations Section Chief and

maintain continuous communications. However, the Fire Branch Director shall not be required to maintain a constant presence at the City Emergency Operations Center (EOC).

04. Level of Operations

A. To provide consistent preparation and response activities across all services, the City has established four levels of operations during the annual Hurricane Season. Those levels are:

- | | |
|---------|------------------------------|
| Level 4 | Normal City operations |
| Level 3 | Monitoring |
| Level 2 | Limited emergency operations |
| Level 1 | Full emergency operations |

B. The level of operations shall be recommended by the EM Director and approved by the City Manager. For fire department personnel, appropriate actions shall be taken at each level of operation.

Level 4 – Normal Operations

- Personnel shall ensure family hurricane plans and preparations are complete
- Maintain normal fire department operations
- Conduct a review of this plan, Code Red verification by May 1st.
- Schedule and conduct a hurricane tabletop exercise by June 1st of each year

Level 3 - Monitoring

- The City is actively monitoring a potential hurricane threat.
- Personnel serving as EM Command staff shall assume those duties and functions to begin the transition to an operating EOC as required by the threat.
- Notification of Level 3 is made to all employees via Code Red notification system and city wide email.
- Closely monitor weather media, work emails, and Code Red for important announcements and information
- Consider temporarily releasing on-duty personnel to secure homes/families
- Order fire station, apparatus, fire equipment, and medical supplies to bring them to full capacity (see recommended supply list)
- Battalion Chief over apparatus maintenance shall expedite repairs of any out of service apparatus or make necessary temporary repairs to ensure entire FD fleet is available for response
- Battalion Chief over apparatus maintenance shall coordinate with contracted sources and other logistic processes to ensure the availability of extra tires, parts, fluids, etc.
- Personnel should consider canceling travel plans due to possible mandatory recall

Level 2 – Limited Emergency Operations

- The City expects to experience wind, storm surge, or flooding impacts from a hurricane
- The EOC completes the transition to full operation.
- Notification of Level 2 is made to all employees via Code Red notification system and city wide email.
- Closely monitor weather media, work emails, and Code Red for important announcements and information
- With the full activation of the EOC completed, the Deputy Fire Chief becomes the Acting Fire Chief and Fire Branch Director
- The Fire Marshal and Fire Inspector are assigned to the County EOC as our ESF 4/9 representative and comprehensive Liaison for the City
- Ensure all Level 3 actions are completed
- Establish and maintain a log at each station for any purchases made in preparation for the hurricane event
- Establish and maintain an Activity Log (ICS 214) for each FD unit during each operational period
- Ensure adequate blank copies of incident run reports are available to capture report information if internet service is lost
- Assist with setting up required resources at the City EOC as requested by the Incident Commander.
- Use gas card at commercial fueling stations to conserve county fuel tank reserves
- Ensure Emergency Zone Maps are available for each station and each FD unit
- Any additional FD staffing or recall will be implemented at the discretion of the IC. Guidance is provided in the Crestview Fire Department Standard of Response policy.
- The Fire Branch Director will be responsible for the briefing, assignment, and deployment of all FD personnel
- Take protective actions at FD facilities by shuttering, securing grounds, protecting computers, unplugging unnecessary electrical items, etc.
- Coordinate with PD on any issued evacuation notifications
- Continue emergency operations and responses until sustained tropical force winds of 40 mph are reached, then shelter in place at fire station
- Complete hurricane post landfall objectives once winds fall below 45 mph

Level 1 – Full Emergency Operations

- The City expects to experience major hurricane conditions and extensive damage
- Notification of Level 1 is made to all employees via Code Red notification system and city wide email.
- Closely monitor weather media, work emails, Active 911, and Code Red for important announcements and information

- The City ICS structure and EOC will be at full activation and capacity
- Ensure all Level 2 actions are completed
- Any additional FD staffing or recall will be implemented as directed by the IC and Fire Branch Director.
- The Fire Branch Director will be responsible for the briefing, assignment, and deployment of all FD personnel
- Expect long-term operations with assistance from other agencies from across the state and federal assets.

05. Incident Command System (ICS) Structure

A. The City has elected to construct its emergency management model based on the ICS system. Once the EOC has been activated, the following FD positions will be affected:

- Fire Chief will transition to EM Director
- Deputy Fire Chief will transition to Fire Branch Director
- Battalion Chiefs will supervise response activities.
- Fire Marshal and Fire Inspector will transition to ESF 4/9 and City representatives at the County EOC

06. City Emergency Operations Center

A. To enhance the City's ability to identify and prioritize local support, response, and recovery activities, the City of Crestview maintains a municipal EOC during times of major disaster or emergency. During hurricane events, the City EOC will usually be activated and staffed. Staffing levels may vary and will be dependent on the expected severity of the storm conditions expected in the local area.

B. The City EOC is located within the council chambers at city hall. In the event of a major hurricane, the Old Spanish Trail Festival site and Community Center may serve as Base Camp for much of the City's logistical operations and functions. Open ball fields located at the Old Spanish Trail Festival site, Community Center and the North Okaloosa Medical Center may be used as heliports.

C. On duty FD personnel will be responsible for assisting the Fire Chief in setting up the City EOC anytime it is activated. Assistance with phones, radios, computers, desks, chairs, maps, and other resources will be required. The Fire Chief will coordinate with personnel on exact needs and assistance required.

D. As noted in the City Hurricane Plan, the City EOC continuously functions at one of the following three levels:

- Level 3 – Monitoring
- Level 2 – Partial Activation (usually command and general staff)

- Level 1 – Full Activation

E. Communications with the City EOC should be made through the established ICS chain of command; however, direct phone numbers, emails, or radios will be available for direct communication with the City EOC if required.

07. Evacuations

A. In addition to possibly assisting the PD with evacuation notices, FD personnel should be prepared to help the elderly and special needs residents in their evacuation efforts. This may include assistance in the loading of residents on private buses and vehicles, or transportation arranged by Okaloosa County Transit or the City. The Fire Marshal will coordinate with local assisted living facilities and retirement communities to determine if assistance is required.

B. The evacuation of the area's homeless population may require the assistance of FD personnel. A plan for the transportation of homeless individuals to shelters will be established by the City EOC and communicated to the FD. Transportation may be provided by private vendor, County, or City resources.

08. Training and Public Outreach

A. For large, complex incidents such as a hurricane, it is critical that all FD personnel be well-trained on the principles and practices of the National Incident Management System (NIMS). To accomplish this training, the FD has adopted a policy where all personnel must complete the following NIMS courses that are commensurate with their duty positions:

- I-100 Introduction to the Incident Command System
- I-200 ICS for Single Resources and Initial Action Incidents
- I-300 Intermediate Incident Command System for Expanding Incidents
- I-400 Advanced Incident Command System for Command and General Staff - Complex Incidents
- I-700 An Introduction to the National Incident Management System
- I-800 National Response Framework, An Introduction

B. Each year, the Fire Chief will ensure that all personnel review the City's Hurricane Plan and this departmental plan in preparation for Hurricane Season. Annually, the City will participate in County hurricane exercises and conduct various hurricane training sessions for all employees. FD members will be expected to attend and participate where appropriate.

09. Essential Employee Designation

A. All firefighters and Public Safety Telecommunicators are considered essential employees. As a condition of employment, they are subject to mandatory recall for hurricanes

and other major emergencies. Therefore, it is critical that all essential personnel create and maintain a family hurricane plan. At minimum, the plan should address:

- Securing home, property, watercraft, and other assets
- Obtaining hurricane supplies for family (food, water, radios, batteries, etc.)
- Caring for children or special needs family members
- Evacuation of family members
- Evacuation and care of pets and livestock
- Communications between distant family members
- Insurance coverage for flood and hurricane damage

10. Emergency Supplies

A. When essential personnel are recalled for a hurricane event, they should report for duty with enough supplies to sustain themselves for at least the first 72 hours following landfall of a hurricane in the local area. Personnel should consider preparing a personal “go bag” for emergency recall.

B. For extended operations where food may not be available after the initial 72 hours, the City maintains a cache of military MREs for emergency workers. If these meals are required, they will be distributed at the direction of the Fire Branch Director. Exact times and procedures to retrieve MREs will be relayed to FD personnel as required.

11. Sheltering Essential Personnel and Vehicles

A. Prior to sustained winds reaching 40 mph the following shelter moves will take place.

- All personnel at Station 1 will relocate and shelter in the City Hall Council Chambers.
- All personnel at Station 2 and 3 will shelter at facility designated by the Incident Commander.
- Public Safety Telecommunicators will shelter within the communications center or city hall.

B. During any evacuation from City facilities, all FD apparatus and vehicles will be evacuated with personnel to a safe location. When reaching the designated shelter, apparatus and vehicles should be parked in locations sheltered from high winds, away from known flooding areas, and not in danger of falling trees and loose debris.

12. Employee Notifications

A. When a hurricane threatens our area, the City will utilize email and the Code Red mass notification system to provide important updates and information to employees. For FD personnel, the Fire Chief or EOC staff may also use radio messages to relay important information.

B. Scheduled briefings will be held by the Fire Branch Director or Division Supervisor with on-duty personnel and those being recalled. Briefings shall include a summary of the current situation, review of the current Incident Action Plan (IAP), staffing assignments, safety messages, timekeeping, and a review of documentation and logistical processes.

13. Concept of Operations

A. The primary objective of the FD will always be life safety. Preparedness, response, and recovery efforts of the City will contain life safety elements and the primary use of FD resources shall be to protect the lives of City of Crestview residents. Therefore, it shall be the duty of the Fire Branch Director to continually update the Operations Section Chief of the department's current capabilities and needs so that fire and medical response services are maintained throughout a hurricane event.

B. Flexibility of operations will be critical in any hurricane event. The effects and damage from a tropical cyclone can range from very minor to catastrophic. It is the responsibility of the City EOC to make decisions and take actions that will provide the proper level of disaster response efforts and services; however, it is also important that fiscal responsibility be maintained. The unnecessary recall of personnel or purchase of logistical resources can place unnecessary financial burdens on the City. Unlike what is commonly thought, reimbursement procedures to receive FEMA and State funds is extremely complex and does not necessarily cover all disaster costs incurred by the City. In other words, "level A all the way" cannot be the city's approach to every tropical cyclone.

14. Staffing Levels

A. Each hurricane will bring its own unique set of potential threats. To prepare for and respond to those threats, the FD may issue mandatory personnel recalls ensuring adequate staffing is available to safely and effectively carry out its mission. Not only must the FD ensure that adequate personnel are available for the incident, but the Fire Chief must also consider the possibility that traveling to the City after hurricane landfall may prove to be extremely difficult, dangerous, or impossible. Therefore, recalled personnel will be placed on duty and assigned to a unit prior to tropical storm force winds affecting the City.

B. Though some flexibility may be required, the following FD staffing guide shall be utilized for hurricane events:

- Tropical Waves, Depressions, and Low Intensity Storms – no additional personnel shall be recalled

- Strong Tropical Storms and Category 1 Hurricane
 - Fire Department - Adequate oncoming shift personnel shall be recalled to staff the reserve engine and will be assigned to Station 3.
 - Communications - The Incident Commander, with the advice from the Communications Chief, will determine the level of recall of Public Safety Telecommunicators. At minimum, the Public Safety Communications Center shall be staffed with no less than three (3) Public Safety Telecommunicators, operating in two (2) twelve hour shifts. This includes category 2-5 hurricanes.
- Category 2 Hurricane
 - Fire Department - The entire oncoming shift shall be recalled to overstaff all FD apparatus and vehicles. One Battalion Chief will be assigned to Station 1 and will cover the city North of Aplin Rd / Duggen Ave. The second Battalion Chief shall be assigned to Station 3 and will cover the city to the South from Aplin Rd / Duggen Ave. Engine 3 will be assigned to Station 3 but will relocate to Davidson Middle School when it has been activated as a shelter.
- Category 3-5 Hurricane – Recall of all firefighters. 45 firefighters will operate in two 24 hour shifts and assigned as below.
 - Battalion Chief - The same as a Category 2 Hurricane as above.
 - Engine 1 - 5 Personnel at Station 1
 - Engine 2 - 4 Personnel at Station 2
 - Engine 3 - 4 Personnel at Station 3
 - Truck 3 - 4 Personnel at Station 3
 - Engine 4 - 4 Personnel at Davidson Middle School
 - Fire dispatch will operate with 3 dispatchers on and 3 dispatchers off in 12-hour shifts.
- Reduction or manpower, following the disaster, will be made as necessary in conjunction with the de-escalation of the event.

C. For major hurricanes, FD personnel should expect the assistance of federal and state USAR Task Forces, strike teams, and FFCA Liaisons quickly after landfall. The Fire Branch Director will work closely with the Operations Section Chief, Task Force and Strike Team Leaders, and local resources to coordinate the unified operations of fire and rescue resources.

15. Fire Department Hurricane Operations

A. Preparation activities shall include, but not be limited to:

- Respond to emergency calls until sustained winds reach 40 mph
- Monitor hurricane track and damage potential

- Review hurricane plans with family members and ensure “go bag” is ready
- Review City and departmental hurricane plans
- Be alert for employee notifications and information from City staff
- Ensure all apparatus, tools, and equipment are operational
- Ensure adequate station, apparatus, and medical supplies are stocked
- Inventory and check batteries and chargers for portable equipment and be sure all are in working order and that there is an adequate number available
- Maintain all apparatus and vehicle fuel tanks at no less than three-quarters full.
- Be prepared for recall of FD personnel
- Shutter FD facilities if and secure grounds and property if ordered by EM Director
- Fill water totes and retrieve Southern Linc radios if ordered by EM Director
- Make necessary staffing and ICS transitions if citywide ICS structure is activated
- Assist Fire Chief with set up of City EOC
- Attend FD briefings, receive assignments and place reserve units on duty if ordered
- Assist PD with delivering evacuation orders to endangered areas
- Assist elderly, special needs, and homeless population with evacuation and transportation as needed
- Prepare essential forms, documentation, and logs for use during event
- Anticipate any needed resources for post landfall operations and make proper notification to the Operations Section Chief
- Get rest in anticipation of active and long-term post landfall operations.
- Be prepared to evacuate to alternate facilities if ordered to do so by the EM Director

B. The primary hurricane landfall objective shall be safety of personnel

- No member shall ride alone during a storm. All members will operate, at minimum in pairs. A firefighter may be assigned as an aid to the Battalion Chiefs to accommodate.
- All members are to wear full bunker gear, including eye protection, for all responses to protect from flying debris
- Aerial devices should not be operated when sustained winds are 35 mph or more
- Prior to sustained wind speeds reaching 40 mph, any chief officer or company officer who feels the situations encountered are sufficiently dangerous to the safety of personnel may cease operations and return to quarters. The officer must advise the Fire Branch Director and the dispatch center
- For the safety of the members, the FD shall discontinue response to all fire/EMS calls when sustained wind speeds reach 40 mph. When the order to cease response is given due to hazardous wind conditions:
 - Units responding to or on the scene of an emergency shall continue their work until completed, at which time the units will return to their assigned stations

- Units out of station, but not on a call, shall relocate as required under item 11, *Sheltering Essential Personnel and Vehicles*
- When responses cease due to wind conditions, all apparatus should be parked in stations with the cab facing inward causing the rear of the unit to face the bay doors that are taking wind, thus protecting the windshield. As the eye passes, the apparatus will need to be turned around to adjust for the change in wind direction.
- Dispatch will relay all held emergency calls to units once conditions permit response. The battalion chiefs may need to triage the calls until sufficient resources are available to handle.
- Operating companies should notify dispatch and other responding companies of all hazardous conditions they encounter which are severe safety hazards or where road blockage prevents response
- Before walking through water, members should use a pike pole or stick to ensure the ground has not washed away or collapsed.
- Use extreme caution when walking through water. Where no fire condition exists, bunker gear shall not be worn when moving through water higher than 6 inches. Six inches of moving water can knock a person off their feet.
- Be aware of hazards in the water such as downed live electrical wires
- Use extreme caution and limit speed when driving. Be especially cautious where the ground is saturated or flooded—the road could be washed away
- If stations must be evacuated, company officers will ensure utilities are shut off and the station is secure and the company will report to an identified safe haven at the direction of the EOC.
- Operations during the period the eye of the hurricane passes by should be limited to re-securing the fire station. No companies will be dispatched during the eye of the hurricane. All operations during the eye of the hurricane should only be performed if they can be done safely. Members should help citizens who come to the station and keep them there when it would be a danger to release them. Even though the skies appear clear, storm conditions will return suddenly. The safety of department personnel will remain the primary consideration during these operations

C. **Post-landfall activities shall include, but not be limited to:**

- The safety of personnel and the public shall be the top priority for post-landfall operations. Many hazards will be encountered after a hurricane, including but not limited to live wires down, gas leaks, building fires, unsafe structures, flooding, hazardous materials, heat stress, traumatized victims, civil disturbance and displaced animals
- Company officers shall conduct an immediate survey to give the Fire Branch Director an assessment of the following:
 - Personnel

Does any member require medical assistance?

Does adequate staffing exist?

Are there any other personnel problems?

o Equipment

Report on damage to apparatus windshield, body, tires, aerial, equipment and/or pump.

Is the apparatus and related equipment operational?

Can the unit be dispatched?

o Facilities

Is the station operational?

Do any hazards exist in or immediately adjacent to the station?

What significant repairs must be made?

- Company officers should conduct an area survey as soon as possible surrounding the station (that which can be observed from the station property) and report conditions to command.
- Companies are to conduct a “drive by survey” of City Emergency Zone(s) assigned to them by the Fire Branch Director and provide rescue and medical assistance where needed
- While life-saving assistance remains the top priority, a search of predetermined target occupancies should be conducted as soon as possible
- Coordination with federal USAR Task Forces in heavily damaged and storm surge areas will be required
- No member shall ride alone immediately following the storm. All members will operate in pairs or teams
- Personnel shall utilize all safety equipment available and keep well hydrated. Every attempt should be made to abate after-storm hazards in a safe manner
- Survey the area for any electric wires before cutting any trees or debris
- If wires are present, assume they are live. Generators used by civilians may back-feed into the grid, thereby energizing downed wires.
- Use chain saws for their appropriate use. Use the proper care and protective gear
- Initial clearing of streets for emergency access should be kept to one lane, then move on
- Coordinate with EMS and law enforcement personnel where assistance can be rendered
- Do not drive vehicles and apparatus through heavily flooded areas
- High-water military vehicle will be available or may be requested to evacuate stranded residents
- For extended operations, retrieve food, water, and other supplies at locations and times established by the EOC
- Assist with food, water, and ice relief efforts for residents
- Help residents preserve property from further damage when able (tarps, boarding, etc.)

Appendix J

Finance Department Hurricane Plan

1. PURPOSE

- A. The purpose of this guideline is to provide the financial services department staff with direction related to emergency response operations before, during and after a hurricane or tropical storm in the Crestview area. It is an appendix to the broader Comprehensive Emergency Management Plan and is intended to assist finance personnel with specific tasks related to the preparation of said emergency.

2. MITIGATION

- A. The Financial Services Director is responsible for the review and revision of this document as deemed necessary to remain current and accurate.

3. EMERGENCY MANAGEMENT (EM) AND INCIDENT COMMAND SYSTEM (ICS)

- A. The City elects to maintain and operate an EM Agency. This agency is responsible for coordinating EM operations during major emergencies and disasters affecting the City.
- B. The Financial Services Director is the designated Finance/Administration Section Chief for the City of Crestview. Therefore, the Finance Director will assume that role during a hurricane and will not operate solely within the scope of the financial services department operations.

4. LEVELS OF OPERATIONS

1. To provide consistent preparation and response activities across all services, the City has established four levels of operations during the annual Hurricane season. Those levels are as follows:
 - Level 4 – Normal City Operations
 - Level 3 – Monitoring
 - Level 2 – Limited emergency operations
 - Level 1 – Full emergency operations
2. The level of operations shall be recommended by the Incident Commander (IM) and approved by the City Manager. For the financial services department personnel, appropriate actions shall be taken at each level of operation.

LEVEL 4 – NORMAL OPERATIONS

- Personnel shall ensure family hurricane plans and preparations are complete.
- Maintain normal financial services department operations.

LEVEL 3 – MONITORING

- The City is actively monitoring a potential hurricane threat.
- Notification of Level 3 is made to all employees.
- The City begins to transition to a citywide ICS structure, and Incident Action Plan is established, and operational periods are assigned.
- Transition into new role.
- Closely monitor weather media, work emails, and Code Red for important announcements and information.
- Review the City Comprehensive Emergency Plan in addition to the Financial Services Department Plan.
- Contact FEMA to obtain updated forms, guidelines and contacts for questions and documentation. Distribute FEMA forms to departments. (May 1st)
- Email compiled and sent to all vendors notifying them of potential payment delays due to impending storm. (additional notification on social media, voicemail, website, etc.)
- Accountant I responsible for safekeeping of daily deposits for 72-96 hours in advance of storm to be maintained in the vault. Check cash availability and replenish as deemed necessary.
- Notify departments of account and project number to code to related costs to.

LEVEL 2 – LIMITED EMERGENCY OPERATIONS

- The City expects to experience wind, rain and potential flooding.
- Notification of Level 2 is made to all employees via Code Red notification system.
- Closely monitor weather via media, work emails and Code Red for important announcements and information.
- Full activation of ICS Structure.
- Discuss and coordinate with Utility Billing Supervisor to delay cutoffs during storm.
- Discuss and coordinate with Utility Billing Supervisor, PIO and IT to change main switchboard message to notify citizens of closure and number to contact police dispatch.
- All outstanding invoices paid including contract employees.
- Extend due date of blanket purchase orders.
- Make certain adequate emergency purchase orders are made available.
- Temporarily issue purchasing card to public services.
- Prepare payroll in advance or remotely. (To be determined based on circumstance)
- Alter time of money delivery to City Hall from various departments – notify departments accordingly.
- Request issue of laptop to Accountant I and Payroll Specialist.
- Meter readers on call as needed.
- Meter reader vehicles pre-stocked with necessary supplies and fuel.
- Verify with IT the need to safeguard equipment (computers, etc.)

LEVEL 1 – FULL EMERGENCY OPERATIONS

- The City expects to experience major hurricane conditions and potential extensive damage.
- Notification of Level 1 is made to all employees via Code Red notification system.
- Closely monitor weather media, work emails and Code Red for important announcements and information.
- The City ICS structure and EM will be at full activation and capacity.
- Ensure all Level actions are complete.
- Expect long-term operations with assistance from other agencies from across the state and federal assets.

5. INCIDENT COMMAND SYSTEM (ICS) STRUCTURE

- A. The City has elected to construct its emergency management model based on the ICS system. Once the EM system has been activated, the following finance positions will be affected:
- Financial Services Director will transition to Finance/Administration Section Chief.
 - Accountant I will transition to Assistant Finance/Administration Section Chief.

6. ESSENTIAL EMPLOYEE DESIGNATION

- A. The following positions considered emergency essential employees, for recall: Financial Services Director, Accountant I and Accounts Payable.

7. SHELTERING ESSENTIAL PERSONNEL AND VEHICLES

- A. When able, emergency essential personnel shall shelter in available City facilities. These facilities shall include City Hall.
8. EMPLOYEE NOTIFICATIONS
- A. When a hurricane threatens our area, the City will utilize email and the Code Red mass notification system to provide important updates and information to employees.
9. CONCEPT OF OPERATIONS
- A. The primary objective of the Financial Services Department is to provide support for purchasing and payroll functions as well as potential water meter issues which may require immediate attention.

Appendix K

Human Resources Hurricane Plan

A. Pre-Disaster Procedures

- Secure personnel files.
- Identify staffing needs – Cancel Leave Request
- Unplug all electrical equipment and cover computers with plastic bags.
- Have damage report forms available.
- Obtain Pre-Hurricane Information from Florida Municipal Insurance Trust (FMIT)

(Hurricane Claims Handling Process, assigned adjusters, IM Schedule, Property and Auto Schedule)

- Confirm with City Manager & Finance Director all Department's pay issues consistent with Policy.
- Confirm contact phone numbers for staff.
- Prepare two (2) copies of all City Employees directory.
- Advise staff if they are considered "essential."
- Contact sources of contract labor. Pre-Arranged Staffing Options
- Confirm the need to report to EOC.

B. Post-Disaster Procedures

- Contact all affected insurance carriers with initial damage report and advise of pending claim(s).
- Poll Department Heads for need of contract labor.

Key Personnel:

Administrative Services Director

Cell # 850-398-7143

Resources:

TBD FMIT (Auto)

Cell #

TBD FMIT (Property)

Cell #

TBD FMIT (W/C)

Cell #

IT Division

IT Supervisor Cesar Damaini

Cell # 850-612-7297

IT Technician – Michael Bell

Cell # 850-758-5162

- If the EOC is activated, setup telephones and for EOC personnel as listed below. In addition, relocate computer equipment to the EOC as described below.

- All departments will be responsible for backup and securing of their computers. All departments will also be responsible for unplugging the electric cords from all computer equipment in their area. This includes PC's, Printers, Cash Drawers, Validators, UPS devices, and any other computer related equipment. It is also the responsibility of user departments to cover all computer equipment with plastic to protect it from getting wet. Public Services will provide plastic sheeting, plastic garbage bags and masking tape to cover and secure peripherals, servers and network equipment.

-

Execution Timing:

Phase I - For all storms – 32 to 24 hours before landfall:

- Unplug, cover, and secure in place all non-essential equipment.
 - Send E-Mail to all users to secure their computer equipment.
 - Print out two copies of the vendor list.
 - Verify that the Finance Department has secured forms and mica toner for check printer.
-
- Set up EOC as directed by the Incident Commander.
-
- Calling Group 1
 - Designated for City Manager
 - Designated for the Incident Manager (Fire Chief)
 - Designated for the Public Services Director
 - Designated for the IT Director

Appendix L

Crestview Police Department Hurricane Plan

CHAPTER	21.1
----------------	-------------

TITLE:	HURRICANE AND NATURAL DISASTER PLAN
---------------	--

EFFECTIVE:	October 10, 2020
-------------------	------------------

AMENDS:	
----------------	--

RESCINDS: September 14, 2020

PAGES: 15

CONTENTS: This directive consists of the following numbered sections:

- I. STANDBY AND EMERGENCY ALERTS**
 - II. EMERGENCY OPERATIONS PLAN COMMAND STRUCTURE**
 - III. GENERAL OPERATING PROCEDURES**
 - IV. DOCUMENTATION**
-

PURPOSE: To describe the agencies preparedness and response to hurricanes and other natural disasters.

SCOPE: This directive applies to all Police Department Employees.

DISCUSSION: This agency and its employees will maintain a state of readiness for response to hurricanes and other natural disasters. Readiness will be accomplished by reviewing plans, inspecting and maintaining equipment, updating phone lists, rosters, maps, and conducting training. All employees will be ready to report for complete or limited mobilization when hurricane/natural disaster conditions develop. Command personnel will review and update this plan as needed.

POLICY: It is the policy of the Crestview Police Department to provide a contingent of law enforcement officers to assist in the saving of lives, aiding the injured, evacuation of citizens, and protection of property. It is also the policy of the Department to determine the needs for rescue operations by providing information for the damage assessment function.

I. STANDBY AND EMERGENCY ALERTS: The Chief of Police, or his/her designee, is responsible for initiating hurricane/natural disaster standby and emergency alerts for all operational phases. The Chief of Police may cancel approved annual leaves during any phase of the hurricane/natural disaster operational plan.

II. EMERGENCY OPERATIONS PLAN COMMAND STRUCTURE: In order to properly manage the Police Department in the event of a hurricane/natural disaster, a definitive command structure must be established. Upon activation of the Emergency Management Plan by the City Manager, the command structure will be as follows:

A. City of Crestview Manager: Chief Executive Officer.

B. Crestview Fire Chief: Director of Emergency Management.

- C. **Chief of Police:** Upon activation of the Emergency Management Plan, the Chief of Police will assume the position of Deputy Emergency Management Director for the City of Crestview. His/her duties will be commensurate with the responsibilities of that position.
- D. **Assistant Chief of Police:** Upon activation of the Emergency Management Plan, the Assistant Chief of Police will assume overall command of the Police Department. The Assistant Chief of Police will maintain the daily operations of all divisions and components of the Department, and ensure that all plans of action are coordinated and executed.
- E. **Operations and Support Services Division Major:** Upon activation of the Emergency Management Plan, the operational command of the Police Department shall be the responsibility of the Operations Division Major. The Support Services Division Major shall maintain the daily operation of his/her command, and act as intelligence officer for the purposes of the hurricane/natural disaster.
- F. **Administration Division Major:** Upon activation of the Emergency Management Plan, the administrative command of the Police Department shall be the responsibility of the Administration Division Major; inclusive of the assessment, allocation and maintenance of necessary supplies, food, water, equipment, facilities, and vehicles necessary to carry out the function of the Crestview Police Department during an emergency. The Administration Division Major is also responsible for completing necessary forms and information management as required to coordinate directly with other government entities.

III. GENERAL OPERATING PROCEDURES:

- A. **Level 4 Operations: Maintain normal work-day assignments.**
- B. **Level 3 Operations Activation: (*Hurricane/natural disaster Watch - high probability of receiving hurricane force winds/natural disaster, 72-48 hours*):** Level 3 activation will occur when a hurricane/natural disaster watch is in effect. The Department will monitor the progress of the hurricane/natural disaster through the use of weather reports and other means and begin preparatory plans for the mobilization of the entire Department. Routine operations will continue as normal. The Chief of Police, or his/her designee, will announce when employees without assignments will be excused from duty. Non-essential employees may be assigned to support functions. The following duties and responsibilities will apply:

1. Chief of Police:

- a. Assume responsibilities associated with the EOC Assigned Role / Incident Command Role for the City of Crestview.
- b. Consult with the City Manager and the Fire Chief to determine the specific locations of evacuation shelters within the City limits and the readiness of the Emergency Operations Command Center.
- c. Issue a Special Order reflecting the following:
 - 1) The emergency operations command structure of the Police Department as delineated in this directive;

- 2) The locations of civilian emergency evacuation shelters within the City and the Department's responsibility with relation to staffing the shelters; and,
- 3) Any other related pertinent information.

2. Assistant Chief of Police:

- a. Assume the responsibilities associated with directing the overall operations of the Police Department.
- b. Consult with the Chief of Police to determine immediate needs, such as evacuation plans, shelter coordination, and coordination with each division and component of the Crestview Police Department.
- c. Assign the Community Service Specialist to the Administration Division Major to facilitate provisional preparations.
- d. Keep the Chief of Police apprised of the Operations of the Crestview Police Department.

3. Administration Division Major: The Administration Division Major shall maintain the day to day administrative functions of the Police Department and begin preparation of readiness for mobilization. Specific additional responsibilities will include:

- a. Contact and place essential personnel on emergency standby alert by utilizing the Code Red System;
- b. Ensure that divisional employees review this written directive.
- c. Begin to ensure the supply needs of the department are met, to include vehicle maintenance/repair, supply of equipment, i.e. foul weather gear, batteries and any other equipment necessary to accommodate an emergency force for at least three days in duration after a major hurricane/natural disaster strike.
- d. Assess anticipated nutritional necessities and begin coordinating food and water procurement to accommodate an emergency force for at least three days in duration after a major hurricane/natural disaster strike.
- e. Ensure that departmental vehicles are stocked with equipment necessary for foul weather.
- f. Ensure that all departmental vehicles not permanently assigned and not in use are fully fueled.
- g. Acquisition of the necessary governmental forms for reporting expenses during a "*state of emergency*", if so declared by the Governor.
- h. Ensure that all communications equipment is in proper working order and all portable radio batteries are fully charged. In addition to radios, the CID Support Tech shall

assure that all cellular phones are charged and that any additional requirements for cellular phones are made.

- i. Equip the Command Post / Trailer with sufficient radio and telephone equipment to act as an alternate command/communications center.
- j. Arrange to secure and safeguard agency facilities and equipment.
- k. Keep the Assistant Chief of Police and other division Majors apprised of the administrative state of readiness.

4. Operations and Support Services Division Major: Manage the day to day operation of his/her division. Specific additional responsibilities will include:

- a. Ensure that divisional employees review this written directive.
- b. Assign one investigator and the Criminal Investigations Support Technician to the Administration Division Major to facilitate provisional preparations.
- c. Coordinate and work with both the City and County emergency management agency's regarding evacuation planning, opening and staffing civilian evacuation centers and other matters regarding public safety.
- d. Begin to monitor the strength and movement of the hurricane/natural disaster.
- e. Inform the Assistant Chief of Police and all on-duty division Majors of storm developments on an hourly basis.
- f. Development and dissemination of a personnel plan for full mobilization deployment upon activation. The plan will divide the Department into two twelve hour shifts and shall be organized with the following considerations:
 - 1) The plan will be constructed to coincide with the anticipated time of the implementation of the Emergency Operation Plan, levels through full mobilization.
 - 2) The plan shall divide the department into two operational divisions. The plan should maintain the integrity of the existing patrol rotations as closely as possible.
 - a) Assignment of Criminal Investigations Division personnel should be considerate of:
 - (1) One investigator's assignment to the Okaloosa County Emergency Operations Command Center in Phase IV; and,
 - (2) Resource allocation with respect to the various and differing demands between the day and night shifts.
 - b) Assignment of Community Service Officers should be considerate of the anticipated commencement of evacuation. *(Subsequent to completion of evacuation efforts, the Community Service Officers shall be assigned to a patrol division.*

- c) Available auxiliary and reserve officers shall generally be assigned to assist at designated emergency evacuation shelters within the City's jurisdiction. In the event there are no shelters in the City requiring departmental staffing, these officers shall receive assignments to one of the two patrol divisions.
 - g. Brief on duty patrol supervisors on the progress of readiness plans and instruct them to ensure that employees under their command review this written directive.
 - h. Keep the Chief of Police apprised of the operational state of readiness.
5. **Records Personnel:** Maintain the day to day operation of the Records Section and begin to make preparation for the securing of essential records, office equipment and computer equipment. Determine which records are to be transported to a safe location and which records are to be secured on site.
6. **Evidence Technician:** Maintain the day to day operation of the Evidence/Crime Scene Unit and secure the evidence room and other areas of responsibility.
7. **All Other Essential Employees, and Available Part Time or Auxiliary Officers:**
- a. Make plans to cancel any vacations or trips. Officers currently on vacations or trips away from the City should check with his/her divisional Major for instructions pertaining to their return.
 - b. Each employee shall ensure his/her individual familiarity with this written directive.
 - c. Ensure that he/she is prepared to report for duty assignment upon mobilization. Essential personnel will be prepared to report with the following equipment:
 - 1) Assigned vehicles shall be fully fueled;
 - 2) Uniforms and underclothing for three days;
 - 3) Civilian clothing for use when not in uniform;
 - 4) A second set of shoes or boots;
 - 5) Raincoat and rubber boots;
 - 6) Flashlight;
 - 7) Tactical Response Team equipment, if applicable;
 - 8) Toiletries, shaving articles, and medications, as required;
 - 9) An extra set of car keys for the agency vehicle;
 - 10) Pillow, blanket, and eating utensils; and,
 - 11) Canned food for three days and three gallons of water as a reserve.

C. General Operating Procedures – Level 2 Activation: (*Hurricane/natural disaster Warning - high probability of receiving hurricane force winds/natural disaster in 48- 24 hours*): Plans for the evacuation of flood prone areas should be complete and ready for implementation upon notification from the Okaloosa County Emergency Management Operations Center. Upon receiving the notification that a decision to evacuate has been accomplished, the Operations Division Major may curtail or suspend operations as related to routine calls for service. At that time the remaining members of the Criminal Investigations Division shall be assigned to assist in the evacuation of residents in low lying areas and monitoring the flow of traffic along the evacuation routes throughout the City. The Department will maintain constant patrols of areas that are evacuated in order to protect property and prevent looting. Police personnel shall staff emergency evacuation centers located within the City limits upon opening if applicable. The following duties and responsibilities will apply:

- 1. Administration Division Major:** Maintain the day to day operation of his/her division and complete any remaining responsibilities. Specific additional responsibilities associated with Phase II activation will include:
 - a. Utilize the Code Red System to contact all essential departmental personnel and place them on emergency alert status.
 - b. Relieve on duty divisional employees to secure their homes and families as operating strength permits;
 - c. Address any last minute supply necessities, nourishment arrangements/procurement and repairs to the department's vehicles, and ensure that all departmental vehicles are fully fueled prior to full mobilization; and,
 - d. Keep the Chief of Police and other division Majors apprised of the administrative state of readiness.
- 2. Operations and Support Services Division Major:** Maintain the day to day operation of his/her division and complete any remaining responsibilities. Specific additional responsibilities associated with activation will include:
 - a. Continue to monitor the strength and movement of the hurricane/natural disaster making situation reports to the Chief of Police and other division Majors of storm developments on a half-hour basis. He/she will also continue to coordinate and work with both the city and county emergency management agencies regarding opening and staffing evacuation centers and other matters relating to public safety.
 - b. Execute staffing and security at the pre-designated evacuation shelters scheduled to be activated. Staffing considerations shall be inclusive of the following:
 - 1) A minimum of one full time officer shall be assigned to each evacuation shelter. Specific personnel assignments will be provided by the Operations Division Major and shall be considerate of mobilization plans.
 - 2) Additional staffing shall be accomplished utilizing available reserve officers.

- 3) Full time officers will be appointed to act as the evacuation shelter supervisors for each shelter.
 - 4) In the event that there are no active evacuation shelters in the City limits, or the Okaloosa County Sheriff's Department has assumed responsibility for staffing the active shelters, the previously identified officers will be directed to report to the Operations Division Major for re-assignment.
 - c. Initiate, direct and monitor field activities associated with evacuation and monitoring evacuation routes.
 - d. Relieve on duty divisional employees to secure their homes and families as operating strength permits;
 - e. Based on the immediate circumstances and conditions, determine whether routine calls for service will be curtailed or discontinued.
3. **Evidence Technician:** Maintain the day to day operation of the Evidence/Crime Scene Unit and complete any remaining Phase I responsibilities. Upon completion of Phase I responsibilities, the Evidence Technician shall report to the Administration Division Major for administrative reassignment.
 4. **Records Clerk:** Maintain the day to day operation of his/her section and complete any remaining Phase I responsibilities.
 5. **All Other Essential Employees:** Cancel any vacations or trips and prepare to report as directed upon full mobilization.
- D. General Operating Procedures – Level 1 Activation (*Hurricane/natural disaster Warning - confirmed probability of receiving hurricane force winds/natural disaster in less than 12 hours*):** The Police Department will continue with evacuation procedures and traffic control of evacuation routes. Staffing of evacuation centers, if applicable, will commence if not already in effect. Patrolling of evacuation areas will continue. The following duties and responsibilities will apply:
1. **Operations and Support Services Division Majors:** The Operations and Support Services Division Major shall continue to monitor the strength and movement of the hurricane/natural disaster making situation reports to the Chief of Police and other division Majors of storm developments on a half hour basis.
 2. **Administration Division Major:** The Administration Division Major shall ensure that all emergency equipment and supplies have been procured and are stored at the Department or other secure area; and, oversee the security of the actual premises of the Police Department (all windows and glass doors).
- E. General Operating Procedures - Activation (*Hurricane/natural disaster Imminent - confirmed probability of receiving hurricane force winds/natural disaster in less than 4-6 hours*.):** The Chief of Police, acting in the capacity of his/her assigned role with the City EOC/Incident Command, shall order the Department to enact a "*State of Mobilization*." Mobilization may be initiated during Level 2 or at the discretion of the Chief of Police, depending on the speed and strength of the hurricane/natural disaster and/or other factors or circumstances as dictated by the situation. Specific associated responsibilities are as follows:

1. **Administration Division Major:** Communication with employees will be directed by the Administration Division Major, all essential employees will be notified through utilization of the Code Red System that a "*State of Mobilization*" exists and all essential employees shall report to a designated area or location as so directed.
2. Upon full "*State of Mobilization*" the Administration Division Major shall be responsible for issuing water and rations to on duty personnel as needed.
3. **Support Services Division Major:** Upon activation of Phase IV, the Support Services Division Major shall assign one investigator to the Okaloosa County Emergency Operations Command Center to collect and disseminate information regarding the approaching hurricane/natural disaster and update the Chief of Police as to decisions made by Okaloosa County Emergency Management Agencies.
4. **Mobilization:** At the onset of total mobilization of the Police Department, field operations shall be divided into two 12-hour operational commands, one command from 0700 to 1900 and the other command from 1900 to 0700 as per the mobilization plan developed during Phases I and II.
 - a. **On Duty Patrol Division:** The Operations Division Major shall assume command of the patrol division on duty at the time of mobilization.
 - b. **Off Duty Patrol Division:** The Criminal Investigations Division Major shall assume command on the off duty patrol division.
5. **Reporting:** Personnel will report as directed to the Emergency Operations Center for assignment and briefing. Under some circumstances, the Operations Division Major may direct employees to respond directly to a post or assignment. In all cases, employees will report their presence to the Communications Center via radio or in person. Personnel shall be assigned as directed by the Operations Division Major.
 - a. **Initial On Duty Assignment:** The initial on duty shift will generally be no longer than 12 hours in duration, circumstances permitting. At the end of the tour of duty, that shift shall be relieved by the other shift.
 - b. **Initial Off Duty Assignment:** The off duty shift shall report directly to the Police Department, where the Operations Division Major shall call roll to assure no personnel are missing or lost.
 - 1) Any officer or personnel not answering roll call shall be considered injured or lost.
 - 2) Any officer who neglects to report for roll call for any other reason than injury or other valid reason shall be considered to have committed the neglect of duty offenses "*Absent from Duty Without Proper Authorization*" and/or "*Refusal to Work Overtime or Special Hours*" described in the written directive indexed as *Standards of Conduct*.
 - 3) No employee shall leave his/her duty or post without the direct approval of his/her assigned division Major or competent authority.

- c. **Mobilization Attire/Equipment:** Essential civilian employees will respond in appropriate attire. All sworn personnel will adhere to a uniform dress code. The dress during the emergency mobilization will be the standard issued “*Training Uniform*” uniform; or “*Class B*,” as ordered by competent authority.
- 6. **Non-Essential Personnel:** Non-essential civilian personnel shall be relieved of duty prior to the hurricane/natural disaster and are to report to duty as soon as possible after the hurricane/natural disaster has passed as directed by competent authority.
- 7. **Operational Command Structure:** The structure of each 12-hour shift and individual responsibilities shall be as follows:
 - a. **Division Majors:** The Operations and Support Services Division Majors will be in overall command of field operations and shall be responsible for all operational functions.
 - b. **Supervisor Assignments:** Division Majors shall assign one Sergeant to each of the four geographical zones.
 - 1) Each zone sergeant shall be issued at least one spare portable radio battery.
 - 2) The zone sergeant is responsible for the direct supervision and command of the personnel assigned to his/her zone and shall not leave the zone unless approved by the appropriate division Major or competent authority.
 - c. **Personnel Assignments:** Personnel shall be assigned to each zone at the discretion of the appropriate division Major. No personnel assigned to a zone shall leave the zone without permission of the zone sergeant or competent authority.
- F. **General Operating Procedures Hurricane/Tropical Storm in Progress: (*Hurricane/natural disaster in Progress - weather conditions are approaching hurricane intensity winds/natural disaster of 74 mph or higher*):** This activation will occur just before the hurricane/natural disaster makes landfall. This is a time of potential danger for loss of life and severe damage to property. On duty police personnel shall continue evacuation efforts and shall report damage and conditions until the order “*Take Shelter*” is given.
 - 1. **Take Shelter Order:** The Operations Division Major shall direct the Communications Center to give the order to “*Take Shelter*” when sustained winds reach 45 mph, at which time all personnel shall obey. In the event radio communications fail and/or the “*Take Shelter*” order is not received, then “common sense” should dictate.
 - a. Unless otherwise directed by the Operations Division Major or competent authority, zone sergeants and personnel shall “*Take Shelter*” at the designated City Emergency Operations Command Center. The Operations Division Major will also “*Take Shelter*” at the Emergency Operations Command Center. If for some reason beyond his/her control an officer cannot safely respond to the Emergency Operations Command Center, he/she shall contact the Operations Division Major for instructions.
 - b. Personnel shall remain in the Emergency Operations Command Center until the “*All Clear*” command is given, unless otherwise directed by the Operations Division Major or competent authority.

2. **Operations Division Major:** The Operations Division Major shall:
 - a. Contact the zone supervisors and ensure that all personnel have responded to the Emergency Operations Command Center and that they are safe.
 - b. Direct the zone supervisors to note any personnel injuries and damage to departmental vehicles and equipment during this time.
 - c. Monitor the different emergency evacuation shelters, if applicable, for damage or other problems that may occur and advise the Chief of Police of any events that may affect life and safety.
 3. **Administration Division Major:** The Administration Division Major shall remain at the Emergency Operations Command Center to assist as needed.
 4. **Emergency Command Operations Center and Staging Location Evaluation Considerations:** The possibility of evacuation of an emergency location due to wind damage, flood or storm surge should be realized and plans should be made. In the event an emergency location is damaged, the Administration Division Major shall:
 - a. Determine the severity of damage and injury and decide whether or not the shelter should be abandoned.
 - b. Make immediate notification of the Communications Center. During the height of a hurricane/natural disaster outside help may not be available and the on scene officer must rely on his/her own judgment on whether or not to abandon an emergency shelter.
 5. **Emergency Evacuation Center Considerations:** Due to the large number of civilians and children, the decision on whether or not to abandon an emergency evacuation shelter is of great importance. Factors involving the magnitude of damage, number of injured, severity of the storm and the availability of outside help should all play a part in any decision of abandonment. Officers in these shelters should attempt to organize volunteers to act in the event of a disaster to the building. Officers should be mindful of the conditions associated with the eye of the hurricane/natural disaster and not be lured into a false sense of security that the hurricane/natural disaster has passed. **NOTE: No civilian evacuation shelter shall be abandoned without the approval of the Chief of Police.**
- G. General Operating Procedures - Recovery Operations (*Hurricane/natural disaster Clear - hurricane/natural disaster force winds have subsided and the hurricane/natural disaster has passed*):** The recovery process will begin when the storm dissipates. Upon receiving the "All Clear" order, on duty police personnel shall assist in the saving of lives, aiding the injured, determining needs for rescue operations, the protection of property and providing information for the assessment of damage. The following guidelines apply:
1. **On Duty Personnel:** Upon receiving the "All Clear" notification from the Chief of Police; the Operations Division Major shall direct the Communications Center to advise all on duty personnel that an "All Clear" is in effect and rescue and damage assessments should begin. The Operations Division Major shall solicit reports from officers assigned to emergency evacuation shelters, if appropriate.

2. **Off Duty Personnel:** Off duty personnel shall remain at the emergency staging area until otherwise directed by the Operations Division Major or competent authority. Off duty personnel should begin preparations to relieve the on duty division at the appropriate pre-designated time.
3. **Zone Sergeants:** Zone supervisors are responsible for the officers assigned to them. Their responsibilities shall include:
 - a. Immediately reporting any injuries of personnel to the Operations Division Major.
 - b. Note any damage of equipment, specifically vehicles, and report the same to the Administration Division Major.
 - c. Report to their assigned zone and direct assigned personnel in reporting emergency conditions to the Communications Center.
 - d. Maintain accurate notes as to the damage assessment for future use.
 - e. Report with his/her subordinates directly to the Emergency Operations Command Center for debriefing when relieved of duty.
4. **Zone Officers:** It should be kept in mind that the mission of the officers assigned to the field is to act as a highly mobile response unit that is capable of surveying their respective zones. The primary concern of the officers in the field shall be the location and assistance to the injured. Beat officers shall:
 - a. Make accurate assessments;
 - b. Report conditions as directed in order that other emergency and support units may respond to the scenes of highest priority. **NOTE: It is not the officer's job to become personally involved in the first problem he/she observes. It is the officer's responsibility to get other emergency/rescue help on the scene and continue to survey for additional emergency problems.**
5. **Administration Division Major:** Upon receiving the "*All Clear*" notification the Administration Division Major shall coordinate the administrative functions of the Department, inclusive of, but not limited to:
 - a. Immediately begin the assessment and recording of damage received by the department during the storm.
 - b. The administration of all damage reports and time sheets of personnel as required by the various government agencies.
 - c. Assurance that all documentation as required by the various government agencies is accurate and complete (*time sheets, payroll records, damage reports, other fiscal and/or financial reports, etc.*).
6. **Evidence Technician:** The Evidence Technician shall assist the Administration Division Major in documenting damage and assisting other City departments as determined necessary. Videos and cameras will be used as additional backup for damages done to Police Department or other City property.

7. **Reporting Incidents:** The Communications Center shall be notified regarding any information from the various beat units as well as other sources regarding injury and damage. Supervisors shall be responsible for assessing the assignment of emergency response units based on the seriousness of the call and available information at the time of the report. It is extremely important that supervisors gather enough information for accurate assessment of the priority of the call. Calls should be placed on a priority based generally on the following:
 - a. Seriousness of injury. If the victim is deceased, the location of the body should be recorded and the search for the living should resume.
 - b. Reports of looting or violent crimes.
 - c. Destruction of property where there is an immediate threat to human life if personnel are not dispatched to the location (*i.e., live wires, gas leaks, chemical leaks, etc.*).
 - d. Destruction of property where no immediate threat to life exists, yet poses an enticement for looting (*i.e., retail appliance stores, sporting goods stores which sell firearms, grocery stores, jewelry stores, etc.*).
 - e. Destruction of private property where no immediate threat to life exists.
 8. **Evacuation Shelter Personnel (if applicable):** The fact that the hurricane/natural disaster has passed is not necessarily indicative that environmental conditions are safe. Those individuals who sought shelter from the hurricane/natural disaster in an emergency evacuation shelter may not be cognizant of the inherent dangers from the residual destruction. The extent of the damages and danger will not be fully realized until the primary Operations Division completes initial assessment and rescue operations. Therefore, personnel assigned to evacuation shelter duty shall not release persons from the shelter prior to receiving authorization from the Operations Division Major.
- H. General Operating Procedures - Recovery Operations (*Hurricane/natural disaster Clear - 24-48 hours after hurricane/natural disaster has passed*):** This period of time will be difficult for personnel, as there will be concern for family well-being and damage to personal property.
1. **Shift Assignments:** Twelve (12) hour shift assignments will remain in effect until otherwise directed by the Chief of Police.
 2. **Post Hurricane/natural Disaster Operations (aftermath):** The Police Department will be deployed as needed to protect life, property, preserve the peace and maintain law and order within the City of Crestview.
 3. **On Duty Assignments:** The Operations Division Major will deploy personnel to field assignments, which may be inclusive of the following:
 - a. Assist the Crestview Fire Department with search and rescue efforts;
 - b. Traffic and crowd control;
 - c. Security;

- d. Debris removal; and,
 - e. Staff posts. Circumstances may necessitate the establishment and staffing of specific sites to accomplish incident related objectives. The following posts may be established based upon need:
 - 1) Check Points. Search and rescue efforts must be completed and potential public safety hazards minimized before access or passage is granted to other than public safety or public utility personnel.
 - 2) Casualty and missing persons posts.
 - 3) Emergency Operations Centers.
4. **Zone Supervisors:** Zone supervisors are responsible for the officers assigned to them. Their responsibilities shall be inclusive of the activities of assigned zone officers and providing essential nourishment and relief as circumstances dictate.
5. **Off Duty Personnel:** Off duty personnel shall be permitted, within reason and at the discretion of the appropriate division Major, to contact family members and return to their homes for damage assessment and repair under the following conditions:
- a. Personnel allowed "*furloughs*" shall report back to the emergency staging area no later than one hour before their 12-hour tour of duty begins.
 - b. It is stressed that the granting of "*furloughs*" is to contact family members still in the area and to make temporary repairs to personal property.
 - c. Nothing in the granting of "*furloughs*" is to be construed as a release from duty to sightsee or visit, it is for the sole purpose of permitting the employee the peace of mind that his/her family is safe and his/her property is secure.
 - d. In the event there are injuries to family members or other circumstances of an emergency nature that would require the officer to be granted a relief from duty, the officer shall seek permission to be granted a relief from duty from the appropriate division Major.
 - e. Any officer who is granted a "*furlough*" and who does not return to duty, shall be considered to have committed the neglect of duty offenses "*Absent from Duty Without Proper Authorization*" and/or "*Refusal to Work Overtime or Special Hours*" described in the written directive indexed as *Standards of Conduct*.
6. **On Duty Personnel:** On duty personnel shall be assigned tasks as directed by the appropriate division Major and zone sergeants. Officers should be aware that by this time citizens would be returning to their homes and businesses, in addition to volunteers, news media, government officials and the curious. In most cases, power and utilities will be disrupted and citizens will be in need of food, water and clothing. Government agencies providing assistance will have locations for applying for aid. Crowd control will be a major issue during the daylight hours and depending on the severity of the storm, crowd control could be extreme. Officers should also remember that many citizens, if there is major storm damage, might be in a depressed state of mind that could affect their attitude toward authority. Officers should, within reason, understand the stress to which the storm victims are being subjected.

7. **Price Gouging:** Price gouging in the aftermath of a destructive hurricane/natural disaster is inevitable. While there are legitimately concerned individuals who respond to the area to assist in the aftermath of a hurricane/natural disaster, there are unscrupulous individuals who will respond to prey upon the misfortune of our community as well. As soon as it is feasibly possible, the appropriate division Major shall assign adequate personnel to monitor vendors for price gouging. Until such time as assignments can be made to these responsibilities, it will be the responsibility of beat supervisors in their respective beats to monitor these activities.

- I. **General Operating Procedures - Recovery Operations (*Hurricane/natural disaster Clear - beyond 48 hours*):** Depending on the severity of the hurricane/natural disaster and resultant damage, duty assignments may remain in the emergency status until utilities are fully restored to the City and/or beyond. The Chief of Police will determine when to order the resumption of normal duty hours and assignments. Emergency status may run for several days or even weeks depending on the destruction caused by the storm.

IV. DOCUMENTATION:

- A. **Case Number:** A single case number will be assigned to document the agency's response to the hurricane/natural disaster. The Administration Division Major will initiate the incident report. All employee activity and reports of property damage will be reported using this number. Supplemental reports will be completed as required. Individual case numbers will be assigned for incidents that are not considered storm related.

B. Time Sheets and Work Logs:

1. **Time Sheets:** Employees will be responsible for completing their regular time sheets. Zone supervisors will be responsible for the accuracy of time sheet entries. The Administration Division Major will use these time sheets as source documentation for completing reimbursement forms.
2. **Work Logs:** Zone supervisors will be responsible for maintaining a log of all personnel assignments during all levels of activation of emergency and recovery operations. These logs shall be transmitted to the appropriate division Major for inclusion in after action reports. This transmittal shall be in memorandum form.

C. After Action Reports:

1. Officers and other employees will complete after action reports or supplement reports, upon request.
2. Division Majors will complete after action reports that detail their assignment's response during each phase of the hurricane/natural disaster. The report shall be in memorandum form and shall detail actions taken by law enforcement employees under their command. This report will be directed to the Chief of Police.
3. The Administration Division Major will complete a report to the Chief of Police outlining the agency's administrative response to the hurricane/natural disaster.

- D. **Critique:** The Chief of Police will schedule a meeting of the command staff to critique the agency's response to the hurricane/natural disaster. This meeting will be held as soon as possible after normal

law enforcement services are restored. The critique will be documented and include a review of this directive and recommendations for procedural changes.

DRAFTED: Accreditation Manager/AGS/October 10,, 2020/Chapter 21.1: Hurricane and Natural Disaster Plan

APPROVED:



10/01/2020

**Stephen G. McCosker , Chief of Police
Crestview Police Department**

Date

This policy, rule directive and/or procedure is/are applicable to all members of the Crestview Police Department. In the event that any City of Crestview policies, rules, directives and/or procedures conflict with this departmental policy rule, directive or procedure, Florida State Statute(s) an/or accreditation standards, as ratified by the Florida Accreditation Commission, this directive, the pertinent Florida State Statute(s) and/or the applicable accreditation standard(s) shall supersede the conflicting City policies, rules, directives and/or procedures. General members/employees of the Crestview Police Department will be held to the standards established by corresponding City policies, rules, directives and/or procedures. In the event that no such equivalent City policy and/or procedure exists, all members/employees of the Crestview Police Department will be held to the standards established by this policy, rule, directive and/or procedure.

Appendix M

Public Services Hurricane Plan

01. Purpose

The purpose of this guideline is to provide City Public Services personnel with guidance related to emergency response operations before, during, and after the landfall of a hurricane in the Crestview area. It is intended to compliment and support the broader City Hurricane Plan which is an annex to the overall Comprehensive Emergency Management Plan. For the purposes of this guideline, the term hurricane shall be interpreted to mean hurricane, tropical storm, or any tropical cyclone activity that poses a threat to the local area.

02. Mitigation

It shall be the duty of the Public Services Director to continually evaluate department facilities and resources to determine their resiliency to hurricane events. When new facilities are constructed or renovated, significant consideration shall be given to wind, flood, and safe room measures.

All Public Services department tools, equipment, and vehicles shall be purchased not only with their ordinary use considered, but how they may be utilized in a response or support role during a hurricane event.

03. Emergency Management (EM) and Incident Command System (ICS)

The city, by ordinance, elects to maintain and operate an EM Agency. This agency is responsible for coordinating EM operations during major emergencies and disasters affecting the city. During a hurricane event, the fire department will work closely with EM staff to achieve established response goals and objectives.

Please see the most recent Emergency Operations Organization chart for specific roles related to the Incident Command System (ICS).

04. Level of Operations

To provide consistent preparation and response activities across all services, the City has established four levels of operations during the annual Hurricane Season. Those levels are:

- Level 4 - Normal City operations
- Level 3 - Monitoring
- Level 2- Limited emergency operations
- Level 1- Full emergency operations

The level of operations shall be recommended by the EM Director and approved by the City Manager. For Public Services personnel, appropriate actions shall be taken at each level of operation.

Level 4 – Normal Operations

- Perform a review of the department hurricane plan (May 1st).
- Each supervisor is to make sure they have a hardcopy of the hurricane plan along with most recent contact list of Department employees (May 1st).
- Each supervisor is to make sure all applicable personnel have a City ID marked “E” (essential).
- Stockpile department supplies if applicable (May 1st).
- Ensure all essential repair materials for infrastructure and facilities are on hand in the warehouse (May 1st).

- Engineering to print current address maps. Number of maps to be determined by the Public Services Director.
- Provide list of debris storage sites to FDEP if needed.
- Ensure that Gulf Power debris disposal sites are in a different location.

Level 3 - Monitoring

5 Days Before Projected Landfall

- Ensure all level 4 actions are completed.
- Public Services Director shall meet with supervisors to review hurricane plan and designate roles for essential employees.
- Each supervisor is to make sure they have a hardcopy of the hurricane plan along with most recent contact list of Department employees.
- Each supervisor is to make sure all applicable personnel have a City ID marked "E" (essential).
- Consider canceling travel plans due to possible mandatory recall.
- Sewer Collections and Water Operations personnel to coordinate with Fleet Division on verifying diesel fuel levels in all storage tanks for auxiliary power supplies (All building Generators, Lift Stations, Water Well Sites and all portable generators).

4 Days Before Projected Landfall

- Public Services Director and/or Supervisors to review hurricane plan with personnel and designate roles for essential employees. Ensure employees know it is their responsibility to contact their immediate supervisor upon receiving the all-clear to return to work.
- Explain hurricane pay to all employees.
- City Fleet Division:
 - Ensure the availability of extra tires, parts, fluids, etc.
 - Ensure fleet service truck is prepared with the necessary items for servicing tires in the field and providing minor service. Identify the mechanic that will operate the service truck.
 - Fleet Supervisor to confirm fuel needs with the Purchasing Division.
 - Provide communication to all city Departments relaying that all city vehicles use gas cards at commercial fueling stations to conserve city fuel tank reserves.
- Solid Waste Division and Contractor to make sure all roadways are clear of household and yard debris.
- All department personnel to monitor weather media, work emails, Active 911, and Code Red for important announcements and information.

Level 2 – Limited Emergency Operations

3 Days Before Projected Landfall

- Ensure all Level 3 actions are completed.

- Public Services Administrative Coordinator will contact the Finance Department to obtain a project number for the disaster.
- The City will begin transition to a citywide ICS structure, an Incident Action Plan is established, and operational periods are assigned.
- The Fire Marshal and Fire Inspector are assigned to the County EOC as our ESF 4/9 representative and comprehensive Liaison for the City.
- Normal communications will be used if facilities are available.
- Consider releasing personnel to secure homes/families, subject to recall or return to their operating post or other designated location.
- All departments will be responsible for backing up and securing their personal computers. All departments will also be responsible for unplugging the electric plugs and phone modem wires from all computer equipment in their area. This includes PCs, Controlling Devices, Printers, Cash Drawers, Validators, UPS devices, and any other computer related equipment. It is also the responsibility of user departments to cover all computer equipment with plastic to protect it from getting wet (City Hall personnel can get plastic from the IT Department). All other buildings must arrange for their own plastic materials. The warehouse stocks garbage bags that can be used for this purpose.
- Inspect all vehicles and equipment for fueling and proper operation.
- Ensure all trucks are emptied each night.
- Check all barricades and flasher units for proper operation.
- Pre-position portable generators to water wells.
- Determine shift rotations with all employees of all divisions.
- Facilities Division will test Fuel Island auxiliary generator.
- Sanitation to make sure that all debris has been removed from roadways in low lying areas where we know flooding is a potential problem.

2 Days Before Projected Landfall

- Cancel all personal leave.
- Secure major projects for storm protection.
- All equipment, vehicles and generators topped off with fuel. Fueling to be done at local fueling stations with city gas card to conserve city fuel reserves.
- Preparations to secure city Buildings and Property.
- Allow "Essential Employees" (Those employees who are expected to be at their assigned duty station from landfall up to and including the all clear) time off to secure their homes and return to duty station.
- Secure critical records.
- Inspectors to visit construction sites and order loose building materials and debris to be cleared/secured.
- Have all equipment and materials secured against severe wind conditions at work sites. All traffic cones and barricades will be removed from various job sites and returned to the facilities building.
- Provide personnel equipment and material necessary to secure city facilities against severe storm conditions & winds.

- Check all standby power units.
- Do not start work on any vehicle that will require more than a few hours to complete.
- Protect office contents from water damage, such as by raising lower file drawers, cleaning work areas, securing documents, protecting equipment, backing up computer files, etc.
- Ensure that loose items in all City yards are secure.
- Clean out cabs and beds of all 1 1/2 ton and dump trucks should they be needed to assist in evacuation or rescue operations.
- Fill all elevated water tanks.
- Check and secure all chlorine cylinders.
- Check emergency pumps to ensure proper operation.
- Check operation of emergency generators.
- Deliver sandbags to predetermined locations and place sand for the public at OSTP and Fire Station 3. Street Department personnel to install sign saying "FILL FOR SANDBAGS".
- Sufficient sandbags should be available to sandbag lift stations and hatch covers.
- Have standby emergency generators checked and operationally ready. Secure the rental of others as needed.
- Make extra copies of various essential maps including: water system, sewer system, drainage system, addressing and street lighting.
- Coordinate with Gulf Power to ensure latest maps and lists of essential water, wastewater, and facilities are up to date and verify contacts for post landfall operations.
- Make sure the map for tracking damage is posted on the wall at the at Public Services Office.
- Make sure that the "GO TO BOX" of chain saws and supplies is ready for use if needed.

Level 1 – Full Emergency Operations

1 Day Before Projected Landfall

- Ensure all Level 2 actions are completed
- The City expects to experience major hurricane conditions and extensive damage
- The City ICS structure and EOC will be at full activation and capacity
- Secure critical records.
- Operating departments will use Push-To-Talk phones, cellular phones, two-way radios, and other communication devices as required and available; ensure all communication devices are fully charged and operational.
- Provide Public Services Administrative Coordinator with evacuation destination(s).
- Secure city facilities as necessary.
- All Essential Personnel will be needed to work before and after the storm. They will be relieved as duties are completed before the storm and will be required to report to their designated locations after the "ALL CLEAR" is given by EOC.
- Move equipment and pumps to higher elevations, if necessary.
- Appoint individual to act as liaison with the EOC and to handle request by citizens for service.

- When a hurricane warning is issued (landfall within 24 hours) discontinue garbage pick-up and concentrate on trash pick-up only.
- Depending on the severity of the event and the specific operational needs anticipated, Public Services may stage personnel at the following locations:
 - City EOC – Public Works Services Director
 - Public Services – Water Ops Supervisor, Utilities Supervisor, Streets & Stormwater Supervisor, and Sewer Collection System Supervisor
 - Contractors Sanitation Office – Sanitation Supervisor
 - Fleet Maintenance – Fleet Supervisor
 - Facilities Maintenance – Facilities Supervisor
- Depending on the severity of the event, vehicles and equipment will be moved the Public Services Department.

Post Hurricane Landfall

- Expect long-term operations with assistance from other agencies from across the state and federal assets.
- All personnel return to designated duty stations after the “ALL CLEAR” is given by EOC.
- At the discretion of the Director, all personnel who normally work a 4-day work week may be required to work a 5-day work week 12 hours per day until all recovery activities are completed or until the Director orders a return to a 4-day work week.
- Priority of work after landfall will be to support rescue operations, assess infrastructure damage, clear roads, repair potable water supply, repair sanitary sewer collection system, and debris removal.
 1. Support rescue operations – Aid as needed to Police and Fire to rescue people. This includes utilizing City flat bed, loader, dump truck, and other high-water capable vehicles.
 2. Assess Infrastructure Damage – Visually inspect and record address and lat/long of damaged areas including but not limited to, streets being blocked, trees down, water breaks, sewer breaks, and drainage failures. Recording of this information is to aid in prioritizing repairs and requesting additional resources.
 3. Clear Roads – Primary road clearing operations shall be performed with the intent of clearing debris to the curb line or edge of pavement only. Roads shall be cleared in the following order:

MAJOR ROUTES

State Road 85

State Road 90

P.J. Adams Parkway/Antioch Road

SECONDARY ROUTES

Main Street	Aplin Road	Arena Road
Wilson Street	Redstone Blvd.	Texas Parkway
Old Bethel Rd	N/S Pearl Street	Sioux Circle
Stillwell Blvd	Brookmeade Drive	Adams Drive
Texas Parkway	Raspberry Rd	Commerce Drive
Lloyd Street	East Chestnut	Brackin Street
Martin Luther King Blvd	Industrial Drive	
Duggan Drive		

- After clearing these streets, fan out to major connecting streets then to residential streets.
 - Work crews will be based out of the Public Services Complex and will be assigned quadrants prior to landfall. The quadrants will be as follows: Northwest quadrant, Southwest quadrant, Northeast quadrant, and Southeast quadrant.
4. Repair Potable Water Supply – Water Operations Division shall be responsible for the following after landfall to restore potable water service:
- Inspect all assets of the City’s potable water system and coordinate with Gulf Power to return electrical power to essential water wells.
 - Mobilize emergency generators as needed.
 - Provide assistance to shutting off valves to services at water mains.
 - Determine if any water intrusions were made to the system.
 - Identify mobile labs in the area in preparation of general area boil water notices being issued.
 - Inspect all large fire sprinkler connections/service lines for damage.
 - Report to EOC any major water line breach.
5. Repair Sanitary Sewer Collection System – Sewer Collection Division shall be responsible for the following after landfall to restore sanitary sewer system.
- When water recedes, check all lift stations for operational condition and coordinate with Gulf Power to return electrical power to essential lift stations.
 - Mobilize emergency generators as needed.
 - Re-check and disinfect all overflows with lime and in accordance with FDEP guidelines.
 - Report to the EOC any major excursion which would require FDEP notification.

6. Debris Removal – The Street Department and Solid Waste Division shall be responsible for debris removal post landfall and following:

- Manage the storm debris removal efforts, including coordinating with debris removal contractor(s) as required.
 - The extent of storm damage will determine the scope of service after the storm.
 - Assign personnel to construction crews if necessary to assist in clearing traffic routes.
 - Begin emergency clearing of roadways to allow public safety vehicles to begin rescue and response efforts.
 - Maintain a list of trees that were entangled with power lines and report information to the Gulf Power representative.
- In addition to supporting the core functions listed above. The Divisions listed below will have the following responsibilities post landfall:

Facilities Maintenance Division

- Perform city facility damage assessment and create documentation.
- Make necessary repairs to essential City facilities with priority being given to potable water and sanitary sewer service.
- Assist in restoring water service.
- Assist with repairs to sanitary sewer lift stations.
- Repair traffic signals as time and manpower permits.
- Install traffic barricades where necessary.
- Coordinate with other City departments to have blown down street signs delivered to City Stockyard.

Fleet Maintenance Division

- Open garage for tires and minor repairs. Provide at least two personnel whenever crews are working.
- Coordinate fueling operations and reserves.
- All vehicles and equipment which may have been compromised by exposure to the storm are to be evaluated by Fleet Maintenance

GIS

- Assist Utility Services with implementation of the ArcGIS Online Incident Assessment system.
- Make sure all GIS servers are functional and get all webmaps running properly.
- Provide necessary maps and GIS information to field crews for street clearing, debris removal, and water/wastewater assessments.
- Use GPS/GIS to locate infrastructure buried by debris as needed.

- Using data provided by the field office, create a map of the storm event to include hotspots, damage, areas of debris, flooding, etc.

Warehouse

- Manage the Warehouse and inventory levels for necessary repairs to infrastructure and coordinate with the Finance Department for emergency purchases, if necessary.

05. Incident Command System (ICS) Structure

The City has elected to construct its emergency management model based on the ICS system. Once the EM system has been activated, the following Public Services positions will be affected:

- Public Services Director will serve under the Operations Section Chief.
- Under the Public Works and Utility Branch, a Utilities Section and Public Works Section shall be established.
- The Utilities section shall consist of Water, Sewer, and Utility Construction.
- The Public Works Branch shall consist of Debris Removal, Fleet Maintenance, and Streets.
- Please refer to the most recent Emergency Operations Organizational Chart.

06. City Emergency Operations Center

To enhance the City's ability to identify and prioritize local support, response, and recovery activities, the City of Crestview maintains a municipal EOC during times of major disaster or emergency. During hurricane events, the City EOC will usually be activated and staffed. Staffing levels may vary and will be dependent on the expected severity of the storm conditions expected in the local area.

The City EOC is located at the City Hall City Council Chamber 198 N. Wilson St. In the event of a major hurricane, this facility will also serve as Base Camp for much of the City's logistical operations and functions.

As noted in the City Hurricane Plan, the City EOC continuously functions at one of the following three levels:

- Level 4 – Normal Operations
- Level 3 – Monitoring
- Level 2 – Partial Activation (usually command and general staff)
- Level 1 – Full Activation

Communications with the City EOC should be made through the established ICS chain of command; however, direct phone numbers, emails, and backup radios will be available for direct communication with the City EOC and assigned staff.

07. Training and Public Outreach

Public Services Department employees will be trained on the principles and practices of the National Incident Management System (NIMS). To accomplish this training, the city has adopted a policy where all personnel must complete the following NIMS courses:

Department Director and Designated Back-up

- IS100, IS200, ICS300, ICS400, IS700, IS800, IS201, IS235

Division Supervisor

- IS100, IS200, ICS300, IS700

Non-Supervisory

- IS100, IS700

Each year, the Public Services Director will ensure that all personnel review the City's Hurricane Plan and this departmental plan in preparation for Hurricane Season. Periodically, the City will participate in County hurricane exercises and conduct various hurricane training sessions for all city employees.

Each year, by Proclamation, the City will declare the month of May as Hurricane Preparedness Month. During this time, the City will launch a public outreach campaign to inform residents about hurricane dangers, evacuations, shelters, and protective actions.

08. Essential Employee Designation

Certain employees within the Public Services Department are considered essential employees. As a condition of employment, these employees are subject to mandatory recall for hurricanes and other major emergencies. In addition to essential employees, all Public Services employees are needed as soon as possible after a storm event. Therefore, it is critical that all Department personnel create and maintain a family hurricane plan. At minimum, the plan should address:

- Securing home, property, watercraft, and other assets
- Obtaining hurricane supplies for family (food, water, radios, batteries, etc.)
- Caring for children or special needs family members and pets
- Evacuation of family members
- Communications between distant family members
- Insurance coverage for flood and hurricane damage

09. Emergency Supplies

When Public Services personnel are recalled for a hurricane event, they should report for duty with enough supplies to sustain themselves for at least the first 72 hours following landfall of a hurricane in the local area. Personnel should consider preparing a personal "go bag" for emergency recall. A list of suggested emergency supplies can be found in the City Hurricane Plan in the Emergency Supplies and Resources Section.

All Public Services personnel are responsible for having enough water, food, and supplies to sustain themselves for the first 72 hours following hurricane landfall. For extended operations

where food may not be available after the initial 72 hours, the City maintains a cache of military MREs for emergency workers. If these meals are required, they will be distributed by the _____ each work day. Exact times and procedures will be relayed to personnel by EOC staff.

The City maintains backup radios at the _____. When ordered by the EM Director, the Logistics Section will disperse these radios. These radios should be used for administrative purposes; however, they can be used for emergency operations if all other radio systems are inoperable.

10. Sheltering Essential Personnel and Vehicles

When able, emergency essential personnel shall shelter in available City facilities. The Community Center, City Hall, Fire Station Three and Public Services Department. This will allow emergency workers to immediately deploy after landfall to begin completing life-safety and priority objectives. However, if hurricane conditions are expected to be severe enough that sheltering in these facilities would place personnel in danger, they may be required to evacuate to alternate facilities. Those facilities will be the Community Center and City Hall, EOC staff will advise which shelter shall be utilized.

During any evacuation from City facilities, all Public Services apparatus and vehicles will be evacuated with personnel to a safe location. When reaching the designated shelter, apparatus and vehicles should be parked in locations sheltered from high winds, out of flooding areas, and not in danger of falling trees and loose debris.

11. Employee Notifications

When a hurricane threatens our area, the City will utilize email and the Code Red mass notification system to provide important updates and information to employees.

12. Concept of Operations

Flexibility of operations will be critical in any hurricane event. The effects and damage from a tropical cyclone can range from very minor to catastrophic. It is the responsibility of the City EM Agency to make decisions and take actions that will provide the proper level of disaster response efforts and services; however, it also important that fiscal responsibility be maintained. The unnecessary recall of personnel or purchase of logistical resources can place financial burdens on the City. Unlike what is commonly thought, reimbursement procedures to receive FEMA and State funds is extremely complex and does not necessarily cover all costs incurred by the City.

Each hurricane will bring its own unique set of potential threats. To prepare for and respond to those threats, Public Services may issue mandatory personnel recalls ensuring adequate staffing is available to safely and effectively carry out its mission. Not only must the Public Services Department ensure that adequate personnel are available for the incident, but the leadership must also consider the possibility that traveling to the City after hurricane landfall may prove to be extremely difficult and dangerous. Therefore, recalled personnel will be placed on duty and assigned to a unit prior to tropical storm force winds affecting the City.

Though some flexibility may be required, the following Public Services staffing guide shall be utilized for hurricane events:

Tropical Waves, Depressions, and Low Intensity Storms

- At the discretion of the Director, all personnel who normally work a 4-day work week may be required to work a 5-day work week.
- Additional after-hours personnel could be added based on projected conditions.
- The Department Director also reserves the right to assign a basic (skeleton) crew to provide coverage on unscheduled work days.

Strong Tropical Storms and Category 1-2 Hurricane

- Suspend response to after-hours calls relating to water, sewer, and storm before and after the landfall until further notice.
- At the discretion of the Director, all personnel who normally work a 4-day work week may be required to work a 5-day work week or longer until all recovery activities are completed.
- The Department Director also reserves the right to assign a basic (skeleton) crew to provide coverage on unscheduled days.

Category 3-5 Hurricane

- No less than 24-hours prior to landfall, suspend response to after-hours calls relating to water, sewer and stormwater until further notice.
- Recall all non-essential employees after direction from Incident Commander and “all-clear” is given.
- At the discretion of the Director, all personnel who normally work a 4-day work week may be required to work a 5-day work week until all recovery activities are completed or until the Director orders a return to a 4-day work week.

For major hurricanes, Public Services personnel can expect significant outside assistance from other utilities. The Public Services Director and City Manager will work closely with the Operations Section Chief to secure needed resources based on existing mutual aid agreements.

City of Crestview



Emergency Operations Plan

2020

Promulgation Statement

JB Whitten
Mayor
City of Crestview

CITY OF CRESTVIEW EMERGENCY OPERATIONS PLAN PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The City of Crestview Emergency Operations Plan provides a comprehensive framework for City of Crestview-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies within the City of Crestview, Florida.

The City of Crestview Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of City of Crestview government and with the authority vested in me as the Chief Executive Officer of Crestview, Florida. I hereby promulgate the City of Crestview Emergency Operations Plan.

JB Whitten
Mayor, City of Crestview

Approval and Implementation

This plan supersedes any previous Emergency Operation Plans.

The transfer of management authority for actions during an incident should be done through the execution of a written delegation of authority from an agency to the incident commander. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The City of Crestview Emergency Operations Plan delegates the Mayor's authority to specific individuals ~~in the event that he or she is unavailable~~. The chain of succession in a major emergency or disaster is as follows:

1. City Manager
2. Fire Chief
3. Police Chief
4. Public ~~Services~~~~Works~~ Director

~~Date~~

JB Whitten _____ ~~Date~~
Mayor, City of Crestview

Tim Bolduc _____ ~~Date~~
City Manager, City of Crestview

Anthony Holland

Date

Fire Chief

Signature Page

Tim Buldoc, City Manager
City of Crestview

JB Whitten, Mayor
City of Crestview

Anthony Holland, Fire Chief
City of Crestview

Stephen McCosker, Police Chief
City of Crestview

Brona D. Steel, Public Services Director
City of Crestview

Gina Toussaint, Finance Director
City of Crestview

Brian Hughes, Public Information Officer
City of Crestview

Cesar Damiani, Information Technology
City of Crestview

Barry Henderson, Development Services
City of Crestview

Betsy Roy, City Clerk
City of Crestview

|

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

Record of Distribution

Plan #	Office/Department	Representative	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Plan

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

It is the purpose of this Plan to define the actions and roles necessary to provide a coordinated response within City of Crestview, FL. This plan provides guidance to agencies within the City of Crestview with a general concept of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

B. Scope

This plan applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of City of Crestview.

C. Situation Overview

1. Characteristics

a. Location and Geography

- The City of Crestview consists of an area of an area that encompasses 16.31 square miles and is 235 feet above sea level. Crestview is located in Okaloosa County, Florida. It is situated 20 miles North of Fort Walton Beach, FL and 20 miles South of the Alabama/Florida state line. The Shoal River borders the city to the South and East with the Yellow River bordering the West.

b. Climate

- Crestview's climate is humid subtropical. Average summer highs are 92°F with peaks in the low 100's. Average winter lows are in the 30's with the capability to occasionally reach ~~in to~~ into the single digit range.

c. Education

- Crestview is home to seven (7) elementary schools, two (2) middle schools one (1) high school and two (2) college campuses.

d. Demographics

- The City of Crestview has a population of 23856 as of 2019. The average growth rate ranges from 1%-2% over the last five (5) years. Crestview is the 1,897th largest city in the United States. The population density is 1,463 per sq. mi which is 387% higher than the Florida average and 1479% higher than the national average.

e. Economic Base

- The City of Crestview is largely a bedroom community that supports two (2) major military insulations. The community is predominantly comprised of residential homes, retail shopping and schools. Ad valorem taxes are the largest revenue producer, accounting for 39% of the operating budget. The remainder of the cities revenues are made up from the local option gas tax, utility service tax, communication service tax, half cent sales tax and other finds/fees for services.

f. Transportation Infrastructure

- Two major highways travel through the City of Crestview. U.S Route 90 heads East-West through the city. State Road 85 heads North-South, intersecting both U.S Route 90 and Interstate 10, which also runs East-West through Crestview.
- Bob Sikes Airport is located 3 miles North East of the city center.
- CSX railroad runs East-West through the center of Crestview.

2. Hazard Profile

a. Potential Hazards

The City of Crestview is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.

- Natural Disasters could be a result of a number of phenomena such as, hurricanes, tropical storms, floods, severe thunderstorms, high water, drought, severe winter weather, fires (including urban, grass, and forest fires), epidemics, severe heat, high winds or earthquakes.

- Manmade Disasters could be the result of a myriad of other disaster contingencies, such as train derailments, aircraft accidents, transportation accidents involving chemicals and other hazardous materials, chemical, oil and other hazardous material spills, leaks or pollution problems, dumping of hazardous wastes, building or bridge collapses, utility service interruptions, energy shortages, civil disturbances or riots, terrorism, warfare, applicable criminal acts, or a combination of any of these.

D. Planning Assumptions

1. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations, such as severe weather events, that events that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries. Man made events and some natural events may not be predicted but sufficient pre-planning is in place to effectively react to and recover from such events.
2. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within the City of Crestview. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.
3. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government.
4. Assistance to the affected jurisdictions(s) by response organizations from another jurisdiction(s) is expected to supplement the efforts of the affected jurisdiction(s) in an efficient, effective, and coordinated response when jurisdiction officials determine their own resources to be insufficient.
5. Federal and State disaster assistance, when provided, will supplement, not substitute for, relief provided by local jurisdictions.
6. It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.

7. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.

Concept of Operations

A. General

1. Communication is maintained between affected jurisdictions and area emergency management branch offices. Where the Okaloosa County EOC is activated, ~~onetwo~~ (12) Fire Department ~~and, one~~ (21) Police Department, ~~(1) Public Services~~ representative are placed within the Okaloosa County EOC to facilitate ongoing information exchange between the Okaloosa County EOC and City of Crestview EOC.
2. Where states of emergency are declared, the City of Crestview may request state assistance. All requests for State assistance should go through the local emergency management area coordinator within the Okaloosa County EOC and the appropriate emergency management branch manager to the State Emergency Operations Center (EOC).
3. When the State EOC is activated, Florida's State Emergency Operations Center (SEOC) becomes the office of primary responsibility for the State Emergency Response Team (SERT). The director of emergency management will normally serve as SERT leader.
4. The Okaloosa County EOC will serve as the clearinghouse for response and recovery operations and for deployment of resources within the ~~counties~~county, including cities within the counties.
5. Planning for recovery will be implemented at the same time local governments are taking the emergency response actions necessary to protect the public. Preparations will be made for rapid deployment of resources necessary to facilitate recovery.

B. Hazard Control and Assessment

1. Perceive the threat
2. Assess the hazard
3. Select control strategy
4. Control hazard

5. Monitor hazard
- C. Protective Action Selection
 1. Analyze the hazard
 2. Determine protective action
 3. Determine public warning
 4. Determine protective action implementation plan
- D. Public Warning
 1. Determine message content
 2. Select appropriate public warning system(s)
 3. Disseminate public warning
- E. Protective Action Implementation
 1. Monitor progress of protective action implementation
 2. Control access and isolate danger area
 3. Evacuation support
 4. Decontamination support
 5. Medical treatment
 6. Special population support
 7. Search and rescue
- F. Short-term Needs
 1. Shelter operations
 2. Unite families
 3. Continued medical treatment
 4. Increase security
 5. Stabilize the affected area

G. Long-term Needs

1. Re-entry
2. Recovery

II. Organization and Assignment of Responsibilities

A. General

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complements normal functions. Each city department is responsible for developing and maintaining its own emergency management procedures that are maintained in their respective department emergency operations plan. (DEOP). Each DEOP is maintained as an appendix to the master City EOP and is inclusive to this overall EOP.

B. Organization & Assignment

1. Chief elected officials

a. Mayor

- a. Responsible for ~~enacting~~ activating the City EOP to ensure preparedness, response, mitigation and recovery actions ~~exist so that public welfare and safety is preserved at the recommendations of the City of Crestview Fire Chief.~~
- b. ~~Facilitates disaster declarations~~
- b. ~~Facilitates evacuation orders~~
- b. ~~Facilitates re-entry decisions~~ Signs the declaration of state of emergency as prepared by Fire Chief.
- c. Signs local orders prepared by the City Manager and Fire Chief.

b. Council Members

- a. Provide direction and support to the EOP.

City Manager

- a. Reports to the City of Crestview EOC when activated.
- b. ~~Assists with disaster declarations, evacuation orders and re-entry decisions.~~ Coordinates with Fire Chief

for re-entry decisions, state of emergency declarations, and evacuation orders.

3. ~~Council Members~~

3. ~~Provide direction and support to the EOP.~~

3. Crestview Police Department

- a. Police Chief reports to the City of Crestview EOC when activated.
- b. Maintains law and order.
- c. Controls traffic
- d. Protects vital installations
- e. Controls and limits access to the scene of the disaster
- f. Assists with all evacuation efforts
- g. Assists with search and rescue
- h. Assist with damage assessment

4. Crestview Fire Department

- a. Fire Chief reports to and chairs the City of Crestview EOC
- b. Provides fire protection and the combating of fires
- c. Search and rescue
- d. Decontamination
- e. Assists with damage assessment

5. City of Crestview Department of Public Services

- a. Public Services Director reports to the City of Crestview EOC when activated.
- b. Maintaining streets, avenues, highways and other routes of travel.
- c. Assisting with heavy rescue
- d. Assist with decontamination
- e. Engineering services as required
- f. Transportation
- g. Debris removal
- h. Inspection of shelter sites for safe occupancy
- i. ~~Facility damage assessment, public and private, for safe occupancy~~

- i. ~~Enforcement of building codes~~
 - i. Maintenance of vehicles and other essential equipment of the various departments and agencies
 - j. Development of a plan of priorities to be used during the period of increased readiness that addresses the repair of vehicles and equipment
 - k. Maintenance of a reserve supply of fuel
 - o. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits
 - p. Assists with damage assessment
6. City of Crestview Finance Department
- a. Finance Director reports to the City of Crestview EOC when activated.
 - a.
 - b. ~~Maintaining economic stabilization efforts as required~~
 - b. Maintains~~ing~~ a list of suppliers, vendors, and items of critical emergency need.
 - c. Maintains accountability of all expenditures, debt and ~~man~~ staff hours dedicated to the declared event.
 - d. Provides proper FEMA documentation to Okaloosa County EOC for potential reimbursements.
 - e. Ensures payroll is completed and distributed to staff.
7. Development Services
- a. Reports to the City of Crestview EOC when activated.
 - b. ~~Assist-Directs with~~ facility damage assessment, public and private, for safe occupancy.
 - c. Enforcement of building codes
 - d. Facility damage assessment, public and private, for safe occupancy
 - 8.
8. Public Information Officer (PIO)
- a. Reports to the City of Crestview EOC when activated.

- b. Disseminates information to the public.
- 9. City Clerk
 - a. Reports to the City of Crestview EOC when activated.
 - b. Documents all activities within the EOC.
 - c. Provides for records management within the EOC.
- 10. Information Technology (IT)
 - a. Reports to the City of Crestview EOC when activated.
 - b. Maintains critical hardware such as telephones, computers, networks and internet capability during a declared event.
- 11. Okaloosa County Emergency Medical Services (EMS)
 - a. Responsible for emergency medical treatment and transport during a declared event.
 - b. Provides staff for medical care in designated shelters.
 - c. Assists with special needs evacuation.
- 12. Okaloosa County Health Department
 - a. Conduct community needs assessments
 - b. Ensures safety, disease prevention to include vector born disease prevention
 - c. Provides medical support to shelters
 - d. Emergency interment coordination
 - e. Insect and pest control as required
 - f. Inoculations for the prevention of disease
- 13. North Okaloosa Medical Center (NOMC)
 - a. Emergency medical care
 - b. Limited on-site decontamination
 - c. Hospital evacuation
 - d. Traditional hospital medical services
- 14. Okaloosa County School District
 - a. Provide the use of facilities for emergency public education.
 - b. Providing facilities for emergency housing of evacuees and relief forces

- c. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues
- d. Providing personnel for shelter managers and staff
- e. Providing recreation plans for shelter occupants' use during shelter-stay period

C. Support Functions

- 1. Support from the National Guard may be requested through the Okaloosa County EOC from the State office of emergency management. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain at all times under military command but will support and assist response efforts.
- 2. Support from other State government departments and agencies may be made available in accordance with the State plan.
- 3. Private sector organizations within the jurisdiction may assist with a wide variety of tasks based on their capabilities.
- 4. Volunteer agencies, such as the American Red Cross, local church/synagogue congregations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.

Assistance from surrounding jurisdictions may be available through the execution of a memorandum of understanding (MOU) or MOA.

III. *Direction, Control, and Coordination

A. Authority to Initiate Actions

- 1. The Mayor of the City of Crestview is responsible for activating the EOP. Where the city is already responding to an unannounced event, the decision to activate the EOP will be done with the coordination of the "on scene" commander of the event.
- 2. Where the Mayor is not available, the ability to activate the EOP shall fall within the designated chain of succession to the Mayor.
- 3. Once notified, the Fire Chief is responsible for implementing the EOP. Where the Fire Chief is not available, the Police Chief shall commence implementation.

B. Command Responsibility for Specific Actions

1. With the activation of the EOP, the Emergency Operations Center (EOC) shall be activated. All activities that support the resolution of, and recovery from the declared event shall be coordinated and directed from the EOC.
2. The City of Crestview EOC will be made up of ~~eleven~~^{eight} (118) essential support function representatives (ESF's) with the Fire Chief designated as the EOC Director of Emergency Management.
 - a. The ~~eight~~ (118) ~~eleven~~ EOC, ESF's are:
 - a. Fire Chief (Director)
 - b. Police Chief
 - c. Public Services Director
 - d. City Manager
 - e. Community Development Services Representative Director
 - f. Finance Director
 - g. IT representative
 - h. Public Information Officer (PIO)
 - i. City Clerk
 - j. Administrative Services Director
 - k. CRES Director
3. Incident Command System

The incident command structures used within the City of Crestview's jurisdiction shall be compliant with the National Incident Management System (NIMS). Designated incident commanders are responsible for directing on-scene emergency operations and maintaining command and control of the scene. The EOC shall provide support to the designated incident commanders. If a disaster affects multiple widely separated facilities or jurisdictions, separate incident command operations and an area command may be set up.
4. Assistance

If the City of Crestview's own resources are insufficient or inappropriate to respond to the event, a request will be made for assistance from other jurisdictions, the State, or Federal government. Such requests shall only be made through the EOC.

IV. Information Collection and Dissemination

- A. Disaster information managed by the City of Crestview EOC is coordinated through the ESF's located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These ESF's also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. The City of Crestview PIO shall coordinate and/or disseminate all information to the public.

V. Communications

- A. Communication protocols and coordination procedures are described in detail in the City of Crestview Communications Plan (~~Needs to be developed~~Under development). Please refer to this plan for additional information.

VI. Administration, Finance, and Logistics

- A. General Policies
 - 1. The authority to make purchases during an emergency event, where the EOP/EOC has been activated, shall rest with the members of the EOC. No purchases will be made without the EOC's approval.
 - 2. Reference should be made to administrative requirements that are applicable to emergency operations (e.g., emergency purchasing procedures), which appear in other documents such as the city purchase plan.
 - 3. Records and Reports for Resources and Expenditures.
 - a. Responsibility for submitting local government reports to the State office of homeland security and emergency preparedness rests with the City of Crestview Finance Director.
 - b. The Finance director shall maintain records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.

4. Agreements and Understandings

This section references any mutual aid agreements or emergency response and recovery contracts that exist. ~~It also indicates who is authorized to activate those agreements or contracts. Need to identify:~~

- a. Existing mutual aid agreements
 - a. The city of Crestview has current mutual aid agreements with the surrounding fire departments to include North Okaloosa Fire District (NOFD), Almerante Fire District, Baker Fire District, Holt Fire District and Eglin AFB. These agreements would provide or receive specific aid as requested. Where the EOP is activated, all requests would be made through the Okaloosa County EOC.
 - b. The Crestview Police Department has mutual aid agreements with the Okaloosa County Sheriffs Office and other surrounding municipalities. These aid agreements are outlined in the Crestview Police Department EOP.
- b. There are currently no existing contracts for services with the City of Crestview for any emergency response or recovery.

B. Additional Policies

- 1. When the resources of local government are exhausted or when a needed capability does not exist within a local government, the local units of government call for assistance from the State.
- 2. The incident commander will submit periodic situation reports to the appropriate authorities during a major disaster using standard ICS formats.
- 2.

VII. Plan Development and Maintenance

A. Requirements

- a. The Mayor of Crestview has the overall responsibility for ensuring that efficient emergency planning is being conducted.
- b. The City Manager will ensure that an updated EOP is distributed appropriately.

- c. Each department shall be responsible for updating their internal department plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.
- 2. Review and Update
 - a. The Basic Plan and its appendices should be reviewed and updated annually.
 - b. Updates should be made to the EOP when any documents are no longer current. Changes in planning documents may be needed:
 - 1) When hazard consequences or risk areas change.
 - 2) When the concept of operations for emergencies changes.
 - 3) When departments, agencies, or groups that perform emergency functions are reorganized and can no longer perform the emergency tasks laid out in planning documents.
 - 4) When warning and communications systems change.
 - 5) When additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available.
 - 6) When a training exercise or an actual emergency reveals significant deficiencies in existing planning documents.
 - 7) When State or Federal planning standards for the documents are revised.
 - 7)

VIII. Authorities and References

- A. Legal Authority
 - 1. Federal
 - a. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended

- b. Public Employees Occupational Safety and Health Act (PEOSHA) regulations

B. References

- 1. Federal
 - a. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
 - b. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
 - c. National Incident Management System (NIMS), December 2008.
 - d. National Response Framework, Federal Emergency Management Agency, January 2008.
- 2. State
 - a. State EOP
- 3. Local
 - a. Local EOPs
 - b. Inter-local agreement(s)



Staff Report

CITY COUNCIL MEETING DATE: October 19, 2020

TYPE OF AGENDA ITEM: Purchase / Contract

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, HR Specialist
DATE: 10/15/2020
SUBJECT: Electronic Controller Bid

BACKGROUND:

Currently the city has multiple styles of door locks, including keypads, two styles of electronic controllers, and standard key locks. Maintaining multiple systems is inefficient and the majority of the systems are difficult to maintain and not providing the level of security needed for this organization.

When the dispatch center was moved to City Hall in early 2020 new electronic door locks were required to secure the doors based on Florida Department of Law Enforcement standards. This system allows for expansion throughout the city.

DISCUSSION:

Bids were sought out for this project in October 2020.

A pre bid meeting was held on October 6 that had one attendee.

The bids were scheduled to be opened on October 14 at 10:00 AM

No Bids were received.

Due to the time factor involved in the installation of the door locks, staff is seeking approval from the council to negotiate quotes with vendors, outside of the bid requirement.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

FINANCIAL IMPACT

This project was budgeted in the 2020-2021 fiscal year.

RECOMMENDED ACTION

Staff respectfully requests the council approve for staff to negotiate with vendors for the installation of Hirsch door lock system for designated buildings in the City of Crestview.

Attachments

None