

Emergency Management Director Position Request

September 14, 2023

Board of Finance Meeting



INTEROFFICE MEMORANDUM

TO: Members of the Board of Finance
FROM: Caroline Simmons, Mayor
CC: Louis DeRubeis, Director of Public Safety, Health & Welfare
DATE: September 1st, 2023
RE: Emergency Management Director Position

At its July 27th meeting, the Personnel Commission approved the classification of a full-time Director of Emergency Management (EMD). My administration is now requesting that the Board of Finance approve the funding for this position at your September 14th meeting.

To date, the EMD position has been an additional assignment of the Fire Chief, but due to the City's population growth and the increasing complexities of emergency incidents, the responsibilities of the EMD have increased. It is for these reasons that I am designating the EMD position as a full-time position. The position was approved by the Personnel Commission in the Pay Plan at Grade 3. The City receives state grant funding to cover 50% of the salary of the EMD position.

Included in this packet is a job description and a review of how Connecticut municipalities manage the role of the EMD. CT State General Statutes Title 28, Chapter 517 outlines the legal authorities and responsibilities stipulating that an Emergency Management Director be appointed by the Chief Executive Officer for each municipality. Stamford's position was created and designated unclassified in Article XX of the City's Charter.

During emergencies, the EMD will take charge of the Emergency Operations Center (EOC) and provide counsel to the Director of Public Safety, Health and Welfare and the Mayor on local government emergency operations. This involves implementing appropriate readiness measures in the event of an international crisis, creating emergency plans, and supporting operations plans and procedures as needed, and working closely with the City's operating departments. A responsive government must be able to respond quickly and efficiently during an emergency, which is why a full-time, dedicated individual in the position is critical.

The EMD will be additionally responsible for developing, organizing, directing, and coordinating the City's Emergency Management Program to mitigate, prepare for, respond to, and recover from any emergency or disaster. The City's Emergency Management Program's primary objective is to save lives and protect property.

Thank you for considering the approval of funding for this critical position.

Position Summary

Emergency Management Director

Duties and Responsibilities

Summary

- The Emergency Management Director (EMD) exists pursuant to Connecticut State General Statutes Title 28, Chapter 517 and Article XX of the Stamford City Charter and Ordinances.
- EMD operates under the direction of the Director of Public Safety, Health, and Welfare.
- EMD advises the Director of Public Safety and the Mayor on all Emergency Management matters and relevant laws. Acts as a liaison between city, state, federal agencies, and utility companies.
- During emergencies, EMD takes charge of the Emergency Operations Center (EOC) and advises on local, state, and federal emergency management activities.
- Coordinates city emergency communication planning. Maintains the city's emergency operations website and notification system.
- Coordinates preparation, response, and recovery for various hazards, including terrorism.
- Plans for the use of public and private resources during emergencies, including mutual aid agreements.
(CERT, MRC, Salvation Army, Red Cross, etc)
- Keeps mandated Emergency Operations Plans and Procedures updated.
1- Local Emergency Operations Plan 2- Continuity of Operations Plan
- Organizes training and education programs for first responders, city departments, citizens, and organizations. Conducts planned exercises to validate and improve city emergency plans.
- Prepares and submits mandated emergency management reports and grant requests.
- The EMD will assist with leadership coverage at times when the Emergency Communications Center Director or Assistant Director are unavailable.
- EMD's goal is to save lives and protect property through emergency preparedness and response. Performs other duties as assigned by the Public Safety Director.

Position Description

Department: Office of the Mayor
FLSA: Exempt
Classified: Unclassified - Pay Plan – Grade 3
Reports to: Mayor/Director of Public Safety, Health, and Welfare

City of Stamford

CLASS SPECIFICATION

Job Title: DIRECTOR OF EMERGENCY MANAGEMENT

Job Summary: The Emergency Management Director (“EMD”) is appointed by and serves at the pleasure of the Mayor. The appointment is subject to the approval of the Board of Representatives. The EMD exists pursuant to Article XX of the City Charter and Ordinances and works under the direction and supervision of the Director of Public Safety, Health and Welfare and advises the Director of Public Safety, Health and Welfare and the Mayor on all Emergency Management matters and related laws, rules, regulations and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 *et seq.*), Rev. 1998.

During emergencies, the EMD assumes the overall responsibility for the operation of the Emergency Operations Center (EOC) and for advising the Director of Public Safety, Health and Welfare and the Mayor on local government emergency operations, including the execution of (1) appropriate Increased Readiness measures should an international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for an emergency; and (3) necessary coordination among the operating departments of city government.

The EMD will develop, organize, direct, and coordinate the city’s Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The Emergency Management Director in cooperation with the Director of Public Safety, Health and Welfare is responsible for accomplishing all of the following Emergency Management functions: (1) Emergency Planning and Management, (2) Direction, Control and Warning, (3) Population Protection, and (4) Training and Exercises. However, any emergency responsibilities assigned to department chiefs by charter or standard procedures remain the responsibilities of those department chiefs.

The EMD will assist the management of the Emergency Communications Center (911) to ensure that state, national, medical, and local standards are met. The EMD will assist with leadership coverage at times when the 911 Director or Assistant Director are unavailable.

Supervision Received: Under the general direction of the Director of Public Safety.

Supervision Exercised: May supervisor professional, technical, and administrative staff as assigned.

EXAMPLES OF DUTIES:

- Responsible for assisting the management of the Emergency Operations Center (EOC) and facilitates coordination between emergency services, applicable city departments and external agencies which are responsible for carrying out response operations during an incident.

- Responsible for advising the Mayor, city department heads, elected officials, and public and private agencies on emergency management activities.
- Coordinates the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural, technological, biological/chemical, radiological hazards and disasters, including terrorism.
- Maintains the city's emergency operations website and manages the city's emergency notification system.
- Maintains the Emergency Operations Plan, Annexes, and operating procedures (SOP's) updated as needed or as required by the Commissioner of the Department of Emergency Services and Public Protection or his/her designee.
- Serves as the liaison between city, state, and federal agencies/departments and utility companies and will represent Emergency Management at such meetings, as may be called or required during the year.
- Coordinates planning and organization for the use of all public and private resources available to the city during emergencies, including mutual aid and assistance agreements.
- Coordinating, preparing and executing local government programs which involve the training and education of individual citizens (such as CERT and MRC) and of business, industry, and private organizations in individual and collective response in an emergency.
- Conducts and facilitates city departments and external agency training and exercises to validate and/or improve upon city emergency plans and procedures.
- Prepares and submits emergency management reports, damage assessments, and other documents to city, state and federal agencies as required.
- Seek out and/or assist in the preparation of Federal or private grant requests for funding.
- Serves as the communications planning coordinator for all city emergency direction and control communications insuring proper design, coordination, maintenance, and suitability for emergency operations.
- Develops and maintains a training and exercise program to prepare the Emergency Management organization for emergency operations.
- Any other duties as assigned by the Public Safety Director.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of CT Division of Emergency Management and Homeland Security, including DEMHS Regions and Regional Emergency Planning Teams (REPTs).
- Thorough knowledge of emergency operations planning, including local emergency operations plans.
- Ability to coordinate and execute emergency management/disaster mitigation, preparedness, and response efforts involving multiple departments and agencies.
- Knowledge of federal Emergency Management Performance Grant Program.
- Skill in the operation of a personal computer, utilizing industry-specific software and Microsoft Office applications as well as standard office equipment.
- Strong verbal, written and interpersonal skills to communicate effectively with individuals, including press and public, especially during emergency situations.
- Ability to take initiative, work independently, and follow tasks through to completion.
- Proven ability to establish and maintain effective working relationships with various stakeholders.
- Availability to be on call 24/7.
- Good organizational and time management skills

MINIMUM QUALIFICATIONS

A bachelor's degree in public safety or a related degree and a minimum of five years of professional experience in emergency management or emergency services including interfacing with federal, state, and municipal government agencies and officials or an equivalent combination of education and experience, including military service. The five years of work experience must have been within the past eight (8) years.

SPECIAL REQUIREMENTS

Pursuant to Section 40-71 of the City Charter and Ordinances the Emergency Management Director shall reside no more than fifteen (15) miles, as measured by using public roads and highways, from the Emergency Operations Center.

The Director must be over 18 years of age, a citizen of the United States and should be available to respond to emergencies 24 hours a day, seven days a week.

NIMS ICS certifications or ability to obtain within 6 months IS 100c, 200c, 700b, 800c. NIMS ICS certifications or ability to obtain within 2 years IS 120c, 230d, 235c, 240b, 241b, 242b, 244b.

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

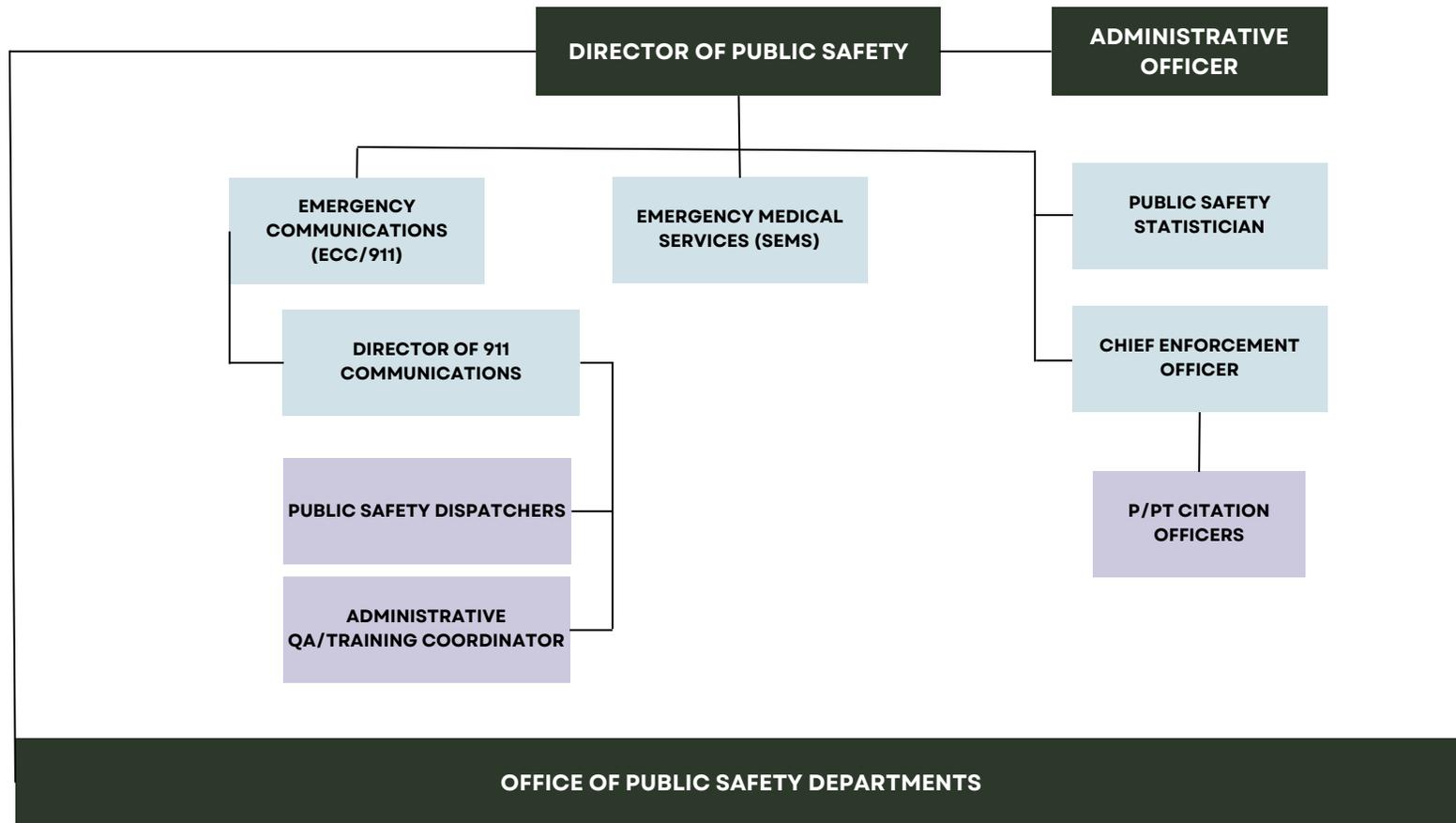
Rarely (R)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	R	O	F	C	Frequency:	R	O	F	C	R	O	F	C
Physical Demands:					Depth Perception								
Standing					Color Distinction								
Walking					Peripheral Vision								
Sitting					Driving								
Lifting					Physical Strength:								
Carrying					Little Physical Effort (-10 lbs.)								
Pushing					Light Work (-20 lbs.)								
Pulling					Medium Work (20-50 lbs.)								
Climbing					Heavy Work (50-100 lbs.)								
Balancing					Very Heavy Work (100+ lbs.)								
Stooping					Environmental Conditions:								
Kneeling					Cold (50 degrees F or less)								
Crouching					Heat (90 degrees F or more)								
Crawling					Temperature Changes								
Reaching					Wetness								
Handling					Humidity								
Grasping					Extreme Noise or Vibration								
Twisting					Exposure to Chemicals								
Feeling					Exposure to Gases and Fumes								
Talking					Exposure to Unpleasant Odors								
Hearing					Exposure to Bodily Fluids								
Repetitive Motion					Exposure to Dampness								
Hand/Eye/Foot Coordination					Confinement to a Small/Restricting Area								
Visual Acuity/Near					Mechanical Hazards								
Visual Acuity/Far					Physical Danger								

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Stamford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Public Safety Organizational Chart

OFFICE OF PUBLIC SAFETY, HEALTH AND WELFARE ORGANIZATION CHART



STAMFORD POLICE

911 COMMUNICATIONS

HEALTH & HUMAN SERVICES

EMERGENCY MANAGEMENT

STAMFORD FIRE

STAMFORD EMS

Grant Paperwork



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY**



NOTICE OF GRANT AWARD

Purpose: This document is the obligating contract between the Grantor and Grantee.

Signatory: DESPP/DEMHS Deputy Commissioner Brenda M. Bergeron or designee.

Authorizing Legislation: Sec. 662 of the Post-Katrina Emergency Management Reform Act of 2006, as amended, (Pub.L.No 93-288) (42USC 5121 et seq);

GRANTEE INFORMATION		GRANT INFORMATION		GRANTOR INFORMATION:	
Grantee:	Stamford	DEMHS Grant #:	022E135A	Grantor:	DESPP/DEMHS
Address:	888 Washington Blvd Stamford, CT 06902	Funding Type:	Federal	Unit:	Strategic Planning Comm. Preparedness
FEIN:	066001897	Date of Award:	February 9, 2023	Address:	1111 Country Club Rd. Middletown, CT 06457
DUNS:	072121601	Start Date:	10/1/22	POC:	Brenda Thibodeau
POC:	Chief Trevor Roach	End Date:	9/30/23	Phone #:	860-301-3377
				Email:	Brenda.thibodeau@ct.gov

FUNDING BREAKDOWN (Summary of Attached Budget)

Total Budget:	\$142,601.80	State Match:	\$6,481.90 (In-kind)
Total State Funding:		Grantee Match:	\$64,819.00
Total Federal Funding:	\$71,300.90	R&D Award (2CFR	__Yes <u>X</u> No
Federal Awarding Agency:	US DHS	200.331):	
Federal Grant No.:	EMB-2022-EP-00005-S01	CFDA No.:	97.042
Federal Performance Period:	10/01/21-9/30/2024	Grantee Fiscal Year:	July 1 to June 30
Federal Award Amount:	\$5,652,584.00	Date of Federal Award:	September 22, 2022

SUMMARY DESCRIPTION OF FUNDING

Through this accord, the city of **Stamford** will use grant funding in the amount of **\$71,300.90** from the **Emergency Management Performance Grant** for costs related to supporting all-hazards emergency management mission areas.

AUTHORIZATION OF AGREEMENT

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that:

- I have the authority to execute this agreement on behalf of the grantee; and the grantee acknowledges that they have read, understand and will comply the attached budgets, general and Special Grant Conditions contained within this grant award package on the following pages.

By: Caroline Simmons Digitally signed by Caroline Simmons
Date: 2023.02.17 10:02:32 -05'00' _____ 2/17/2023 _____
(Signature of Authorized Officials) (Date)

Caroline Simmons, Mayor
(Printed or Typed Name of Authorized Official)

For the Department of Emergency Services and Public Protection

By: _____ _____
(Signature of Authorized Officials) (Date)
DEPUTY COMMISSIONER, Brenda M. Bergeron
(Typed Name of Authorized Official)

CORE CT INFORMATION (FOR DESPP OFFICE USE)

Contract #: _____ PO # _____ Receipt Date: _____

Amount	Fund	Dept.	SID	Program	Account	CH 1	CH 2	Bud Ref	Proj.
\$71,300.90	12060	32160	21881	27570	55050	190103	J-32	2022	20130

Fiscal Year 2023/2024 - Program Detail Report

7/10/2023 - 9:31:07 AM

Fund: 2800 (0024) *Grants*
Office: 001 *Administration*
Dept/Div: 0110 *Grants Administration*
Program: 3380 *Emergency Management Grant*

Program Description:

Emergency Management Grant partially funds the salaries of the Emergency Management Director and Deputy Director.

Oracle	HTE	Account Description	FY 21/22 Actual	FY 22/23		FY 23/24			
				Adopted Budget	Revised Budget	Department Request	Mayor's Proposed	Board of Finance	Adopted Budget
2800-3300-511100	24433801100	Salaries	65,412	65,412	65,412	65,412	65,412	65,412	65,412
Full Time Salary			65,412	65,412	65,412	65,412	65,412	65,412	65,412
Total Expenditures			65,412	65,412	65,412	65,412	65,412	65,412	65,412

Local Compensation
Comparison of Other
Municipalities

Stamford EMD Position
Local Compensation Comparison

Town	Salary	Notes
Bridgeport	\$131,625	Full-time .
Darien	\$120,000	Full-time position newly approved. Additionally funding a PT Asst EMD (Dep Fire Marshal split) at \$60K, for total salary line item of \$180
Greenwich	Contracted	Full-time, contracted through Greenwich EMS
New Canaan	\$130,415	Full-time position recently established. PT Asst EMD additional \$15K.
New Haven	\$126,614	Full-time.
Norwalk	\$101,682	Full-time, budgeted under Fire Dept.