

1 Introduced by the Council President at the request of the Mayor:

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4 **ORDINANCE 2020-411**

5 AN ORDINANCE REGARDING THE EMERGENCY
6 PREPAREDNESS DIVISION; AMENDING PART 6
7 (EMERGENCY PREPAREDNESS DIVISION), CHAPTER 31
8 (FIRE AND RESCUE DEPARTMENT), *ORDINANCE CODE*,
9 TO CREATE AN EMERGENCY PREPAREDNESS DIRECTOR
10 AND A DIVISION CHIEF OF EMERGENCY
11 PREPAREDNESS; PROVIDING AN EFFECTIVE DATE.
12

13 **BE IT ORDAINED** by the Council of the City of Jacksonville:

14 **Section 1. Amending Part 6 (Emergency Preparedness**
15 **Division), Chapter 31 (Fire and Rescue Department), Ordinance Code.**

16 Part 6 (Emergency Preparedness Division), Chapter 31 (Fire and
17 Rescue Department), *Ordinance Code*, is hereby amended to read as
18 follows:

19 **CHAPTER 31. FIRE AND RESCUE DEPARTMENT**

20 * * *

21 **PART 6. EMERGENCY PREPAREDNESS DIVISION**

22 * * *

23 **Sec. 31.601. - Created; function.**

24 There is created the Emergency Preparedness Division within the
25 Jacksonville Fire and Rescue Department. The Division shall be
26 responsible for emergency preparedness in accordance with and in
27 support of the national and state emergency preparedness plans and
28 programs and as provided in Chapter 674.

29 The Emergency Preparedness Division shall have an Emergency
30 Preparedness Director and a Division Chief of Emergency
31 Preparedness. The Emergency Preparedness Director and the Division

1 Chief of Emergency Preparedness shall both report to the Director
2 of the Jacksonville Fire and Rescue Department.

3 **Sec. 31.602. - ~~Division Chief~~ Emergency Preparedness Director.**

4 The ~~Chief,~~ Emergency Preparedness Director shall lead ~~be the~~
5 ~~division chief of~~ the Emergency Preparedness Division on a day to
6 day basis. The ~~Chief~~ Director shall be appointed by the Mayor,
7 subject to confirmation by the City Council, and shall serve at the
8 pleasure of the Mayor. The ~~Chief~~ Director shall have had at least
9 five years' administrative or executive experience. The Emergency
10 Preparedness Director shall be responsible for the day to day
11 operations of the Emergency Preparedness Division, including
12 oversight of the Division's budget.

13 **Sec. 31.603. - ~~Chief,~~ Emergency Preparedness Director as Duval**
14 **County Emergency Planning Director.**

15 In addition to all other duties prescribed by law, the ~~Chief,~~
16 Emergency Preparedness Director shall also perform the duties and
17 hold the office of the Duval County Emergency Planning Director.

18 **Sec. 31.604. - ~~Chief,~~ Emergency Preparedness Director as Special**
19 **Advisor to the Mayor for Emergency Preparedness.**

20 The City Council finds and determines that effective emergency
21 management and preparedness for such emergency management is
22 critical to the health, safety and welfare of the citizens of the
23 City. Effective emergency management and preparedness demands that
24 the ~~Chief,~~ Emergency Preparedness Director have immediate, direct
25 and unrestricted access to the Mayor to advise and receive
26 direction on matters involving emergency management and
27 preparedness. Such access, with respect to emergency management and
28 preparedness, should supersede any and all normal reporting
29 requirements through existing chains of command. Therefore, in
30 addition to all other duties prescribed by law, the ~~Chief,~~
31 Emergency Preparedness Director shall also be designated as Special

1 Advisor to the Mayor for Emergency Preparedness. The procedures,
2 duties and responsibilities of the Special Advisor shall include
3 but shall not be limited to the following:

4 (a)The Special Advisor shall have immediate, direct and
5 unrestricted access to the Mayor on all matters concerning
6 the City's management of and preparedness for emergencies.

7 (b)The Special Advisor shall be responsible for presenting to
8 the Mayor a semi-annual emergency preparedness report. This
9 report, to be presented both orally and in writing, shall
10 ensure that the Mayor is kept continually up to date on the
11 ability of the City to prepare for, respond to and manage
12 emergencies under F.S. Ch. 252 and Chapter 674 of the
13 Ordinance Code.

14 **Sec. 31.605. - Division Chief of Emergency Preparedness.**

15 The Division Chief of Emergency Preparedness shall be the
16 division chief of the Emergency Preparedness Division. The Chief
17 shall be appointed by the Mayor, subject to confirmation by the
18 City Council, and shall serve at the pleasure of the Mayor. The
19 Chief shall have at least five years' experience in the
20 administration, training or management of firefighting, emergency
21 medical or rescue personnel, equipment and apparatus.

22 The Chief is responsible for the organization, administration,
23 and operation of the Emergency Preparedness Division, subject to
24 the direction of the Director of Jacksonville Fire and Rescue
25 Department or the Emergency Preparedness Director. The Chief shall
26 coordinate the activities, services, and programs for emergency
27 management and disaster response within Duval County and shall be
28 the point of contact with other emergency management organizations.
29 The Chief shall prepare a Comprehensive Emergency Management Plan
30 and program for the emergency management of Duval County pursuant
31 to Chapter 252, Florida Statutes. The Plan shall include, but not

1 be limited to, elements addressing mitigation activities,
2 preparedness, responses to disasters and emergencies, and recovery
3 operations and submit the Plan and program to the Director of the
4 State of Florida Division of Emergency Management for review,
5 certification, and consistency with the State Comprehensive
6 Emergency Management Plan.

7 The Chief shall monitor and advise the Director of Jacksonville
8 Fire and Rescue Department and the Emergency Preparedness Director
9 of any and all threats, emergencies, or disasters that pose a risk
10 to the lives and safety of the residents of Duval County, proposing
11 solutions for their decision on how best to protect people and
12 property from imminent danger, or from further damage. The Chief
13 shall procure supplies and equipment, institute training programs,
14 public preparedness information and education programs, manage and
15 coordinate disaster drills and exercises in accordance with the
16 Plan.

17 The Chief shall, in consultation with all municipalities,
18 concerned agencies, public utilities and state offices, develop an
19 evacuation plan for Duval County. This plan should be utilized for
20 any or all types of emergencies or disasters. It should coordinate
21 the efforts of all local entities allowing for rapid execution in
22 the face of a sudden disaster.

23 **Sec. 31.606 - Cost Recovery Responsibilities**

24 The Division Chief of Emergency Preparedness shall be primarily
25 responsible for the following duties, in addition to other duties
26 specifically assigned by the Director of the Jacksonville Fire and
27 Rescue Department or Emergency Preparedness Director:

- 28 (a) Ensure all required applications, documentation, forms
29 (214's), etc. are properly completed and submitted
30 during times of declared or other emergencies that could
31 result in the recovery of Federal or State funding.

1 (b) Work with the appropriate City, State, or Federal
2 partners to ensure all cost recovery occurs as timely as
3 possible.

4 **Section 2. Effective Date.** This ordinance shall become
5 effective upon signature by the Mayor or upon becoming effective
6 without the Mayor's signature.

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8 Form Approved:

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10 /s/ Ashley B. Rutherford

11 Office of General Counsel

12 Legislation prepared by: Ashley B. Rutherford

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