

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

4 **ORDINANCE 2020-411-E**

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

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

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

1 of the Jacksonville Fire and Rescue Department.

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

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

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

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

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

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

1 duties and responsibilities of the Special Advisor shall include
2 but shall not be limited to the following:

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

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

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

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

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

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

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

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

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

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

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

31 (b) Work with the appropriate City, State, or Federal

1 partners to ensure all cost recovery occurs as timely as
2 possible.

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

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7 Form Approved:

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9 /s/ Paige H. Johnston

10 Office of General Counsel

11 Legislation prepared by: Ashley B. Rutherford

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