


Form and Correctness Approved:

BAP

Contents Approved:

By: 
Office of the City Attorney

By: 
DEPT. Emergency Preparedness &
Response

NORFOLK, VIRGINIA

Resolution No. 1895

A RESOLUTION AUTHORIZING THE CITY MANAGER AS
DIRECTOR OF EMERGENCY MANAGEMENT TO CREATE
AN EMERGENCY MANAGEMENT ADVISORY COMMITTEE.

- - -

WHEREAS, the Council of the City of Norfolk, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS, the City of Norfolk has authority under its Charter to do all things whatsoever necessary or expedient to promote or maintain the general welfare, comfort, education, morals, peace, government, health, trade, commerce or industries of the City or its inhabitants; and

WHEREAS, pursuant to the Team Norfolk Emergency Operations and Resilience Framework which is the City of Norfolk's Emergency Operations Plan as revised, the City Manager acts as the Director of Emergency Management; and pursuant to Section 2-240 of the Code of the City of Norfolk, the City of Norfolk created a Department of Emergency Preparedness and Response that provides daily emergency communications through the management and operation of the 911 call taking and

dispatching functions, and provides coordination of city, state, regional and federal capabilities to plan for, respond to and recover from hazards such as hurricanes, floods, and pandemics; and

WHEREAS, the Council of the City of Norfolk desires to convene a committee of civic-minded citizens of Norfolk from various cultures and backgrounds, without particular experience in crisis management, to provide advice and recommendations to the Director of the Department of Emergency Preparedness and Response, to ensure realism, fairness, and equity to the Team Norfolk Emergency Operations and Resilience Framework; now therefore,

BE IT RESOLVED by the Council of the City of Norfolk:

Section 1:- That the City Manager as Director of Emergency Management is authorized to create an Emergency Management Advisory Committee to provide recommendations to the Director of the Department of Emergency Preparedness and Response on all aspects of emergency management in accordance with the attached Charter.

Section 2:- That this resolution shall be in effect from and after its adoption.

Exhibit A - Charter (4 pages)

Adopted by Council June 13, 2023
Effective June 13, 2023

TRUE COPY
TESTE:

RICHARD ALLAN BULL

BY:

CHIEF DEPUTY CITY CLERK

As stated in the Team Norfolk Emergency Operations & Resilience Framework, adopted by the Council of the City of Norfolk as the City's Emergency Operations Plan on October 11, 2022, pursuant to Resolution No. 1876, **the Vision for Norfolk is A COMMUNITY PREPARED with coordinated capabilities to prevent, protect against, respond to, and recover from all hazards, emergencies, or disasters in a way that balances risk with resources and need. Emphasis must be on the entire community.** This is only accomplished by convening leaders who represent the entire community, and particularly those who live outside the daily world of disaster planning. These leaders will ensure an equitable approach to disaster strategies, discuss current perceptions and expectations of emergency management, and provide potential strategies to increase community preparedness and resilience throughout the City of Norfolk.

1. Committee's Official Designation:

Emergency Management Advisory Committee

2. Authority:

The duties of the Advisory Committee are solely collaborative and advisory in nature.

3. Objectives and Scope of Activities:

The Advisory Committee advises the Director of the City of Norfolk Department of Emergency Preparedness and Response ("the Director") by providing recommendations on all aspects of emergency management and ensures input on the development and revision of Team Norfolk Emergency Operation's plans and strategies, the administration of and assessment of grant programs, and the development and evaluation of risk assessment methodologies.

4. Description of Duties:

The duties of the Advisory Committee are solely collaborative and advisory in nature. The Advisory Committee provides the Director of the City of Norfolk Department of Emergency Preparedness and Response recommendations for the Director's consideration, but which are not binding.

5. Officials to Whom the Committee Reports:

The Advisory Committee provides advice and recommendations to the Director of the City of Norfolk Department Emergency Preparedness and Response, and reports directly to the Director.

6. Agency Responsible for Providing Necessary Support:

The City of Norfolk Department of Emergency Preparedness and Response is responsible for providing administrative support to the Advisory Committee.

7. Estimated Annual Operating Costs and Staff Years:

There is no cost associated with conducting, attending, or supporting Emergency Management Advisory Committee meetings and events. All Department of Emergency Preparedness and Response are salaried positions without overtime, and meetings will occur at locations that do not incur after hours expenses or fees.

8. Estimated Number and Frequency of Meetings:

The Advisory Committee is intended to meet quarterly and not less than two times a year in public session during evening hours of 6:30pm to 7:45pm. Dates and location to be determined by the participants.

9. Duration:

Continuing.

10. Termination:

This Charter is in effect until an act of Council dissolves the Advisory Committee.

11. Member Composition:

The intent of this Advisory Committee is to convene a group of civic-minded individuals from various backgrounds, and without experience in crisis management or personal interest in an organization who is known to sell products and service in the emergency management community to ensure realism, fairness, and equity to the Team Norfolk Emergency Operations and Resilience Framework.

Membership will have a minimum of twelve participants and a maximum of fifteen with representation from the diverse population Norfolk enjoys.

Consideration will be given to the Ward in which each candidate lives and/or works, with the goal of achieving an overall participation by each Ward. Consideration will also be given to the Zoning District in which each candidate lives and/or works.

The term of office of each member is two years. The Director of Emergency Preparedness and Response may appoint a member to serve more than one term. Members will not serve in excess of three consecutive terms unless specifically authorized by the Director of Emergency Preparedness and Response. A member appointed to fill an unexpired term serves the remainder of that term which will not count towards the maximum three consecutive terms.

All members serve at the discretion of the Director of the City of Norfolk Department of Emergency Preparedness and Response. A member's absence from more than two meetings during a term will constitute reason for removal.

Officers:

The Director of the City of Norfolk Department of Emergency Preparedness and Response appoints one member of the Advisory Committee as the Chair and one member as Vice Chair. The Vice Chair will act as Chair in the absence or incapacity of the Chair, or in the event of a vacancy in the office of the Chair. In the event both the Chair and the Vice Chair are unable to attend, the Director may select for that meeting a temporary Acting Chair.

12. Subcommittees:

Subcommittees will not be established.

13. Recordkeeping:

The records of the Advisory Committee, including minutes, are posted online at the City of Norfolk's official public government website, specifically at <https://www.norfolk.gov/4157/Emergency-Management-Strategic-Committee>. All materials must be retained in accordance with City's Records Management Policy and Procedures (02-017), effective November 15, 2016, and the Virginia Public Records Act, Virginia Code § 42.1-76 et seq.

14. Date Approved:

This Charter is approved pursuant to a Resolution of Council.

Authorities & References

- Virginia HB 2085: Emergency Services and Disaster Law; local and interjurisdictional emergency operations plans.
- Emergency Management Accreditation Program (EMAP), Section 3:3: Advisory Committee, 3.3.1 & 3.3.2.
- National Fire Protection Association (NFPA) 1600, Sec. 4
- Presidential Policy Directive 8: National Preparedness (PPD-8)

Appendices

- Team Norfolk Emergency Operations & Resilience Framework, kept on location by the City of Norfolk Department of Emergency Preparedness and Response.