

**Village of Walden
Board of Trustees
Special Meeting
May 23rd, 2007**

Mayor Becky Pearson called the special meeting of the Village of Walden Board of Trustees to order at 7:00pm.

On roll call the following were:

Present:	Mayor	Becky Pearson
	Deputy Mayor	Mary Ellen Matise
	Trustees	Roy Wynkoop
		Richard Hurd
		Jose DeJesus
		Edmond Leonard

Absent:	Trustee	Mary Jean Norman
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Also Present:	James Politi, Village Manager
	Jeffrey Holmes, Police Chief

Review of Emergency Response Plan

Mayor Pearson stated that they will be discussing the emergency response plan. There were some comments from Deputy Mayor Matise and Trustee DeJesus.

Chief Holmes stated that they revamped the original plan which they have had since 1985. Some of the laws have changed and after Homeland Security came out with a lot of other requirements to get the entire nation on board on language, etc. About the year 2000, pre 911, they were pushing a lot of emergency management plans. It was time to update our plan. What he did was to look at some plans across the area, mostly Orange County, and the core of our plan is based on a plan from the Village of Monroe, which is on file with the county and it has been accepted. What they decided to do is he wanted to sit down first with all the other emergency services, because we are the ones that will have to fulfill this plan. It took about three meetings with the fire department, police department, ambulance corp. and mobile life. They looked at the core program that he originally set up and they looked at how things were going to work out and they changed some things so the plan that the board sees is pretty much okay and accepted by all the other emergency services around us. We have been implementing the plan for years. This is more detailed and specific than the county plan. When you try and compare the two there is a bigger over view from the county plan than with us. This plan was laid out as far as the village manager form of government goes.

Deputy Mayor Matise stated that once we adopt this we can then do the shelter agreement.

Chief Holmes asked if the core of the plan was acceptable or not acceptable as far as our response.

Deputy Mayor Matise stated that if it's following NIMS and if everyone has done their NIMS training.

Chief Holmes stated that NIMS is set up for language and sets up the hierarchies. This is over and above NIMS.

Trustee DeJesus stated that when looking at the county plan they have a distribution so we know who is getting the plan. You would also have the agency that is getting the plan and the date they got it and signatures so no one could say I never got the plan.

Chief Holmes stated that would be the next step.

Trustee DeJesus stated that there were some issues with language and he gave the chief a list of those. He further stated that Walden Police Department's primary responsibility is controlling traffic which includes aerial monitoring. How are we going to do that?

Chief Holmes stated that what he does now when he has to call in assistance it would be state police. When you look at this a lot of the stuff they would be the ones calling the state police.

Trustee DeJesus asked that the language be change to put, in conjunction with the state police, so that it is clear. He also stated that on Page 7, the succession, which is one of the areas of discussion. He doesn't have a problem with it, he thinks the sentence that the emergency interim successor performs, and we are talking about the senior members which he understands.

Mayor Pearson stated that she doesn't understand that and would like an explanation.

Trustee DeJesus stated that the next sentence, the emergency interim successor performs the powers and the duties of the village manager until such time his duly authorized deputy, if any. He feels that should read differently. He feels it should read something to the effect, until such time as a duly authorized successor is appointed and undertakes the powers and responsibility. You're talking about we have a senior board member, based on terms.

Trustee Hurd stated that he feels the board should fill that, not a person.

Mayor Pearson asked if he thought they could get four people together.

Trustee Hurd stated that under a level 2 emergency or hire you don't need a quorum. It would be better to get as many members of the board together as possible. That way you could get everybody's opinion, that could make it, and then a majority could make the decision of where you really were going to go to. The board is not going out and do HazMat recovery.

Chief Holmes stated that this section has to be with the government section. The incident commander is going to be the incident commander. The incident commander will be looking for government for assistance on certain issues.

Trustee DeJesus stated that the key to this is in the event something happens to the manager, because of the form of government he is in charge of making those decisions, so in the event he is not here for a reason there has to be someone else that will take over and we have to decide that.

Deputy Mayor Matise stated that would be very confusing.

Deputy Mayor Matise asked what Monroe did.

Manager Politi stated that they are different, they don't have a manager.

Mayor Pearson stated that it went from mayor to what.

Manager Politi stated that it went to deputy mayor, but you don't have that format here.

Mayor Pearson stated that the highest elected official is the mayor. We don't have a deputy manager so that should come out.

Trustee DeJesus stated that it should read that the mayor and trustees get together and they appoint an interim successor, which could be the mayor, deputy mayor or whoever.

Mayor Pearson asked if they felt this would work in a time of emergency.

Manager Politi stated they will have to work that way, it will work.

Trustee DeJesus stated that in looking long term you don't know who it could be.

Trustee Hurd stated that it's really like an insurance policy to have seven people.

Mayor Pearson stated that it depends on the level of the emergency.

Deputy Mayor Matise asked how the incident commander would know who to notify.

Manager Politi stated that is what this is about.

Chief Holmes stated that the incident commander is setting all your levels and if you read what the response levels are it states that.

Deputy Mayor Matisse stated say the incident commander is one of the fire chiefs, who will inform the fire chief who to call.

Chief Holmes stated that the fire department will have this plan. They have approved this plan.

Mayor Pearson asked if every year they get updates of whoever is in positions that they would have to call.

Manager Politi stated yes.

Trustee DeJesus stated that is why the distribution list is important.

Trustee Hurd stated lets say your incident commander is your level one, things get out of hand and they go to level two, is part of their thing that they notify the government.

Chief Holmes stated that as they get into the next level, now they have to start calling in the fire department, police department, and ambulance.

Trustee Hurd asked who makes the decision to call in the village board.

Chief Holmes indicated that it would be the incident commander.

Deputy Mayor Matisse asked do they bring the board in when they feel they need to declare a state of emergency.

Chief Holmes stated that the simplest incident they can take a look at is when the building collapsed on Main Street. When that building collapsed it originally came in as a fire call and what happened is it started escalating. They discovered it wasn't a fire; they closed off the roads and discovered they had an unsafe building. The police department was called in immediately. The incident commander, who was the fire chief said please call the police chief. He arrived on the scene and as it was going on the village manager was called at the same time. DPW was called out too, so the progression happened naturally and it has always happened that way. The major point of contact has always been the police department. At the same time you had the county fire coordinator there. He also started making calls. As it escalated the manager and himself discovered the fire department was starting to step back and said there is going to be gas leaks if this building collapses we will stick around. They got the owner there and it was discovered that the owner had no funds available to call anyone in to assist him. Now it started to get into a situation where the board had to be called to issue a state of emergency to keep the road closed. It now became an incident for the village. The village manager took

over because now it involved getting the building taken down or making a decision as to who to call and we were going to pay for it. The engineers were called.

Trustee Hurd stated that under this plan the village manager calls the state of emergency.

Chief Holmes stated that the board declares the state of emergency.

Mayor Pearson stated that on Page 9 it states the village manager declares the state of emergency.

Chief Holmes stated that by law he doesn't have the power.

Manager Politi stated that they can make that clearer. He doesn't believe he has the power to do that.

Chief Holmes stated that the protocol for the manager is to call the board. During Hurricane Floyd we were able to handle everything and the village manager made the decision as evening was coming and we had no power and we had small incidents break out. The manager thought it would be a good idea to call the board together and declare a state of emergency not allowing anyone in the village or out of the village. When you see village manager in there it's a matter of taking a look at what his authority is. The village manager will call the board together is the wording that could be put in there.

Trustee Hurd asked if that is what the board wants.

It was the consensus of the board to change that.

Trustee Hurd asked if they should also put in there a quorum not necessary.

Trustee DeJesus stated that it cannot be for all levels.

Trustee Hurd asked when is quorum suspended.

Deputy Mayor Matisse stated two.

Manager Politi stated two or higher.

Chief Holmes stated that the local state of emergency declaration just needs to clarify with the village attorney the exact wording to get the situation started.

Trustee Hurd asked what the state of emergency does.

Chief Holmes stated that the list on Page 9 is what the state of emergency is going to be doing.

Trustee Hurd asked if the responders that are responding to an action thing, they won't stop while they are waiting for the village manager.

Chief Holmes stated no. That is the way this is all laid out and that is the way the emergency service personnel would like to see this. If it's a hazmat incident we are going to keep doing everything we need to do for the hazmat incident. The other things that are occurring the incident commander in that case will be the fire department. The fire chief will obviously have a police chief there or his designee. There will come a point where the hazmat will be taken care of and now it will switch over to the police department for them to maintain getting the rehab back in place or if it's a very bad incident it will go to the village manager to make the decision of a state of emergency. They are not talking about the initial incident where let's say it's a gas incident where you have to evacuate for safety purposes. We're talking long term. Now for public safety the village has to say no one can live around this or if it's during a hurricane this street is done, no one can live on this street.

Deputy Mayor Matise stated that if we have a local state of emergency declared then doesn't that provide some level of recognition that the state might also give us or the county might give us so that if there is financial reimbursement to be had.

Chief Holmes stated that is later on.

Deputy Mayor Matise stated that if we declare a state of emergency it sets us up for that.

Trustee Hurd asked what happens if the emergency comes from the state level down. Something really bad happens and the governor declares a five county area a state of emergency. When do we get superceded?

Chief Holmes stated during 911, for the communities that were right around them the governor was down there. He's talking about the ports and bridges. State police took over in those cases and then they turned it over to local law enforcement for assistance under mutual aid. If the governor has declared this they will come down and they will begin to turn things back over to you under the auspices of the state.

Trustee Hurd asked about if something in the town was going to spread to the three villages.

Chief Holmes stated that looking at their plan and looking at our plan we may not follow theirs. The town may issue their own state of emergency. From the legal standpoint the local government is still rules.

Trustee Hurd asked what if Ed Diana issued an order that nobody could drive a car for the next two days. Does that affect everyone in the county?

Chief Holmes stated yes. He further explained that on Page 12 that is where we really get into a problem, we have no resources anymore. The county is starting to prep itself for that. They have under the fire side they are getting a bigger hazmat trailers. If things got out of hand on a police side he would go to the sheriffs department and maybe the state police. The lead agency in a hazmat incident set by the county and by our village is the fire department and that is specific in the document.

Mayor Pearson asked what would have been the procedure on Harrison Street.

Manager Politi stated just what it was. He's not going to discuss Harrison Street.

Chief Holmes stated public works.

Trustee DeJesus asked why it is blank.

Chief Holmes stated that the town did not have their plan.

Trustee DeJesus asked if the chief had something to put in there.

Chief Holmes stated that their plan is being updated by Sergeant Barnett. He wanted to put that plan in an appendix and that is what he will do until we can fit the two together.

Trustee Leonard asked if a copy of the final version will be available in the police department.

Chief Holmes stated that as they go along the board will have the core plan. There will be a copy in the village manager's office and in the clerk's office there will be a copy with all the appendixes. There are four deputy fire chiefs, should they have one in each car, remember everyone's phone numbers will be in there.

Manager Politi asked if this was going to the county and the town supervisor.

Trustee DeJesus stated that is why the distribution list is important.

Deputy Mayor Matise asked if the major binder would have the food suppliers and contractors.

Chief Holmes stated no, that will be kept in the village office. You don't want to bog this down with all that. This is to be a quick resource. For the things she is talking about they have a vendors list.

Deputy Mayor Matise stated that in an emergency people can get hurt and what if some for the key players get hurt and what if someone was helping the village from the outside how would they know where to go for a vendors.

Manager Politi stated that list will be with the dispatcher.

Trustee Hurd stated that this is really a table of organization with contact information. This is not a plan. He asked if there should be action plans.

Chief Holmes stated those are the next steps to take. We do have preplans. The fire department has a lot of major preplans for major structure fires and hazmat incidents and they will be the caretakers of those.

Trustee Hurd asked if there was a plan to handle if people have no food.

Chief Holmes stated that they don't have a specific plan, but part of their plan and talking to the assistant director of the Red Cross she has some pre plans in place. When we have an incident Orange County Red Cross is going to be called and there are places for them to pre set up. The two major places are the Walden Police Department and the Walden Fire Department, which they've done.

Trustee Hurd asked about evacuation from Indian Point.

Chief Holmes stated that is a county plan.

Trustee Hurd asked if the village knows what it entails so we know if we will get a stream of traffic.

Chief Holmes stated that we know bits and pieces of that plan. Part of the plan that is coming up is evacuating West Point. That plan will take them to Valley Central High School.

Trustee Leonard asked if their plans would be contingent on the wind direction.

Chief Holmes stated that what they are talking about is the basic plan out there to coordinate where all those people will be taken first to coordinate where they are going to go. The majority would go to Valley Central High School. He's gone to two meetings on the traffic diversion plan. They have one draft copy. For traffic diversion, anything on Route 84 they will start using major highways, Thruway, and 17. The next step is a copy of the draft traffic diversion plan will be sent to local governments. We will probably get called under the mutual aid plan.

Deputy Mayor Matisse asked if they've changed the Indian Point Plan.

Chief Holmes stated that they change it all the time. We are not in the major part of that plan, because it really doesn't affect us.

Trustee DeJesus asked, in terms of the number of facilities we have in the village for people who are developmentally disabled, mentally retarded, group homes for the

mentally ill children, do we have knowledge of where all those facilities are and what their plans are.

Chief Holmes stated that the only plans he has and they're really not plans, they're just notification, which are day cares.

Trustee DeJesus stated that he needs to have from occupations and from whoever has group homes there has to be a plan.

Chief Holmes stated that the fire department has a lot more plans than he has.

Deputy Mayor Matise stated that some of the plans ask you to identify some of the older people and people who are blind or deaf.

Chief Holmes stated that he doesn't want to be cold, but there is going to be a certain point for their size and capability.

Deputy Mayor Matise stated that a volunteer might step forward and say I'll go get that person.

Chief Holmes stated that the key to the plan is to also have additional volunteers. In work with the Red Cross they have a lot of small plans together. They can come out and set themselves up. The Red Cross has places in line to go to and the major place right now is the fire department and they will provide cots. You are looking at 2 to 3 hours before they can get themselves in place. They helped out during hurricane Floyd. We may want to incorporate groups to assist us in setting up for the mentally disabled and the hearing loss people. We have to coordinate them. In Appendix G, that is where they can put a lot of that kind of stuff.

Deputy Mayor Matise stated that the county is doing a lot of training. People of the village should be encouraged to go for training.

Chief Holmes stated that you have to have direction and someone who will be in charge of those groups. If we have a major incident where we are working about a week long the way the system is set up is you're going to have a logistic group, you're going to have an operations group and that is where that will start kicking in. When he saw it working at its best was during the Atlantic Olympics. They had a lot of volunteers and they were controlled. That will happen here and when we jump into a big scale the county will be a major player. If you're talking over three or four days then the Red Cross will be here. Going back to sheltering, he wants to make sure that the Red Cross is part of the shelter and they do want to be a major part. They want to come and talk to us about that.

Deputy Mayor Matise asked if it's true that the village has to identify shelter locations and have them in place before an emergency.

Chief Holmes stated that is what the Red Cross wants to come and talk to us about. There are some things we have to do and some things they have to do. When they have small incidents they call Rev. VanHouten. He has a fund that puts people up in a motel for two days.

Trustee DeJesus asked about the emergency alert system, they need to add the Spanish speaking radio stations in there for television too.

Chief Holmes stated that SAP needs to be added.

Trustee DeJesus stated that he is asking for specific stations.

Deputy Mayor Matise stated that the village should publish the emergency announcement phone number before winter.

Mayor Pearson stated that when there is a level 1 emergency what constitutes the emergency and how is that determined.

Chief Holmes stated immediate life threat. How it's determined depends on the situation and they would delegate where it goes.

Mayor Pearson asked what level hurricane Floyd was.

Chief Holmes stated that would be a level 2 because there was a potential for danger to life. There were a total of 30 incidents when Floyd hit in a matter of a half an hour and it went very well.

Mayor Pearson asked if there was an incident command center then.

Chief Holmes stated that it was the police department.

Mayor Pearson asked who the incident commander was at that time.

Chief Holmes stated that they were responding to the incidents they could respond to. If there was a tree down it would be DPW or fire department if there were wires arching.

Mayor Pearson asked who was contacting all these people.

Chief Holmes stated that the police department was taking calls in. 911 was rolling calls over to the police department. The police department was receiving calls from everyone in the community and they were the major source of calling everything. There were two command posts, fire department and police department.

Mayor Pearson asked if that happened now with that plan would there be one post.

Chief Holmes stated that there would be two command posts, one for the fire department and one for the police department. The one good thing they've done since then, they've dropped wires and there is a room where someone from the fire department would come to and they would have their own phone line.

Manager Politi stated that when you have a nor'easter or a hurricane it's not one spot. Its village wide and there is issues throughout the village. You're doing the best you can with the resources you have.

Chief Holmes stated that if this will be going on for days you will see one central spot. The ambulance corp is getting more involved. Now you also have mobile life. Once you get into level two you're talking two or three or four different emergency responders being involved.

Deputy Mayor Matisse asked about requesting a state of emergency, ten or more victims, on page 26 or 27, what makes that state of emergency different than page 9, where the manager would call the board to declare a state of emergency.

Chief Holmes stated that state of emergency has to do with resources, getting the county coordinator, the ME here and getting the bodies refrigerated.

Deputy Mayor Matisse asked if they were going to leave this coroner in charge of slash medical examiner.

Chief Holmes stated that will be updated. The coroner is in place until 2009. If you have ten victims there has to be a reason why that occurred and that's why we are talking about state of emergency. Usually you're going to make the determination as to what that issue was. A representative of the police department has gone to all the schools emergency meetings. The plan is all being updated. They are always in contact with the school. Because we have MPB the Archdiocese is getting the information in slowly. The good relationship that the fire department and police departments have with Sister Margaret and everyone up there it would be a no brainer if there is an occurrence. There is a plan in place for the elementary school to be emptied out in case of an emergency. When you talk about the major factories they have their contacts on file with the fire and police departments. He will make sure the village attorney clears up on page 8, the declaration.

Mayor Pearson indicated that they haven't decided what it is.

Chief Holmes stated that will get that clarified with the attorney.
(Interrupted by many people, hard to hear)

Manager Politi stated that page 8 is up to the board.

Trustee Hurd stated that rather than having any single, rather than having the senior board member to have the board and then suspend quorum if it's a level 2 or above.

Trustee DeJesus stated that the trustees and the mayor have to be aware that in a situation that is major they have to leave their families and come to a place to make decisions. It would be good to have others to make such decisions.

Deputy Mayor Matise stated that the board is responsible for the overall public welfare, so the buck will always come back to the board.

Trustee Leonard stated that in a serious emergency the board members will take areas of responsibility to assist the manager.

Chief Holmes stated that it's important not to interfere. You might feel that you are just standing there, but that incident commander will need you by him. The press is going to be here and someone will be designated to deal with them and the village manager will make the determination as to what information will be released or who will be the person to do it.

Trustee DeJesus suggested they have a record of changes so they can track when changes have been made.

Chief Holmes stated you begin that when you get into your records keeping.

Trustee DeJesus stated just for the plan itself so you have a record of when the last version was updated.

Chief Holmes asked if all that needs to be changed is the designations the board made.

Manager Politi stated that you're going to clarify page 8 and 9, remove deputy manager.

Trustee Hurd stated that you're going to change senior member to board.

Mayor Pearson asked what happens on level one.

Chief Holmes stated that it will be handled by the incident commander. Level ones are things they handle every day. On page 8 where it states in the event of a declaration of response level two or higher is made by the incident commander the village manager is duly authorized, what do we put in there.

Deputy Mayor Matise asked if they wanted to put two or more board members.

Trustee Hurd stated that they are only involved if the village manager isn't involved.

Mayor Pearson stated that she feels all board members should be notified and if they can make it they should be there.

Chief Holmes stated that he will work with the manager and he will send to the board how this paragraph will read. The next step will be that this plan will be given to the board, they don't need a resolution. He will also send a copy to the county for their approval.

Deputy Mayor Matisse asked if they have to adopt the plan.

Chief Holmes indicated that the board did in 1985.

Deputy Mayor Matisse stated that they can adopt this as an updated revision.

Chief Holmes explained that it says they are to update it periodically. He will find out what the board has to do to make it official.

Trustee DeJesus suggested the board make a motion to accept it as amend it, because requirements have changed.

Trustee Hurd moved to adjourn. Seconded by Trustee Leonard. All ayes. Motion carried.

Respectfully submitted,

Nancy Mitchell
Village Clerk

