



January 19, 2016

CITY OF SARATOGA SPRINGS
Comprehensive Emergency Plan
Workshop
City Council Room
5:00 PM

PRESENT: Joanne Yepsen, Mayor
Michele Madigan, Commissioner of Finance
John Franck, Commissioner of Accounts
Anthony Scirocco, Commissioner of DPW
Christian Mathiesen, Commissioner of DPS

STAFF PRESENT: Lynn Bachner, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
Eileen Finneran, Deputy Commissioner, DPS

EXCUSED: Joe Ogden, Deputy Mayor
Tim Cogan, Deputy Commissioner, DPW

RECORDING OF PROCEEDING

The proceedings of this meeting were taped for the benefit of the secretary. Because the minutes are not a verbatim record of the proceedings, the minutes are not a word-for-word transcript.

CALL TO ORDER

Mayor Yepsen called the workshop to order at 5:08 p.m.

COMPREHENSIVE EMERGENCY PLAN WORKSHOP (copy of presentation attached)

Assistant Chief Catone advised the existing comprehensive emergency plan was grossly outdated. He spent the past year completely re-writing and building a new plan. The new plan has been compared to the City Charter to make sure each department is appropriately tasked with items their respective departments are responsible for. He also suggested a change to Section 6.3.3 of the City Charter to have the plan reviewed annually rather than once every 3 years.

Assistant Chief Catone explained the reasons for having a Comprehensive Emergency Plan in place for the City of Saratoga Springs. Issues the City needs to be prepared for include: Bakken Crude Oil as the tankers that come through the railways in the City carry bakken crude oil; Active Shooters; Weather Events; and Terrorism. There are 3 phases of emergency management: risk preparedness, response, and recovery. Land use boards should take this plan into consideration when doing a SEQRA review and before approving a proposed plan.

Next Steps:

- Commitment to the plan by the City Council.
- Identify 'essential' employees and officials of the City who could or must be contacted in the event of a major incident or declared state of emergency. The essential employees and officials are

those that have decision making authority within their respective departments and/or are needed to maintain City operations and response.

- Charge safety Committee with completing Hazard Vulnerability Assessment.
- Each department needs to meet with Emergency Management Committee.
- Training.
- Make part of orientation of new employees.

Each member of the Council was provided a draft copy of the Comprehensive Emergency Plan for their review. They have been asked to review, provide comment, and be prepared to vote on the acceptance at a Council meeting the end of April.

ADJOURNMENT

There being no further business, Mayor Yepsen adjourned the workshop at 6:32 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved: 2/16/16
Vote: 5 - 0