

## Title V – Chapter 1

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- 1.01 **Purpose.** The purpose of this ordinance is to ensure that the Village of Poynette will be prepared to cope with emergencies resulting from disasters, provide for an ability to request assistance during emergencies, provide for professional emergency management.
- 1.02 **Adopted by Reference.** This ordinance adopts Chapter 11-5, Columbia County Ordinance, and Chapter 323, of Wisconsin State Statutes and any amendments thereto, by reference, as applicable to the Village.
- 1.03 **Declaration of Emergency.** The Village of Poynette will enter into a *state of emergency* when any of the following conditions are present, and are declared for an area affecting the geographic region of the Village:
- (1) A state of emergency is declared by the President of the United States.
  - (2) A state of emergency is declared by the Governor of the State of Wisconsin.
  - (3) A state of emergency is declared by an official of Columbia County.
  - (4) A state of emergency is declared by the Village President/Village Administrator.
- 1.04 **Use of Incident Command System.**
- (1) The Incident Command System (ICS) shall be used in the professional management of all emergencies within the Village of Poynette.
  - (2) If a County wide Emergency Operation Center is initiated due to an incident affecting the Village of Poynette; the Village Board of Trustees and the Village Administrator, or an appropriate designee shall report to the County Emergency Operations Center (EOC).

- (3) The Village Emergency Operations Plan shall follow ICS operation policy and procedures.

#### 1.05 **Emergency Authority.**

- (1) **Policy.** In preparing and executing the emergency management program, the services, equipment, supplies, and facilities of the existing departments and agencies of the Village shall be utilized to the maximum extent practicable; and the officers and personnel of all such departments and agencies are directed to cooperate with and extend such services and facilities as are required of them.
- (2) **Responsibility.** In order to assure that in the event of an emergency all the facilities of the existing Village management are expanded to the fullest to meet such emergency, the Administrator shall assign specific responsibilities to various Department Heads and Village Officers and appoint them Directors of the Continuity of Operations (COOP) Plan/ Continuity of Government (COG) Plan. The Administrator will assist them in organizing and planning for the expansion of their departments and offices prior to and during an emergency and for recruiting necessary emergency management volunteers to supplement regular department employees. Nothing in this section shall be construed so as to limit the Administrator from immediately commencing organizational and planning programs as required in the Continuity of Operations (COOP) Plan/ Continuity of Government (COG) Plan.
- (3) **Purchasing.** The Administrator is hereby granted authority for up to 72 hours to bypass the normal Village purchase policies for bidding and contracting. The Administrator shall be allowed emergency approval authority during and preceding any event following declaration of an emergency, under 30.03, up to 72 hours. This spending approval authority is limited to these situations for which an emergency has been declared, and is unlimited in terms of monetary sum. All expenditures must be conducted within the incident management structure as prescribed by the National Incident Management System (NIMS), and must be initiated through the Incident Command Structure (ICS) and managed through a Finance Section Officer.
- (4) **Special Authorities.** For purposes of protecting citizens of the Village of Poynette, the Administrator in the event of a declared emergency may give persons of his/her choosing special authority under this chapter. This includes citizens groups, and any department within the Village government. The Administrator shall be granted special hiring authority in addition to those spending authorities already defined above.
  - (a) Designation as Village Employees. The Administrator in times of emergencies shall have the authority to hire any needed employee, without prior approval, during emergencies. Such hiring shall be temporary and only in place as long

as necessary. The authority shall also enable the Administrator to authorize overtime and hours of service as necessary in response to the emergency.

- (b) Designation of Crew members; Public Works Department. The Administrator shall have the authority, in time of emergencies, to authorize the Director of Public Works to hire or subcontract additional emergency resources directly without regard to Village Ordinances relating to the hiring of staff. For the purpose of this subsection Village Board approval of expenditures and candidates shall be waived.
- (c) Designated Deputies; Law Enforcement. The Administrator shall be granted the authority, in times of emergencies, to authorize the Police Chief to hire or subcontract additional Law Enforcement staff to insure the civil peace within the Village of Poynette. It is recognized that under Wisconsin Statute the Police Chief has authority to deputize such members to carry out duties to protect the citizens of Poynette. For the purpose of this subsection Village Board approval of expenditures shall be waived

1.06 **Emergency Management Planning.** The Village Board shall direct the administrative professional staff to prepare and present the emergency management planning materials: a Continuity of Operations (COOP) Plan, a Continuity of Government (COG) Plan, a Municipal Disaster Plan, which shall be approved by the Board of Trustee through resolution.

1.07 **Mutual Aid Agreements.** Any existing mutual aid agreement between the Village and any political subdivision within the State of Wisconsin will not be affected by this chapter.

1.08 **Obstruction of Ordinance.**

- (1) It shall be unlawful for any person to willfully obstruct, hinder or delay the enforcement of any order, rule, regulation or plan issued pursuant to this chapter, or to do any act forbidden by any order, rule regulation or plan issued pursuant to the authority contained in this section.
- (2) Any person violating a provision of this chapter shall, upon conviction thereof, be subject to forfeiture not to exceed five thousand dollars (\$5000.00) plus the cost or prosecution.