

ST. STEPHEN CITY CODE
CHAPTER 2: OPERATIONS, ADMINISTRATION & ORGANIZATION

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ORDINANCE 23 EMERGENCY MANAGEMENT SERVICES

Section 23.01: ADOPTION OF STATUTE. The Division of Emergency Management Act, Minnesota Statutes, Chapter 12, insofar as it relates to cities, is adopted by reference as part of this ordinance as fully as if set forth explicitly herein.

Section 23.02: CREATION OF AGENCY. There is hereby created within the City government, an Emergency Management Agency which shall be under the supervision and control of a Director of Emergency Management herein after called the "Director". The director shall be appointed by the Council for an indefinite term and may be removed by the Council at any time. The Director shall serve without salary but shall be paid for necessary expenses. The Director shall have direct responsibility for the organization, administration, and operation of the Emergency Management Agency, subject to the direction and control of the Council.

Section 23.03: ORGANIZATION. The Emergency Management Agency shall be organized in such divisions and bureaus, consistent with state and local defense plans, as the Director deems necessary to provide for the efficient performance of local emergency and disaster functions during an emergency. The agency shall perform those functions within the City and in addition, shall conduct such functions outside the City as may be required pursuant to Minnesota Statutes, Chapter 12, for this ordinance.

Section 23.04: PARTICIPATION IN MUTUAL AID. With the consent of the Council, the Director shall represent the City on any regional or state organization for emergency management. The Director shall develop a proposed mutual aide agreement with other political subdivisions within or without the state for reciprocal emergency assistance in emergency too great to be dealt with unassisted, and shall present such agreements to the Council for approval. Such agreements shall be consistent with the Emergency Management Plan. During an emergency, the Emergency Management Agency shall render assistance in accordance with the provisions of such agreements.

Section 23.05: EMERGENCY MANAGEMENT PLAN. The Director shall prepare a comprehensive general plan for addressing disasters and emergencies in the City and shall present such plan to the City Council for its approval. When the Council has approved the Plan by resolution, all Emergency Management forces of the City shall perform their duties and functions assigned by the Plan.

Section 23.06: REPORT TO COUNCIL. The Director shall prepare and present to the Council periodically a report of activities and recommendations.