VILLAGE OF BROCKPORT
VILLAGE BOARD - MEETING AGENDA
Tuesday, November 13, 2012 7:00pm
Location: Village Hall conference room

- **CALL TO ORDER / PLEDGE:** please silence cell phones & electronic devices & refrain from texting
- **MOMENT OF SILENCE:** to honor those that serve our Country, enforce our laws, & respond to emergencies
- **MISSION STATEMENT:** "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

- **PUBLIC COMMENT**: 5 minute limit per person / state name & address for record & speak directly to entire Board / share if this is a prepared statement & submit hard copy to Clerk after reading (& electronically next day)

- **CONSENSUS ITEMS:**
  - Approval of minutes – 10/23
  - Approval of bills to be paid

- **CLERK REPORT:**
  - Clerk – Leslie Ann Morelli
    - Surrender of delinquent 2012 Village taxes to Monroe County
    - HR & Employee Benefits - Client Resource Center access
    - Employee Benefits - 2013 rates & recommendations for future
    - 6/1/13-5/31/14 holiday schedule for adoption

- **PERSONNEL ITEMS:**
  - Building Inspector Part Time – search committee to review applications submitted by 11/13 deadline

- **OLD BUSINESS:**
  - Approve & authorize Mayor to sign contract with J O'Connell & Associates, Inc. Grants Consultants
  - Bid results from Auctions International for sale of 2006 Scag Turf Tiger Mower
  - Status update – replacement of police vehicle(s)

- **NEW BUSINESS:**
  - Consider Adopting Updated Emergency Operating Plan (original version adopted in 2002)

- **VILLAGE BOARD REPORTS:**
  - Mayor Maria Connie Castañeda
    -
  - Trustee William G. Andrews
    - Monika W. Andrews Creative Volunteer Leadership Award – appoint selection committee member
    - Billboard – resume lighting
  - Trustee Margaret B. Blackman
    -
  - Trustee Kent R. Blair
    -
  - Trustee Carol L. Hannan
    -

- **EXECUTIVE SESSION** (if needed)

- **ADJOURNMENT**

Upcoming:
- Thursday, 11/22 & Friday, 11/23 – Village Hall closed for holiday
- 7pm Tuesday, 11/27 – Village Board meeting (w/ Attorney, Treasurer, Department Heads)
- 7pm Tuesday, 12/4 – Village Board work session
- 7pm Tuesday, 12/11 – Village Board meeting

GUIDELINES FOR PUBLIC COMMENT:

The public shall be allowed to speak only during the public comment period of the meeting or at such time as recognized by the presiding officer.

- Speakers must be visible.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to (5) five minutes on a given topic or extended if recognized by the presiding officer.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications in the event of creating a hardship to attend the meeting personally.

CERTIFICATE OF VILLAGE SURRENDER

FISCAL YEAR: 06/01/12 - 05/31/13

VILLAGE NAME: Brockport VILLAGE SWIS CD: 265201

UNPAID VILLAGE TAX	ACCUMULATED INTEREST	RETURNED AMOUNT
$91,069.57	$7,285.57	$98,355.14

The surrender of unpaid Village taxes is due to Monroe County on or before November 7th.

Each board member must sign this document. Mail surrender to:

Kevin Tubiolo, Tax Collector
Monroe County Treasury
39 W. Main St., Room B-2
Rochester, NY 14614

Phone: 753-1168 - Fax: 753-1166
E-mail: ktubiolo@monroecounty.gov

The account of unpaid taxes, including interest through October 31, has been so compared and found to be correct. The total amount of the unpaid tax, including accumulated interest is: $98,355.14

SIGNED	DATE
Maria Connie Castañeda, Mayor	
William G. Andrews, Trustee	
Margaret B. Blackman, Trustee	
Kent R. Blair, Trustee	
Carol L. Hannan, Trustee	

VILLAGE UNPAID TAX DETAIL

FISCAL YEAR: 06/01/12-05/31/13

VILLAGE SWIS CODE: 265201

VILLAGE NAME: Brockport

Owner Name	Property Address	Vlg Swis	Account No.	Village Tax	Interest	Ret'd Amt
De Hey, Jerome K	297 West Ave	265201	068.11-1-4	$1,312.66	$105.01	$1,417.67
Trim, Raymond	10 South Ave	265201	068.20-3-20	$1,015.32	$81.23	$1,096.55
Sarrazola, Vanessa	279 Main St	265201	068.20-3-40	$1,449.24	$115.94	$1,565.18
DATAD, LLC	28 Hillcrest Pkwy	265201	068.20-4-6	$1,048.08	$83.85	$1,131.93
Ross, Marilyn	161 West Ave	265201	068.43-3-4	$1,014.11	$81.13	$1,095.24
Kaltenbach, Melisa A	110 Clark St	265201	068.44-1-10	$1,029.82	$82.39	$1,112.21
DATAD, LLC	97 West Ave	256201	068.44-2-2	$1,126.52	$90.12	$1,216.64
Richstone Properties	63 N Main St	265201	068.44-2-13	$7,735.14	$618.81	$8,353.95
Howard, Barry E	24 Clark St Rear	265201	068.44-2-15.2	$3.63	$0.29	$3.92
Howard, Barry E	24 Clark St	265201	068.44-2-16.1	$803.79	$64.30	$868.09
Bird, Stephen B	38 Clark St	265201	068.44-2-16.2	$684.13	$54.73	$738.86
Galan, Eduardo	26 Smith St	265201	068.52-1-1	$36.26	$2.90	$39.16
Codori, Richard W	93 Clark St	265201	068.52-1-9	$1,255.85	$100.47	$1,356.32
Galan, Eduardo	11 N Main St	265201	068.52-1-23	$242.95	$19.44	$262.39
Galan, Eduardo	7 N Main St	265201	068.52-1-24	$217.57	$17.41	$234.98
Galan, Eduardo	70 Clinton St	265201	068.52-2-1.2	$986.31	$78.90	$1,065.21
Omeca Construction	90 Clinton St	265201	068.52-2-1.3	$197.02	$15.76	$212.78
Eldred, John	18 Utica St	265201	068.52-3-7	$935.54	$74.84	$1,010.38
Lindsay, Richard	65 Clinton St	265201	068.52-4-1	$765.11	$61.21	$826.32

Miller, Kathleen M	49 Clinton St	265201	068.52-4-3	$1,880.75	$150.46	$2,031.21
Regan, Michael	52 King St	265201	068.52-4-33	$702.26	$56.18	$758.44
Swift, Laurie Jane	148 Holley St	265201	068.59-2-15	$1,159.15	$92.73	$1,251.88
Hartung, John D	107 Erie St	265201	068.59-3-7	$913.78	$73.10	$986.88
Pack, Rodney	117 Holley St	265201	068.59-4-9.1	$472.60	$37.81	$510.41
JKT Land Corp	128 Monroe Ave	265201	068.59-4-21	$890.82	$71.27	$962.09
King, Patrick A	54 Utica St	265201	068.60-2-6	$1,871.08	$149.69	$2,020.77
Bruton, Sr. Kevin M	57 Erie St	265201	068.60-3-2	$1,090.26	$87.22	$1,177.48
Young, Roger M	32 Monroe Ave	265201	068.60-5-20	$1,246.18	$99.69	$1,345.87
Knapp, Jon	46 Monroe Ave	265201	068.60-5-23	$1,559.24	$124.74	$1,683.98
Young, Roger M	32 College St	265201	068.60-6-16	$1,516.93	$121.35	$1,638.28
Taylor, Janet I	48 South St	265201	068.68-2-5	$1,260.68	$100.85	$1,361.53
Cardiel, Richard M Jr	38 Adams St	265201	068.68-3-13	$1,066.08	$85.29	$1,151.37
Sechowski, David	185 Utica St	265201	068.68-3-18	$1,128.94	$90.32	$1,219.26
Holland, Richard	300 Main St	265201	068.76-2-16	$1,396.06	$111.68	$1,507.74
Wilson, Christopher	49 Centennial Ave	265201	068.84-1-4	$1,623.30	$129.86	$1,753.16
Whipple, Jas P	59 Frazier St	265201	069.09-1-32	$1,390.02	$111.20	$1,501.22
Noble, Michael S	17 Frazier St	265201	069.09-1-38.1	$634.57	$50.77	$685.34
Dan Ben LLC by Barry	73 Barry St	265201	069.09-2-9	$775.99	$62.08	$838.07
Yates, Mary E	93 Barry St	265201	069.09-3-26	$908.95	$72.72	$981.67
Haust, Todd M	32/34 Fayette St	265201	069.09-4-1	$844.89	$67.59	$912.48
Whipple, James E	118 Barry St	265201	069.09-4-17	$1,292.11	$103.37	$1,395.48

Wright, Susan A	37 Westwood Dr	265201	069.10-2-10	$1,081.80	$86.54	$1,168.34
Merritt, Judith A	280 East Ave	265201	069.10-3-12.1	$1,202.67	$96.21	$1,298.88
Merritt, Judith A	274 East Ave	265201	069.10-3-12.2	$241.74	$19.34	$261.08
Divincenzo, Sherrie	1 Locust St	265201	069.10-3-61	$1,147.07	$91.77	$1,238.84
Brennan, Jack	15 Park Ave	265201	069.13-1-3	$1,014.11	$81.13	$1,095.24
Hunsinger, Scott	80 State St	265201	069.13-2-2	$1,171.24	$93.70	$1,264.94
Peck, Darrin R	64 Spring St	265201	069.13-4-12	$1,090.26	$87.22	$1,177.48
Brocious, George	61 High St	265201	069.13-4-20	$1,087.84	$87.03	$1,174.87
JMT Properties Inc	200 State St	265201	069.13-5-12	$12,087.10	$966.97	$13,054.07
Johnson, James M	69 Fair St	265201	069.17-1-6	$1,096.19	$87.70	$1,183.89
Brundage, Jason D	84 Fair St	265201	069.17-1-33	$866.65	$69.33	$935.98
Manno, James D	South Ave	265201	069.17-2-9.2	$12.09	$0.97	$13.06
Manno, James D	211 South Ave	265201	069.17-2-9.3	$12.09	$0.97	$13.06
Gay, Patricia	67 Brookdale Rd	265201	069.17-2-31	$1,595.50	$127.64	$1,723.14
Zaragoza, Carlos A	3 Main St	265201	069.45-2-2	$1,396.06	$111.68	$1,507.74
Zaragoza, Carlos A	7 Main St	265201	069.45-2-3	$1,376.72	$110.14	$1,486.86
Zaragoza, Carlos A	5/9 Market St	265201	069.45-2-22	$1,338.04	$107.04	$1,445.08
Villa Seta Company	33/35 Main St	265201	069.45-2-24	$1,639.01	$131.12	$1,770.13
Villa Seta Company	27/31 Main St	265201	069.45-2-25	$1,045.53	$83.64	$1,129.17
Rivoli, Sam J	52 Market St	265201	069.53-1-5	$1,415.40	$113.23	$1,528.63
Yantz, William M	83/87 Main St	265201	069.53-1-20	$3,751.84	$300.15	$4,051.99
Delany, Zachary M	73 Main St	265201	069.53-1-23	$2,730.48	$218.44	$2,948.92
Miller, Kathleen M	52 State St	265201	069.53-2-7	$1,867.46	$149.40	$2,016.86

Laraby, Scott	25 Union St	265201	069.53-2-17	$911.37	$72.91	$984.28
Williams, Christopher D	45 South St	265201	069.53-3-16	$1,394.85	$111.59	$1,506.44
Falls Road Railroad Co	Railroad Property	265201	068.16-1-1./BKPT	$921.62	$73.73	$995.35
Falls Road Railroad Co	Railroad Property	265201	700.00-1-297.1/BKPT	$91.15	$7.29	$98.44
NOTE: Provide grand total at the END of your report			** Grand Total **	$91,069.57	$7,285.57	$98,355.14

Leslie Ann Morelli

From: Leslie Ann Morelli [lmorelli@brockportny.org]
Sent: Monday, October 29, 2012 1:48 PM
To: Deputy Clerk Deborah Herzog; Deputy Clerk-Treasurer - Ann Draper; Police Clerk Bambie Zimmerman; DPW Clerk - Linda Baker; Treasurer Daniel P. Hendricks ; Mayor Maria Connie Castaneda ; Trustee Bill Andrews ; Trustee Carol Hannan ; Trustee Kent Blair; Trustee Margay Blackman ; Code Enforcement Officer Scott Zarnstorff; DPW Spt Harry Donahue ; Police Chief Daniel Varrenti
Subject: Village of Brockport - log-in credentials for website / client resource center...

VB, Department Heads, Treasurer, Clerks –

The 15 of us have been set up with log-in credentials for a website offered via our employee insurances Broker of Record: Titan Insurance & Employee Benefits Agency. This is a resource re HR & benefits.

ProSential Group Transforming HR & Benefits
Client Resource Center
Sound Support for Employers

Prosentialgroup.com
Click on the log in tab
User Name: [redacted]
Password: [redacted]

I've recently acquainted myself with the website and it has a ton of useful human resources type information on it including but not limited to recruitment, interviewing, performance appraisals, labor law posters, forms, discipline etc. Peruse it at your leisure. You may get occasional updates about HR type legislation / compliance issues.

This is free. Hope you find it useful.

Leslie Ann Morelli
Village Clerk
Village of Brockport
49 State Street
Brockport, NY 14420
(585) 637-5300 X12
(585) 637-1045 fax
lmorelli@brockportny.org e-mail
www.brockportny.org website

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Memo

To: Village Board & Treasurer

From: Leslie Ann Morelli, Village Clerk

Date: November 8, 2012

Re: 2013 Employee & Retiree insurances – rates & recommendations for future

I received the 2013 Excellus & Guardian & MVP Gold rates from our broker. A lot of information and paperwork boils down to the following:

- Our Excellus monthly premiums will increase ~18%.
- Our MVP Gold (retirees over 65/Medicare) monthly premiums will increase ~15%.
- Our Excellus monthly dental premiums will increase ~5%.
- Our Guardian monthly dental premiums will increase ~4%.
- Our Guardian monthly life & short term disability premiums will remain the same.

I checked HRA (deductible) usage connected with the Excellus HDHP last plan year 9/1/11 – 8/31/12 & ~61% was used. This could go slightly higher if there are still outstanding bills.

I checked our A/P system and to date, a few Stetson Club employees & retirees claimed out of pocket reimbursement re last plan year 9/1/11 – 8/31/12. (CSEA & non-union are not eligible for such.)

Overall, I continue to believe switching plans & HRA 9/1/10 was well worth the effort. Further, getting all employees & retirees under age 65 on the same plan & all retirees over age 65 on the same plan is helpful from an administrative standpoint.

(Over)

I respectfully make the following suggestions of some things to think about for the future. These would have to be dealt with at the time of negotiating new union contracts (2014 as current contracts expire 5/31/15) or at an earlier time if the unions would be amenable to opening their current contracts for re-negotiation.

- Require union employees & retirees to contribute towards premiums (20% like non-union).
- Eliminate out of pocket costs for Stetson Club employees & retirees. (CSEA & non-union are not eligible for such.)
- Offer only 1 dental plan instead of 2 (eliminate Excellus Smile Saver since they won't offer us a 2-person tier).
- Offer a stand-alone vision plan.
- Return to 2 or 3 year union contracts period as 5 years is too long to not be able to make changes to plans that could be beneficial to the Village and participants.
- Consider other benefit plans as new offerings become available regularly.
- Consider correlating the plans renewal dates (currently 1/1-12/31) & deductibles dates (currently 9/1-8/31) to the Village's fiscal year (6/1-5/31).

Non health related suggestions:

- Eliminate allowing union and non-union employees to carry over 30 vacation days from one fiscal year to the next. Whatever is unused as of June 1st, pay it out at current wage rate.

  Reasoning:
  - It would save $ later when people try to cash in / take their time at what would likely be a higher wage rate.
  - It would help to keep properly staffed so some employees don't have too much time to take off. (I.e. an employee with 20 or more years of service gets 6 weeks vacation and 1 week personal. Add 30 days carry over and that employee could take 65 days off during a year.)
  - Do an analysis of the possibility of eliminating "comp time" for Stetson Club and Police Chief - pay it as overtime instead & don't build it up. Similar reasoning as above. (CSEA & non-union are not eligible for such.)

Attached are annual information letters I will be addressing to:

- Retirees over age 65 / Medicare
- Employees and retirees under age 65

I've been doing this for several years as I believe it is important that our employees and retirees receive confirmation and are informed of any changes as well as the costs involved with their benefits.

VILLAGE OF BROCKPORT

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Website: www.brockportny.org

The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence

TO: Village of Brockport Employees & Retirees under age 65

FROM: Leslie Ann Morelli, Village Clerk

DATE: November 16, 2012

RE: Annual Benefits Notice

Greetings and Happy Holidays!

This is your annual information summary as to benefits. Please review it and share the information with your spouse if applicable.

As you know, there are no longer options as to health insurance plans. All employees and retirees under age 65 are on Excellus HDHP with an HRA fully funding the deductible. There remains an option as to dental insurance plans: either Excellus Smile Saver dental or Guardian dental - whatever you chose at time of enrollment.

The only differences are:

- non-union employees and retirees contribute 20% of the premiums
- Stetson Club employees and retirees have an out of pocket reimbursement opportunity

Please contact me directly **by December 7th only if:**

- you or a dependent no longer require health or dental coverage through the Village
  - you wish to enroll in the buyout option (retirees are not eligible)
- you wish to switch dental plans
  - Smile Saver (standard) or Guardian (upgrade – any $ difference at your cost)
- you wish to apply for coverage for unmarried young adults ages 26 to 29 - Eligibility requirements: 1) is less than age 30 upon the group's next health insurance renewal 2) is not married 3) is not insured or eligible for health insurance coverage through own employer 4) lives, works or resides in NYS and health plan service area 5) is not covered by Medicare. If approved, he or she would be responsible for the full cost of a single plan and would not receive the HRA.

Mayor Maria Connie Castañeda
Trustees William G. Andrews, Margaret B. Blackman, Kent R. Blair, Carol L. Hannan

Excellus Healthy Blue HDHP:

- Don't forget to participate in Healthy Rewards as part of the Excellus Healthy Blue HDHP plan. You and your spouse can earn up to $500 each per year.

Using your HRA:

- Remember to never pay anything at a Doctor/provider's office. The only time you'll swipe the HRA card is at the pharmacy. Otherwise, you must wait to match up your monthly Excellus profile (explanation of benefits) with your Doctor/provider's bill. Then call in your HRA card number to pay the Doctor/provider's bill.

- Eye exams: the HRA card itself cannot be used for payment of an eye exam bill. As always, wait to match up your monthly Excellus profile with your eye doctor bill, then pay the eye exam bill yourself, save a receipt and submit a paper claim to Benefit Resource. The HRA Administrator said the card cannot be used since they have no way of distinguishing the eye exam charge from other charges (i.e. glasses, contacts...). A paper claim form is enclosed and is also available off the Benefit Resource website.

- Rumor has it some providers may try to implement a charge at time of service for those on high deductible health plans with HRA cards. According to our Broker of Record and the HRA Administrator you really should verify what this is for. If they insist on charging it, once you get your bill from the doctor it should be the amount owed minus the charge. If the charge is considered part of the payment, then it would be covered (by the HRA). If it is a fee, it would not be. Question this and try to avoid paying such if possible.

Retirees: Retirees who share in the premiums or an upgrade from Smile Saver to Guardian dental – monthly payment coupons are enclosed for the first quarter.

Employees: Employees who share in the premiums or upgrade from Smile Saver to Guardian dental will continue to have such deducted from their paychecks each month.

Per my records you currently receive the following:

HEALTH	2012 RATES	HRA	2013 RATES
_____ Healthy Blue HDHP			
_____ single	$227.69/mo	$2,600	$267.95/mo
_____ 2-person	$555.53/mo	$5,200	$653.76/mo
_____ family	$602.83/mo	$5,200	$709.20/mo
_____ buy out			

DENTAL	2012 RATES	2013 RATES
_____ Guardian		
_____ single	$44.61/mo	$46.17/mo
_____ 2-person	$107.93/mo	$111.71/mo
_____ family	$171.64/mo	$177.65/mo
_____ buy out		
_____ Smile Saver IV		
_____ single	$46.16/mo	$47.80/mo
N/A 2-person	N/A	N/A
_____ family	$122.78/mo	$128.61/mo
_____ buy out		

LIFE AND SHORT TERM DISABILITY
Full time employees receive Guardian life and short term disability through the Village.

Basic life:	costs Village /mo	.40/1,000 of annual salary
Accidental Death:	costs Village /mo	.04/1,000 of annual salary
Short Term Disability:	costs Village/mo	.39/1,000 of annual salary

EMPLOYEE ASSISTANCE PROGRAM
All employees and their family are eligible for EAP (short term counseling) through the Village. Employee Health Systems (585) 865-7446. Their handy pocket calendar will be forthcoming.

SUPPLEMENTAL INSURANCES available at your cost
The Village has partnerships with the following should employees wish to enroll. Leslie can put you in touch with the appropriate representatives.

- Aflac - supplemental insurance policies – available through payroll deduction
- NY Life – life insurance policies
- Liberty Mutual – auto and home insurance policies – discount for employees

SUPPLEMENTAL RETIREMENT PLAN available at your cost
The Village has a partnership should employees wish to enroll. Leslie can put you in touch with the appropriate representative.

- Nationwide Deferred Compensation Program – available through payroll deduction

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The Victorian Village on the Erie Canal
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Tree City USA Community
Erie Canalway Heritage Award of Excellence

TO: Village of Brockport Retirees – over age 65 / Medicare

FROM: Leslie Ann Morelli, Village Clerk

DATE: November 16, 2012

RE: Annual Benefits Notice

Greetings and Happy Holidays!

This is your annual information summary as to benefits. Please review it and share the information with your spouse if applicable.

Per my records you receive the following through the Village:

_____ HEALTH _____ MVP Gold _____ none
_____ DENTAL _____ Guardian _____ Smile Saver IV _____ none

2013 Rates:

- MVP Gold rates will be increasing from $136.30 to $156.10 per month per person.
- Guardian dental rates will be increasing from $44.61 to $46.17 per month for single; from $107.93 to $111.71 for 2-person; from $171.64 to $177.65 for family.
- Excellus Smile saver dental rates will be increasing from $46.16 to $47.80 per month for single; from $122.78 to $128.61 for family (they do not offer a 2-person).

The surviving spouse of a deceased retiree will continue to be able to remain on the Village's plan(s) at his/her cost of the full premium. (Note: some have found staying on a group plan is not always the least expensive way to go.)

Non-union retirees will continue to contribute 20% of the premium. If this applies to you, please find monthly payment coupons enclosed for the first quarter.

Please contact me directly **by December 7th only if:**

- you or a dependent no longer require health or dental coverage through the Village
- you wish to switch from Guardian dental to Excellus Smile Saver IV dental
  (MVP Gold is our only health insurance option for our over age 65 group, but you still have an option of dental. Currently, most are on Guardian dental, as many consider it to be the better of the two plans.)

Mayor Maria Connie Castañeda
Trustees William G. Andrews, Margaret B. Blackman, Kent R. Blair, Carol L. Hannan

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brockportny.org
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Memo

To: Employees on the 2012 buyout option

From: Leslie Ann Morelli, Village Clerk

Date: November 16, 2012

Re: 2013 employee insurances – buyout option

Greetings! If you will remain covered through your spouse's health and dental plans in 2013 and wish to continue to receive the buyout option in 2013, please complete the attached form and return it to me by December 7th.

If not and you need enrollment forms to get on the Village's health and dental plans, please let me know by December 7th.

Thank you.

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MEDICAL & DENTAL INSURANCE BUY OUT ENROLLMENT FORM

Option per Village of Brockport Employee Handbook
(Available to employees, not retirees, who are eligible for health & dental.)

I hereby elect waive for heirs, my executors, administrators and myself the following insurance coverage under the Village of Brockport group health plans:

Medical Insurance _____ Dental Insurance _____

Family Plan _____
Two Person Plan _____
Single Plan _____

This covers the period **January 1, 2013 through December 31, 2013**.

I understand that I will receive the following payment from the Village of Brockport for each month that I decline coverage under the Village of Brockport policies.

Coverage Eligibility	Medical	Dental
Family Plan	$250.00 ($3,000 annually)	$40 ($480 annually)
Two Person Plan	$187.50 ($2,250 annually)	$28 ($336 annually)
Single Plan	$110.00 ($1,320 annually)	$12 ($144 annually)

I understand that I must re-enroll in this program annually, and that I cannot amend of discontinue my participation in the buy-out option during this period unless I have a change in family status or loss of, or significant change in alternate coverage.

I understand that I must maintain alternate insurance coverage in order to qualify for payment under the buy-out option. Re-enrollment in the Village coverage may be denied or delayed if continuous coverage is not maintained.

I have enrolled in the alternate insurance coverage as follows:

Medical:
Carrier/Group: _____
Company/Organization: _____
Subscriber Name: _____
Contract Number: _____

Dental:
Carrier/Group: _____
Company/Organization: _____
Subscriber Name: _____
Contract Number: _____

I release and hold harmless the Village of Brockport and its respective representatives, from and against any and all claims I may now have or in the future with respect to my election to participate in the Cash Option Plan.

I understand that neither the Village of Brockport, nor its respective representatives, shall be responsible or liable for any loss or expense which may arise or result from compliance with this election, nor shall they be responsible for any loss or expense which may result from the Village's refusal or failure to comply with this election.

_____ _____
Name (please print) Social Security Number

_____ _____
Signature Date

DRAFT

VILLAGE OF BROCKPORT
HOLIDAY SCHEDULE
June 1, 2013 – May 31, 2014

TO BE adopted by Village Board
TO BE distributed to employees & posted to Village website

Employees: refer to Employee Handbook or Union contract regarding pay eligibility.

HOLIDAY	OBSERVED ON
Independence Day:	Thursday, July 4, 2013
Labor Day:	Monday, September 2, 2013
Columbus Day:	Monday, October 14, 2013 *(non-Union only)*
Veterans Day:	Monday, November 11, 2013
Thanksgiving Day:	Thursday, November 28, 2013
Day after Thanksgiving:	Friday, November 29, 2013
Christmas Day:	Wednesday, December 25, 2013
New Year's Day:	Wednesday, January 1, 2014
Martin Luther King Day:	Monday, January 20, 2014
Presidents Day:	Monday, February 17, 2014 *(non-Union only)*
Good Friday:	Friday, April 18, 2014
Memorial Day:	Monday, May 26, 2014

+ 3 FLOATING HOLIDAYS per employee groups:

Non-Union:

1) Friday, July 5, 2013
2) Friday, August 30, 2013
3) Friday, May 23, 2014

CSEA (DPW) & Non-Union DPW Management:

1) Friday, July 5, 2013
2) Friday, August 30, 2013
3) Friday, May 23, 2014

Stetson Club (Police):

1) Friday, July 5, 2013
2) Tuesday, December 24, 2013
3) Tuesday, December 31, 2013

J.O'Connell&Associates,Inc.
GRANTS CONSULTANTS
10646 Main Street
Clarence, New York 14031
(716) 759-8580

THIS AGREEMENT, made this _____ day of _____, 2012 by and between **J. O'CONNELL & ASSOCIATES, INC., GRANTS CONSULTANTS,** having its principal place of business at 10646 Main Street, Clarence, New York 14031, hereinafter referred to as "J. O'CONNELL & ASSOCIATES, INC.," and the **VILLAGE OF BROCKPORT** having its principal place of business at 49 State Street, Brockport, NY 14420, hereinafter referred to as "THE ORGANIZATION."

WITNESSETH:

WHEREAS, J. O'CONNELL & ASSOCIATES, INC. is engaged in the business of grants consultation; and

WHEREAS, THE ORGANIZATION is desirous of retaining the professional services of J. O'CONNELL & ASSOCIATES, INC.;

NOW, in consideration of the mutual promises and covenants contained herein, it is agreed between the parties hereto as follows:

1. That THE ORGANIZATION retains the professional services of J. O'CONNELL & ASSOCIATES, INC. for a period commencing November 1, 2012 and ending on May 31, 2013.

2. That THE ORGANIZATION agrees to pay J. O'CONNELL & ASSOCIATES, INC. for professional services rendered hereunder, the sum of Sixteen Thousand ($16,000.00) Dollars, payable as follows: the sum of Eight Thousand ($8,000.00) Dollars upon signing of contract and Eight Thousand ($8,000.00) Dollars on March 1, 2013 upon presentation of invoice for professional services performed by J. O'CONNELL & ASSOCIATES, INC.

3. In consideration of the sums to be paid by THE ORGANIZATION, J. O'CONNELL & ASSOCIATES, INC. agrees to:

(1) Conduct a needs assessment of the ORGANIZATION, to identify potentially fundable programs;

(2) Present identified programs into a form that becomes acceptable to the grant reviewer;

(3) Conduct an on-going review of available funding sources that allows the ORGANIZATION immediate knowledge of multiple sources;

(4) Prepare organizational background statements, and formal letters of intent to submit to the granting agencies;

(5) Develop COMPLETE proposals into written form that keeps them in compliance with the grant guidelines;

(6) Follow-up on all grant applications that have been submitted on the ORGANIZATION'S behalf;

(7) Attend meetings with the ORGANIZATION, ORGANIZATION staff, ORGANIZATION board members, government officials; and,

(8) Prepare periodic status reports that keep the ORGANIZATION informed as to the progress of the grants activities.

4. This Agreement can be terminated if J. O' CONNELL & ASSOCIATES, INC., breaches or violates any of the contract terms, both parties will attempt to negotiate a settlement that is acceptable to all parties. If an acceptable settlement or arrangement cannot be agreed upon by both J. O'CONNELL & ASSOCIATES, INC., and the ORGANIZATION, each party will have available to them any and all appropriate legal remedies.

5. This Agreement may be terminated by the ORGANIZATION by providing notification in writing delivered via the U.S. mail, overnight courier service or in person, stating said contract is being terminated. The ORGANIZATION will be responsible for payment to J. O'CONNELL & ASSOCIATES, INC. for all work performed until J. O'CONNELL & ASSOCIEATES, INC. receives such written termination.

6. This Agreement may not be changed, modified or altered except upon the express written consent of the parties hereto.

7. If the ORGANIZATION requests the presence of J. O'CONNELL & ASSOCIATES, INC. at an out of town meeting, travel is billable at the IRS rate or coach class airfare (which ever is less). Out of town travel would be outside of the Western New York Area, or 200 miles round trip from the offices of J. O'CONNELL & ASSOCIATES, INC.

8. J. O'CONNELL & ASSOCIATES, INC. is a professional grants consulting firm, and as such is an independent contractor, and in no way shall be deemed as an employee of the ORGANIZATION.

Date: Oct 29, 2012

J. O'CONNELL & ASSOCIATES, INC.,
GRANTS CONSULTANTS

BY Jean K O'Connell

JEAN K. O'CONNELL,
PRESIDENT

Date: _____

VILLAGE OF BROCKPORT,

BY_____

MARIA CONNIE CASDTANEDA,,
MAYOR

AUCTIONS INTERNATIONAL

Questions? Problem? Help?
For bidding problems after 5PM EST call 800-536-1401 x110.
Bidding support is available M-F from 5PM-9PM EST and Sat 10AM-5PM
All other questions will be answered the following business day 9AM-5PM.

- Online Auctions
- Search Auctions ▼

- Live Auctions
- Past Prices
- F.A.Q.
- Contact Us
- Pay Invoices
- Log In ▼
- Register To Bid

Village of Brockport DPW

2006 Scag Turf Tiger Mower- in very good condition, runs great

Items Start Closing: Tuesday, Oct. 30, 2012, 6:00PM EST
Location: 38 East Avenue, Brockport, NY 14420 Click here for Google Maps

Catalog | Download Catalog (PDF)

Item # 1 -- 2006 Scag Turf Tiger

Track Item | Email to a friend

High Bid: 3,900.00 USD - fireman bidding history

Bidding has closed on this lot

Click Thumbnails for Larger Images:

Item Details:

2006 Scag Turf Tiger

VIN# STT61V-27CH. 1659 hours
27HP, Kohler, Gasoline engine. Starts, runs & drives. Sold with keys and Bill of Sale Only.

Mechanical
Condition: Good
Notes: Runs great. Clean machine

Body
Condition: Good
Notes: In very good condition. Has a 60" Mowing Deck

Interior
Condition: Good
Notes: No rips in seat

Bidding Approval to be held on 11/07/12

Item sold subject to seller approval after bids close. For payments made with cash, money order, wire-transfer or guaranteed funds, a buyer's premium of 10% will be added to the high bid price. A 14% non-discounted buyer's premium will be added to the high bid price for payments made with credit cards, debit cards, personal or business checks. Applicable sales tax(es) will be charged on all items. All sales are final. No refunds will be issued. Item sold as-is, where-is, with no warranty written or implied. Buyer responsible for inspecting the items before placing bids, and prompt removal of all items in each lot within ten business days after receipt of invoice. Items left on seller's premises after this removal deadline will be subject to repossession, with no refunds issued.

QUESTIONS & INSPECTION: Please contact Harry Donahue at 585-637-1060. Item located in **MONROE** county at 38 East Avenue, Brockport, NY 14420.

Removal Terms
This item cannot be shipped. Buyer solely responsible for removal of items from seller's premises within (10) Business Days after bid approval. Buyer must contact the seller to schedule a removal appointment, before access will be granted to the merchandise. All sales are final. No refunds will be issued. All item(s) are sold "As-Is", "Where-Is", with no guarantees, neither written or implied. Items left on seller's premises after the designated pickup deadline are subject to re-possession by the seller. If you are going to have trouble picking your purchased items up by the deadline, call our office immediately!

Payment Terms
Payment will be due immediately upon notification of seller approval by email invoice, after the Seller approves the bids. After you receive the invoice, you will have five (5) business days to get your payment mailed to our office, or your account will be suspended, and the item will be awarded to the backup-bidder, or re-listed. Please mail payment in company check, certified funds or money order to: Auctions International, 11167 Big Tree Road, East Aurora, NY 14052. The US Postal Service offers two-day mail to the continental U.S.A. for less than $5. Payment questions? Please Call: 1-800-536-1401 x101.
GENERAL QUESTIONS: email help@auctionsinternational.com

AM-288

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AUCTIONS INTERNATIONAL

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Village of Brockport DPW

2006 Scag Turf Tiger Mower- in very good condition, runs great

Items Start Closing: Tuesday, Oct. 30, 2012, 6:00PM EST
Location: 38 East Avenue, Brockport, NY 14420 Click here for Google Maps

Catalog | Download Catalog (PDF)

Item # 1 -- 2006 Scag Turf Tiger

Track Item | Email to a friend

Click Thumbnails for Larger Images:

High Bid: 3,900.00 USD - fireman bidding history

Bidding History:

Oct 15, 2012, 11:06:51 PM EDT - **rose876** - 25.00
Oct 15, 2012, 11:18:36 PM EDT - **rose876** - 500.00
Oct 15, 2012, 11:18:36 PM EDT - **landtech** - 510.00
Oct 16, 2012, 06:26:47 AM EDT - **artwasner** - 520.00
Oct 16, 2012, 07:17:00 AM EDT - **forget71** - 540.00
Oct 16, 2012, 07:17:00 AM EDT - **artwasner** - 550.00
Oct 16, 2012, 07:17:16 AM EDT - **forget71** - 560.00
Oct 16, 2012, 07:17:16 AM EDT - **artwasner** - 570.00
Oct 16, 2012, 07:17:24 AM EDT - **forget71** - 600.00
Oct 16, 2012, 07:17:24 AM EDT - **artwasner** - 610.00
Oct 16, 2012, 07:17:36 AM EDT - **forget71** - 650.00
Oct 16, 2012, 07:17:36 AM EDT - **artwasner** - 660.00
Oct 16, 2012, 07:17:48 AM EDT - **forget71** - 700.00
Oct 16, 2012, 07:17:48 AM EDT - **artwasner** - 710.00
Oct 16, 2012, 07:18:31 AM EDT - **forget71** - 720.00
Oct 16, 2012, 07:18:31 AM EDT - **artwasner** - 730.00
Oct 16, 2012, 07:18:43 AM EDT - **forget71** - 740.00
Oct 16, 2012, 07:18:43 AM EDT - **artwasner** - 750.00
Oct 16, 2012, 07:19:03 AM EDT - **forget71** - 800.00
Oct 16, 2012, 07:19:03 AM EDT - **artwasner** - 810.00
Oct 16, 2012, 07:29:35 AM EDT - **forget71** - 900.00
Oct 16, 2012, 07:29:35 AM EDT - **artwasner** - 910.00
Oct 16, 2012, 07:29:56 AM EDT - **artwasner** - 990.00
Oct 16, 2012, 07:29:56 AM EDT - **forget71** - 1,000.00
Oct 16, 2012, 09:14:22 AM EDT - **sheephunter** - 1,025.00
Oct 16, 2012, 09:34:03 AM EDT - **artwasner** - 1,050.00
Oct 16, 2012, 09:34:03 AM EDT - **sheephunter** - 1,075.00
Oct 16, 2012, 09:34:21 AM EDT - **artwasner** - 1,200.00
Oct 16, 2012, 09:34:21 AM EDT - **sheephunter** - 1,200.00
Oct 16, 2012, 09:34:32 AM EDT - **artwasner** - 1,225.00
Oct 16, 2012, 02:44:04 PM EDT - **artwasner** - 1,250.00
Oct 16, 2012, 02:44:04 PM EDT - **sheephunter** - 1,275.00
Oct 16, 2012, 03:29:41 PM EDT - **sheephunter** - 1,300.00
Oct 16, 2012, 03:29:41 PM EDT - **mrlikk** - 1,325.00
Oct 16, 2012, 05:11:11 PM EDT - **wildcat** - 1,500.00
Oct 16, 2012, 05:11:12 PM EDT - **mrlikk** - 1,500.00
Oct 16, 2012, 05:11:24 PM EDT - **wildcat** - 1,525.00
Oct 16, 2012, 06:04:15 PM EDT - **mrlikk** - 1,600.00
Oct 16, 2012, 06:04:15 PM EDT - **wildcat** - 1,625.00
Oct 16, 2012, 07:47:17 PM EDT - **wildcat** - 1,800.00
Oct 16, 2012, 07:47:17 PM EDT - **sheephunter** - 1,825.00
Oct 16, 2012, 08:19:05 PM EDT - **minimade** - 1,900.00

Oct 16, 2012, 08:19:05 PM EDT - **sheephunter** - 1,925.00
Oct 16, 2012, 08:48:34 PM EDT - **z28** - 1,950.00
Oct 16, 2012, 08:48:34 PM EDT - **sheephunter** - 1,975.00
Oct 16, 2012, 08:49:24 PM EDT - **z28** - 2,000.00
Oct 16, 2012, 08:49:24 PM EDT - **sheephunter** - 2,025.00
Oct 17, 2012, 08:55:52 AM EDT - **sheephunter** - 2,300.00
Oct 17, 2012, 08:55:52 AM EDT - **4901947c** - 2,325.00
Oct 17, 2012, 02:21:33 PM EDT - **sheephunter** - 2,500.00
Oct 17, 2012, 02:21:33 PM EDT - **4901947c** - 2,550.00
Oct 17, 2012, 02:22:15 PM EDT - **sheephunter** - 2,600.00
Oct 20, 2012, 08:39:31 PM EDT - **forget71** - 2,650.00
Oct 20, 2012, 08:39:31 PM EDT - **sheephunter** - 2,700.00
Oct 20, 2012, 08:39:58 PM EDT - **forget71** - 2,750.00
Oct 22, 2012, 11:21:36 PM EDT - **lamco** - 2,800.00
Oct 24, 2012, 06:39:05 PM EDT - **dmac** - 2,850.00
Oct 25, 2012, 08:15:35 AM EDT - **forget71** - 2,900.00
Oct 25, 2012, 04:04:57 PM EDT - **sheephunter** - 2,950.00
Oct 25, 2012, 07:00:22 PM EDT - **forget71** - 3,100.00
Oct 25, 2012, 07:00:22 PM EDT - **sheephunter** - 3,150.00
Oct 29, 2012, 05:20:56 PM EDT - **forget71** - 3,200.00
Oct 29, 2012, 05:20:56 PM EDT - **sheephunter** - 3,200.00
Oct 29, 2012, 05:22:23 PM EDT - **forget71** - 3,250.00
Oct 29, 2012, 05:44:51 PM EDT - **bigdaddyrxt** - 3,300.00
Oct 29, 2012, 05:51:32 PM EDT - **united2939** - 3,500.00
Oct 29, 2012, 05:51:32 PM EDT - **bigdaddyrxt** - 3,550.00
Oct 30, 2012, 05:49:44 PM EDT - **allpro518** - 3,600.00
Oct 30, 2012, 05:55:00 PM EDT - **sheephunter** - 3,650.00
Oct 30, 2012, 05:55:00 PM EDT - **allpro518** - 3,650.00
Oct 30, 2012, 05:56:52 PM EDT - **johnb** - 3,700.00
Oct 30, 2012, 05:58:03 PM EDT - **fireman** - 3,750.00
Oct 30, 2012, 05:58:03 PM EDT - **johnb** - 3,800.00
Oct 30, 2012, 05:58:24 PM EDT - **fireman** - 3,850.00
Oct 30, 2012, 05:58:24 PM EDT - **johnb** - 3,850.00
Oct 30, 2012, 05:59:41 PM EDT - **fireman** - 3,900.00

Bidding has closed on this lot

Item Details:

2006 Scag Turf Tiger

VIN# STT61V-27CH. 1659 hours
27HP, Kohler, Gasoline engine. Starts, runs & drives. Sold with keys and Bill of Sale Only.

Mechanical
Condition: Good
Notes: Runs great. Clean machine

Body
Condition: Good
Notes: In very good condition. Has a 60" Mowing Deck

Interior
Condition: Good
Notes: No rips in seat

Bidding Approval to be held on 11/07/12

Item sold subject to seller approval after bids close. For payments made with cash, money order, wire-transfer or guaranteed funds, a buyer's premium of 10% will be added to the high bid price. A 14% non-discounted buyer's premium will be added to the high bid price for payments made with credit cards, debit cards, personal or business checks. Applicable sales tax(es) will be charged on all items. All sales are final. No refunds will be issued. Item sold as-is, where-is, with no warranty written or implied. Buyer responsible for inspecting the items before placing bids, and prompt removal of all items in each lot within ten business days after receipt of invoice. Items left on seller's premises after this removal deadline will be subject to repossession, with no refunds issued.

QUESTIONS & INSPECTION: Please contact Harry Donahue at 585-637-1060. Item located in **MONROE** county at 38 East Avenue, Brockport, NY 14420.

Removal Terms
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Payment Terms
Payment will be due immediately upon notification of seller approval by email invoice, after the Seller approves the bids. After you receive the invoice, you will have five (5) business days to get your payment mailed to our office, or your account will be suspended, and the item will be awarded to the backup-bidder, or re-listed. Please mail payment in company check, certified funds or money order to: Auctions International, 11167 Big Tree Road, East Aurora, NY 14052. The US Postal Service offers two-day mail to the continental U.S.A. for less than $5. Payment questions? Please Call: 1-800-536-1401 x101.
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11/8/12

Village Board –

This is an updated version of the plan adopted in December 2002.
It includes all of the feedback from review by Department Heads and Fire Chief.
Note that the following positions need to be determined:

- Deputy Mayor or Designated Trustee – to be designated by Mayor
- Emergency Coordinator – to be designated by Mayor
- Public Information Officer – to be designated by Mayor
- Site Media Spokesperson – to be designated by Public Information Officer

Once the Village Board adopts it, it can be circulated for signatures of concurrence.

Leslie

DRAFT
EMERGENCY OPERATIONS PLAN

VILLAGE OF BROCKPORT
Monroe County,
New York State

Adopted by Resolution of the Village Board
Date: _____
replacing the version adopted in December 2002

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Signatures of Concurrence
Resolution of Adoption

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- Stages of Emergencies
- Classifications of Emergencies

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- Continuity of Government
- Action Prior to Declaration
- Sequence of Actions
- Emergency Notification Procedure
- Emergency Operations Center
- Mission Statements
- Maintenance of the Plan
- Incident Critique

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- Chief Executive Officer
- Emergency Coordinator
- Village Board
- Village Administrative Staff
  - Village Clerk
  - Village Treasurer
- Brockport Fire District
- Brockport Police Department
- Department of Public Works
- Code Enforcement Department
- Public Information Officer
- On-Scene Media Spokesperson
- Medical Officer

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1. *New York State Executive Law, Article 2-B*
2. Sample form of *Declaration of State of Emergency*

ANNEXES
A. Communications Plan
B. Notification Lists

SIGNATURES OF CONCURRENCE

The following signatures of concurrence indicate that the agencies shown below have read this edition of the Village of Brockport's *Emergency Operations Plan*, and are committed to its effective implementation:

VILLAGE OF BROCKPORT BOARD

_____

Mayor

BROCKPORT PUBLIC WORKS

_____

Superintendent

BROCKPORT POLICE DEPARTMENT

_____

Police Chief

BROCKPORT CODE ENFORCEMENT

_____

Code Enforcement Officer/Fire Marshal

BROCKPORT FIRE DISTRICT

_____

Fire Chief

BROCKPORT FIRE DISTRICT

_____

Chair of Board of Fire Commissioners

BROCKPORT AMBULANCE CORPS

_____

EMS Chief Brockport Ambulance Corp.

STATE UNIVERSITY AT BROCKPORT

_____

President

LAKESIDE MEMORIAL HOSPITAL

_____

Chief Executive Officer

BROCKPORT CENTRAL SCHOOLS

_____

Superintendent

RESOLUTION OF ADOPTION

WHEREAS, the Village Board of the Village of Brockport recognizes that one of the most important responsibilities of local government is to provide for the response to and recovery from emergencies that abnormally affect the health, safety or welfare of the community; and

WHEREAS, while Brockport is very fortunate to be protected by excellent police, fire, EMS, code enforcement and Public Works departments, the Village Board recognizes that it must plan for extraordinary situations beyond the combined capabilities of these agencies; and

WHEREAS, Section 23 of Article 2-B of *New York Executive Law* authorizes the Village of Brockport to prepare a disaster preparedness plans; and

WHEREAS, this *Emergency Operations Plan* has been prepared in accordance with the Mayor's direction and under the authority of Article 2-B of *New York Executive Law*,

NOW, THEREFORE BE IT RESOLVED, that this *Emergency Operations Plan* of the Village of Brockport is hereby adopted and entered into force; and

BE IT FURTHER RESOLVED, that adoption of this *Emergency Operations Plan* establishes the following policies to protect the inhabitants of the Village:

Authority for emergency response activities.
Classification of emergency situations.
Command and control structure for disasters.
Line of succession to ensure continuity of government.
Designation and establishment of an emergency operations center.
Authorities to maintain, train, test and update the *Emergency Operations Plan.*
Authorization to prepare a vulnerability analysis for the Village.
Authorization to prepare an "all-hazards" mitigation plan.

I hereby certify that this resolution was adopted the Village Board of the Village of Brockport at its regular meeting held on _____.

_____

seal of the Village of Brockport

Village Clerk

CHAPTER 1

Introductory Material

INTRODUCTION

Emergencies are situations or the threat of impending situations abnormally affecting the property, health, safety or welfare of the community, which by their nature or magnitude require a co-coordinated response over and above the normal, day-to-day operations carried out by the first response agencies. A wide variety of emergencies, caused by nature or acts of mankind, can happen in the Village of Brockport. Such emergencies can result in human suffering, loss of life; property damage, economic harm, and can disrupt the normal functions of government, communities, and families. Brockport government must provide the leadership and direction to prevent, mitigate, respond to, and recover from the dangers and problems arising from such large-scale emergencies anywhere in the village.

Communities with effective comprehensive emergency management plans have the capability of saving lives, preventing injuries, and reducing property damage. Well-prepared communities will restore the quality of life with minimum disruption. While Brockport is very fortunate to have excellent emergency response services (police, fire, EMS, code enforcement, and public works) available to it, large scale disasters require a different approach, involving coordination and interaction that may be unfamiliar to emergency services personnel.

Recognizing that local government is the first line of official public-responsibility for emergency management, the Mayor of the Village of Brockport directed staff to develop an *Emergency Operations Plan.* Staff was charged with creating a comprehensive emergency management program that conforms to *New York State Executive Law* and generally accepted practices for delivering disaster management services.

PURPOSE

This *Emergency Operations Plan* has been prepared to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, and welfare of the inhabitants of the Village of Brockport during the time of disaster. It provides officials of the Village and assisting agencies with a general guideline for the coordinated response to and recovery from an emergency. To aid in those tasks it presents an overview of responsibilities of the responding departments and agencies during a crisis or disaster.

OBJECTIVES

Objectives of this plan are to:

- Establish the emergency response policies for the Village of Brockport for handling emergencies; and
- Define an authority structure for emergency operations; and
- Provide a guide for emergency responders to minimize the impact of and facilitate the recovery to a disaster; and
- Identify emergency response agencies, equipment, and resources available to be employed during such response and recovery operations; and
- Establish a communication structure.

AUTHORITY

New York State Executive Law, Article 2-B, ∋ 23 authorizes the Village of Brockport to prepare a disaster preparedness plan to minimize the effect of disasters.

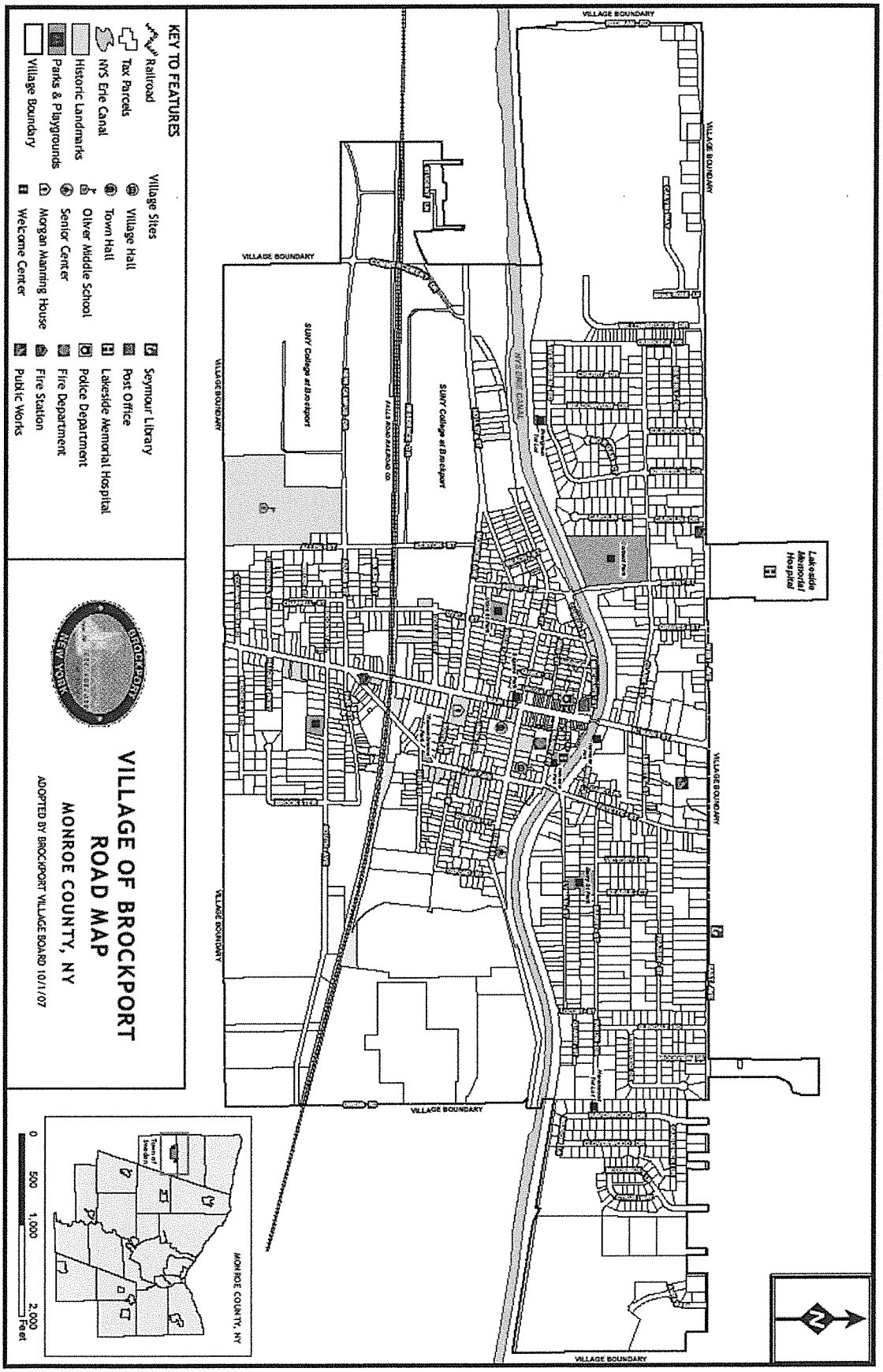
Article 4, ∋ 4-400 of *New York State Village Law* establishes the Mayor as the Chief Executive Officer of the Village. This is confirmed by definition in ∋ 20.2.f (3) of *New York State Executive Law*.

Statutory authority in ∋ 24.1 of Article 2-B of *New York State Executive Law* gives the MAYOR of the Village of Brockport, as the Chief Executive Officer, authority to proclaim a local state of emergency within the Village and promulgate local emergency orders necessary to protect life and property or to bring the situation under control.

Section 24.5 of Article 2-B of *New York State Executive Law* provides for obedience by all agencies and citizens to any emergency order issued by the Mayor.

A copy of Article 2-B, *New York State Executive Law* is provided in Appendix 1.

The Village of Brockport *Emergency Operations Plan* was adopted by resolution passed at a regular meeting of the Village Board held on _____. It covers all emergency operations within the village. Jurisdictional limits of the village are shown on Figure 1.


VILLAGE OF BROCKPORT
ROAD MAP
MONROE COUNTY, NY
ADOPTED BY BROCKPORT VILLAGE BOARD 10/1/07
KEY TO FEATURES
Railroad
Tax Parcels
NYS Erie Canal
Historic Landmarks
Parks & Playgrounds
Village Boundary
Village Sites
Village Hall
Town Hall
Oliver Middle School
Senior Center
Morgan Manning House
Welcome Center
Seymour Library
Post Office
Lakeside Memorial Hospital
Police Department
Fire Department
Fire Station
Public Works
VILLAGE BOUNDARY
SUNY College at Brockport
Lakeside Memorial Hospital
MONROE COUNTY, NY
0
500
1,000
2,000
Feet

PHASES OF EMERGENCY MANAGEMENT

Comprehensive emergency management involves four phases: mitigation, preparedness, response, and recovery. Each phase results from the previous one and establishes the requirements for the next.

MITIGATION – Activities that identify and eliminate or reduce the chance of occurrence or the effects of a disaster. These activities can

- Prevent the creation of a hazard in the first place.
- Reduce or limit the size of the hazard.
- Separate the hazard from the entity to be protected
- Prevent the release or spread of a hazard.
- Modify the qualities of the hazard
- Modify the release or distribution of the hazard
- Research to attack or control a hazard.
- Disseminating information.

Tools used in mitigation include, but are not limited to, hazard identification, vulnerability analysis, zoning ordinances, building codes, public health laws, fire regulations, risk management, traffic laws, etc.

PREPAREDNESS – Activities designed to have trained personnel, equipment, and resources ready to save lives and minimize damage in the event of an emergency. This phase also includes the planning necessary to adequately respond to disasters. Preparedness planning includes responding to both natural and man-made hazards.

RESPONSE – Actions involving the rendering of aid and assistance during an emergency. These actions will deal with immediate public safety, property security, and public welfare. It also includes actions to restore the necessities of life.

RECOVERY – This phase is the restoration of the community back to pre-disaster conditions. It may be of short-term duration, such as several hours to clear the streets after a fire is put out, or long-term such as months of cleanup after a severe hurricane. Long-term recovery may include complete redevelopment of damaged areas and last years.

STAGES OF AN EMERGENCY

Emergencies and disasters evolve through several stages. These stages include:

STAGE 1 Pre-emergency – No unusual incidents. Agencies and departments are operating in normal modes and following standard operating procedures. This is the time for planning, training, testing, and educating the public on the *Emergency Operations Plan*. It is also the time when mitigation measures should be undertaken to lower the risks and increase the protection from emergencies.

STAGE 2 Warning – Information indicating a potential emergency event may take place is available (weather forecast for a severe snow storm) and may allow time for preparation (DPW gets plows on trucks, fire department alerts personnel, residents stock up on supplies).

STAGE 3 Impact – Depending on the nature of the emergency, this phase may last only moments (tornado, crash, explosion), for hours (hurricane, severe snow storm, major fire), or for several days (blizzard, hazardous material incident).

STAGE 4 Response – Activities undertaken immediately following the occurrence of an emergency or disaster to save lives, protect property, reduce the likelihood of secondary damage, and stabilize the situation.

STAGE 5 Recovery – The phase where activities to bring the Village back to normal are undertaken. Recovery may be brief (road opened up after accident or fire) or prolonged (removal of debris from hurricane, rebuilding collapsed bridge).

CLASSIFICATION OF EMERGENCIES

Emergency situations in the Village of Brockport shall be classified and identified as presented below:

LEVEL 0 Normal operations – Agencies continue with their day-to-day normal routine or are inactive.

LEVEL 1 Routine emergency response – Routine emergency response where one of the primary emergency response services is operating well within its capabilities to handle the situation.

- minor motor vehicle accident
- average house fire
- routine EMS
- routine snowstorm

Command rests with one "on-scene" individual, who shall use the incident command system (ICS) to control all activities.

The Emergency Operations Center will not be activated.

LEVEL 2 Response involving 3 or more emergency services – Any incident that requires coordination of three or more of the primary emergency response services. Command shall remain with the on-scene commander who shall use a "unified" command system to control the situation.

Incident Commander may request that the Emergency Operations Center be activated to provide assistance and support services to the incident response.

LEVEL 3 Declared disaster – A major emergency situation that involves requesting assistance from additional agencies or special units. At this level the Mayor declares a STATE OF EMERGENCY. Incident Command rests with the Mayor. State and Federal assistance may be requested by the Mayor if the situation requires.

Emergency Operations Center shall be activated and staffed by all agency representatives at basement of 38 Market Street, Fire Department.

CHAPTER 2

Concept of Operations

LOCAL CONTROL and CHAIN OF COMMAND

The first line of defense for any emergency is the local government. People living in and visiting Brockport are fortunate to be protected by well-trained, well-equipped, emergency response agencies. Police, Fire, EMS and Public Works personnel are dedicated to serving and protecting the residents and property of the village. Command of all emergency response shall remain with Brockport government.

During **Level 0** operations, the various department heads, or authorized representative will be in charge of and direct the activities of their various agencies. The chain of command shall be as is set out in the agencies normal Table of Organization and Standard Operating Procedures.

At **Level 1** operations, each agency is operating well within its capabilities to handle the average incident. The senior officer of the jurisdictional agency shall be the Incident Commander (Fire department for structure fire, Police for riot situation, EMS for medical & casualties, DPW for snow storm, etc.). Other agencies shall provide assistance under the direction of the incident commander.

Level 2 operations require the response of several agencies. The senior officer of the jurisdictional agency shall be the Incident Commander, but shall use a unified command structure.

For a **Level 3** disaster, the Village Mayor shall assume overall command under article 2-B of *New York State Executive Law*. The Mayor or their designee shall be the Incident Commander and shall be responsible for organizing and regulating emergency response organizations. The Emergency Coordinator shall manage the Emergency Operations Center. All other agencies and departments shall continue to follow, as closely as possible, their standard operating procedures, under the direction of the Mayor. While various tasks and duties will be delegated to department heads or chiefs, ultimate authority and responsibility will always remain with the Village Mayor. The Mayor, or designated successor, shall use the Incident Command System for command and control of the situation.

CONTINUITY OF GOVERNMENT

Pursuant to *New York State Village Law*, the MAYOR is the Chief Executive Officer of the Village of Brockport. During a **Level 3** emergency the MAYOR is the Incident Commander.

Should the Mayor be unable to fulfill the duties of office because of death, disability, incapacity, or unavailability, succession of command shall pass as follows:

DEPUTY MAYOR or a designated Trustee
EMERGENCY COORDINATOR
SUPERINTENDENT OF PUBLIC WORKS
POLICE CHIEF
FIRE CHIEF
VILLAGE CLERK
VILLAGE TREASURER

ACTION PRIOR TO DECLARATION

When an emergency exists but a disaster declaration has not been issued, Village personnel may take such actions under this *Emergency Operations Plan* as may be required to protect lives and property in the Village of Brockport. Agencies will operate using standard operating procedures to accomplish the tasks required address the situation.

SEQUENCE OF ACTIONS

Emergency occurs.

Local emergency response agencies implement standard operating procedures to address the situation.

On-scene Incident Commander evaluates the situation and takes appropriate actions to control the incident.

- If necessary, the Emergency Operations Center can be opened upon request of the Incident Commander.

If the incident exceeds the capabilities of the responding agencies, the Incident Commander may declare a Level 3 disaster and request the Mayor to declare a State of Emergency.

The Incident Commander shall notify the Mayor and the Emergency Coordinator.

The Mayor and the Emergency Coordinator shall respond to the Emergency Operations Center at 38 Market Street (basement) and evaluate the situation.

If it is determined that a State of Emergency exists, the Mayor shall issue the appropriate declaration.

Such a declaration shall put the Village of Brockport *Emergency Operations Plan* into effect. Notification procedures shall begin immediately, and the Emergency Operations Center shall be activated.

The declaration shall include the following:

- A statement of the situation or conditions giving rise to the state of emergency, in general terms, describing the seriousness.
- The date and time the state of emergency becomes effective.
- The date that the state of emergency will cease, unless renewed by the Chief Executive Officer.
- A statement invoking emergency powers, if appropriate.
- A statement implementing the policies and procedures of the *Emergency Operations Plan.*
- A statement to the effect that all laws, ordinances, rules and regulations are to be adhered to and that local government officials should exercise diligence in the discharge of their duties.
- A statement urging all citizens to comply with the laws and cooperate with all authorities.
- Village of Brockport website address.

The declaration shall be executed in triplicate and shall be filed within 72 hours, or as soon as thereafter practicable, in:

The office of the Village Clerk; and
The office of the Monroe County Clerk; and
The office of the New York State Secretary of State.

Any emergency orders or directives promulgated under a declaration of a state of emergency shall also be filed, in triplicate, as described above. Such orders and directives shall cease to be effective five days after promulgation or upon declaration of the Chief Executive Officer that the State of Emergency no longer exists, whichever occurs sooner. In the event that a longer time period is required, the Chief Executive Officer must reissue such order or directive.

Upon issuance of a Declaration of a State of Emergency the Mayor shall assume Incident Command.

Notification of all required personnel shall be undertaken as directed in the Communications Annex.

All required personnel shall report to the Emergency Operations Center and be briefed.

Emergency operations shall continue as directed by the Incident Commander. EOC staff shall maintain appropriate records of labor, equipment, and materials used.

EOC staff shall compile initial estimate of damage and evaluate the need for a County, State or Federal declaration of a State of Emergency.

The Mayor may request State or Federal assistance through the Monroe County or NYS Office of Emergency Preparedness.

State/Federal agencies will survey the scene and prepare a Preliminary Damage Assessment.

Governor may request Federal assistance from the President of the United States.

The President makes a declaration of a Federal disaster.

The Emergency Coordinator shall be the "applicant's agent" for the village and shall coordinate with the designated State and Federal Coordinating Officers.

Emergency Coordinator attends Applicant's Briefing.

Village submits *Request for Public Assistance*.

EOC staff prepares records and documentation necessary for Federal/State reimbursement.

EMERGENCY NOTIFICATION PROCEDURE

Upon direction of the Mayor, Fire Chief, Police Chief, Superintendent of Public Works, or Emergency Coordinator, to activate the Emergency Notification Procedure the process shall be carried out at once by 911 (with local base radio console to interface with BPD, DPW, CEO on Channel 58).

The dispatcher will note the details of the message (e.g. description of the emergency, instructions to remain on standby or report to the EOC, etc).

Dispatchers shall ensure the information is passed to and understood by each person notified.

Individuals on the Notification List (see Annex 1) shall be called in order, starting with the Mayor.

If the primary contact cannot be reached at any of the numbers listed, the appropriate deputy or alternate shall be contacted.

If neither can be reached, continue with the notifications of others on the list.

Once the end of the list is reached, the dispatcher shall attempt to reach those who were not yet contacted.

The dispatcher shall note the time each individual is contacted.

EMERGENCY OPERATIONS CENTER

The Emergency Operations Center for the Village of Brockport shall be located in basement of the Market Street Fire house (38 Market Street).

When directed to activate the EOC, the Emergency Coordinator shall report to 38 Market Street and take charge of operations until the Mayor arrives. At that time command shall be transferred to the Village Mayor. The Emergency Coordinator shall then act as EOC Director and manage the EOC.

Access to the EOC shall be controlled and limited to authorized personnel. A Brockport Police Officer shall be assigned to control access. The Emergency Coordinator shall provide a list of authorized personnel.

Activities at the EOC shall be conducted and coordinated with functions of each agency involved. Every responding agency shall have an assigned workspace or workstation in the EOC. The Emergency Coordinator shall maintain an up-to-date chart of activities and coordination required.

MISSION STATEMENTS

In the Village of Brockport, the following agencies may be involved in emergency responses, and may be called upon to provide the services listed below:

Public Officials	Prepare and maintain *Emergency Operations Plan.* Declare State of Emergency. Shoulders the responsibility for emergency response and protecting the public. Order evacuations. Coordinate the use of resources Request County, State, or Federal assistance Authorize expenditure of Village funds. Keep records of personnel, materials, and expenses.
Brockport Fire District	Fire suppression. Fire control. Rescue. Initiate mutual aid requests. Evacuation assistance. Fire protection for evacuated areas. Hazardous material response.
Brockport EMS	Triage. Emergency medical care. Communications with hospitals. Communications with mutual aid EMS agencies. Assist in evacuations. Assist with rescues. Care for specialized populations. - Hospitals, medical facilities, nursing homes, and schools. - Invalids at home. - Blind, hearing impaired or other disabled. Transport victims to medical facilities. General medical response needs.
Brockport Police Department	Law enforcement. Traffic control (including rerouting). Civil order. Investigation / technical response Assist in evacuations. EOC security. Scene access control. Crowd control. Security for evacuated areas. University Police.

Emergency Coordinator	Maintain a list of contacts. Notification of responding agencies and officials. Incident communications. Maintain communication equipment. Restore communications in the event of loss.
Department of Public Works	Provide heavy equipment. Provide additional personnel. Assist in traffic and crowd control (signs, barricades, etc.). Provide information on streets, storm & sanitary sewers, road closings, construction, and water systems. Transportation of materials & equipment. Assist in containing spills. Provide mechanics for equipment repairs. Maintain list of vendors and equipment suppliers. Assist in assessment of damages. Engineering services. Coordinates with private sector utilities on shutdown and service restoration
Code Enforcement **Building Inspector / Fire Marshal**	Determine / assessment of damaged buildings. Determine /initiate Code Enforcement State mutual aid request Determine level of damaged building hazards by placards / postings Assure buildings or occupant hazards have been secured, removed or abated

Additional support or assistance may be obtained from the following agencies or organizations:

Brockport Central School District	Transportation of evacuees. Shelters.
SUNY College at Brockport	Shelters.
Monroe County Office of Emergency Preparedness	Maintain lists of resources. Develop and maintain emergency alert list for County State and Federal officials. Initiate the Emergency Communications Network. Initiate radiological and hazardous materials monitoring reports, and analysis systems. Develop alerting procedures. Maintain liaison with County officials.
Hazardous Materials Response Team	Upon request responds to and stabilizes hazmat incidents. Establish safety zone around hazmat. Identify hazardous materials. Containment of hazardous substances. Decontamination of emergency response personnel. Provide mutual aid to other requesting agencies.
Department of Health	Inspection of shelters. Environmental health response to ensure proper control of hazardous materials and their removal. Provide environmental monitoring. Care for specialized populations.
Community Services American Red Cross Salvation Army	Opening congregate care facilities. Registration of evacuees. Reuniting of families. Feeding of evacuees and victims. Income maintenance services. Information and referral services. Sheltering. Clothing. Other staple necessities.

MAINTENANCE OF EMERGENCY OPERATIONS PLAN

ANNUAL REVIEW

This *Emergency Operations Plan* shall be reviewed **annually** and, where necessary, revised by an Emergency Management Committee appointed by the Mayor.

Revisions to the *Emergency Operations Plan* shall be submitted to the Village Board for approval. However, revisions to the various annexes and contact lists can be made without Board approval.

The Village Clerk is responsible for maintaining the original of the document and its publication when necessary. It is the responsibility of each person, agency, service, organization, or department named within the *Emergency Operations Plan* to notify the Village Clerk forthwith, of any revisions to the annexes, or changes to the contact lists. The Village Clerk shall advise the Mayor of any changes.

INTERNAL PROCEDURES

Each service and department involved with this plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

A member of each department shall be designated to maintain and revise its own emergency procedures or guidelines.

TRAINING

To ensure that this plan is implemented effectively, there shall be at least one training session conducted **annually**, with each agency or unit of government identified as a primary response service.

EXERCISE

To effectively implement any operations plan, it must be functional to the intended user. An effective exercise program will strengthen response management, coordination, and operations; plus reveal shortcomings and weaknesses that can be identified prior to an actual emergency. Corrective measures can be taken to improve and refine response efforts.

Exercises are generally classified into four categories: Orientations, Tabletop, Functional, and Full-scale.

These exercises vary in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and assets. Each provides their own benefits and should be considered in the development of an exercise program to satisfy community needs.

The following is a brief discussion of various types of exercises:

ORIENTATIONS are used to acquaint personnel and responders with policies and procedures developed in the planning process, providing a general overview of the emergency operations plan and its provisions. An orientation is especially effective in ensuring that emergency responders understand their roles and responsibilities. It will help clarify any complex or sensitive plan elements. While the orientation does not normally involve direct simulation or role-playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to participants.

A **TABLETOP** exercise is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role-playing to generate discussion of the plan, its procedures, policies, and resources. Tabletop exercises are an excellent method of familiarizing groups and organizations with their roles and demonstrating proper coordination. It is also a good environment to reinforce the logic and content of the plan and to integrate new policies into the decision making process. Participants are allowed to act out critical steps, recognize difficulties and resolve problems in a non-threatening format. A Tabletop exercise usually lasts two to four hours and requires trained facilitators.

A **FUNCTIONAL** exercise is a simulation designed to provide training and evaluation of integrated emergency operations and management. More complex than a tabletop, it focuses on interaction of decision-making and agency coordination in a typical emergency management environment such as an EOC or command post. All field operations are simulated activities, although messages and information are normally exchanged using actual communication equipment, including radios, telephone, and computers. It permits decision makers, command officers, coordination and operations personnel to practice emergency response management in a realistic forum with time constraints and stress. This kind of exercise generally includes several organizations and agencies practicing interaction of a series of emergency functions such as incident command, assessment, shelter-in-place and evacuation.

The **FULL-SCALE** exercise is used to evaluate several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the Functional exercise, but it is different by adding the field operations component. A detailed scenario and simulation are used to approximate an incident that requires on-scene direction and operations, and also includes coordination and policy-making roles at a command post and at an Emergency Operations Center. Incident Command, mobilization of resources, communications and other special functions are commonly exercised.

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the Village of Brockport has developed a progressive exercise program by scheduling basic Orientations to introduce the *Emergency Operations Plan* and the specific policies and responsibilities established. Table Top exercises will then be held to implement actual coordination and leadership provisions of the plan. These will be followed by functional exercises to integrate the plan's more complex sections under simulated emergency conditions. The entire emergency response system shall be evaluated by a full-scale exercise. The Emergency Program Manager and the Emergency Plan Review Committee will review problems identified in exercises that point out training or planning deficiencies. Recommendations for corrective measures shall be referred to the appropriate channels for action.

INCIDENT CRITIQUE

Following any Level 2 or Level 3 incident, The Emergency Coordinator shall schedule a debriefing of the emergency. The Emergency Coordinator and the Incident Commander shall determine the composition of the debriefing team. A report of the critique shall be prepared and provided to the Mayor and Village Board, the Emergency Plan Review Committee, appropriate agencies, and referred to the appropriate departments for any corrective actions identified.

CHAPTER 3

Individual or Departmental Responsibilities

The following pages list some of the duties and responsibilities of various individuals and departments during an emergency situation.

CHIEF EXECUTIVE OFFICER

The **Mayor** of the Village of Brockport is the Chief Executive Officer of the village. During a **Level** 3 emergency the Mayor shall be the INCIDENT COMMANDER and is responsible for:

- The conduct of disaster operations within the Village.
- Appointing an Emergency Coordinator, who shall be the EOC Director
- Obtaining briefing from prior incident commander.
- Assessing the incident situation.
- Activating the Emergency Operation Plan.
- Declaring a State of Emergency within the designated area.
- Chairing meetings of the Emergency Operations Center staff.
- Managing incident operations by using any and all facilities, equipment, supplies, personnel, and other resources available in such a manner as may be necessary to cope with the emergency situation.
- Approving requests for additional resources and requests for release of resources.
- Directing the activities of all agencies within the Village, or responding to the situation, against the effects of any emergency in conformance with approved plan.
- Ensuring that the members of the Village Board, the County Executive, and the State Governor are advised of the declaration and termination of a *State of Emergency*, and kept informed of the emergency situation.
- Authorizing release of information to news media.
- Releasing resources and supplies.
- Approving plan for demobilization.

EMERGENCY COORDINATOR

The **Emergency Coordinator**, designated by the Mayor, shall be the EOC DIRECTOR and is responsible for:

- Activating the emergency notification system.
- Activating the Emergency Operations Center.
- Checking that EOC staff have received and understand appropriate Standard Operating Procedures.
- Directing and co-coordinating the functions of the Emergency Operations Center staff.
- Preparing estimates of the situation.
- Determining information needs and inform command personnel of needs.
- Ensuring EOC staff receives periodical briefings and reports.
- Advising the Mayor of operational priorities.
- Recommending and co-coordinating requests for assistance from Monroe County Office of Emergency Preparedness, New York State Emergency Management Office, and Federal Emergency Management Agency.
- The Emergency Coordinator shall be the "applicant's agent" for the village and shall coordinate with the designated State and Federal Coordinating Officers.
- Emergency Coordinator attends Applicant's Briefing.
- Participating in all demobilizing planning.
- Participating in post-incident debriefing.
- Ensuring all logs, memos, reports, and messages are maintained during the incident and collected when the emergency is terminated.
- Restoring the EOC to its pre-emergency status when the emergency is terminated or when directed by the Mayor.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Within two weeks of the termination of a Level 2 or Level 3 incident, schedule an incident critique. A report of the critique shall be prepared and provided to the Mayor and Village Board. The Report shall contain a summary of the incident, lessons learned, and recommendations for corrective actions.

VILLAGE BOARD OF TRUSTEES

The **Board of Trustees**, as the elected representatives of the people shall:

- Take all appropriate steps to prepare for any emergency or disaster.
- Ensure that the Village of Brockport has a current, updated *Emergency Operations Plan.*
- Ensure that the EOP is reviewed and maintained annually.
- Approve the *Emergency Operations Plan.*
- Receive notification of and briefings on any emergency situation.
- Respond as requested by the Mayor.

VILLAGE CLERK

The **Village Clerk** shall be the Incident Commander's SCRIBE and is responsible for:

- Ensuring that a supply of the following forms are available for emergency actions:
    - Time sheets
    - Supplies/material requests
    - EOC log forms
    - Message form
- Preparing and stocking EOC to ensure activation with minimum delay.
- Updating the call lists with current contact numbers and addresses.
- Publishing and distributing the *Emergency Operations Plan* to appropriate officials and agencies.
- Responding to ECO upon notification.
- Assist EOC staff with record keeping and documentation.
- Prepare executive orders for publication and distribution.
- Maintaining official documents and records related to the incident.
- Participating in all demobilizing planning.
- Re-establish pre-emergency operations of Village Hall at the termination of the incident.
- Collect all logs, memos, messages, and timekeeping records from the agencies involved.
- Assist the Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.

TREASURER

The **Treasurer** shall be the FINANCE SECTION CHIEF and is responsible for:

- Developing an operations plan for finance functions during the incident.
- Identifying and ordering supply and support needs for the EOC, including the following forms for emergency actions:
    - Vouchers
    - Checks for payables and receivables
    - Cost accounting forms to track costs of the emergency
- Responding to EOC upon notification.
- Obtaining briefing from Mayor.
- Providing finance matter input at all planning sessions.
- Assist EOC staff with financial record keeping and documentation.
- Meet with assisting and cooperating agency representatives as required.
- Prepare checks and payments for emergency supplies and resources when authorized by the Mayor.
- Ensuring that all obligation documents initiated during the incident are properly prepared and completed.
- Maintaining official financial documents and records related to the incident for preparation of reimbursement.
- Participating in all demobilizing planning.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

BROCKPORT FIRE DISTRICT

The **Fire Chief** and **Officers** shall be responsible for:

- Requesting activation of the *Emergency Operations Plan*s when circumstances require.
- Providing the Mayor with information and advice on firefighting and rescue matters.
- Deploying firefighting and rescue personnel and equipment as needed.
- Informing the County Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing, monitoring equipment.
- Providing assistance to other community departments and agencies.
- Being prepared to contribute to or take charge of non-firefighting operations, if necessary.
- Reestablish pre-emergency operations of the Fire District at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assist the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.

BROCKPORT POLICE DEPARTMENT

The **Police Chief**, or designated representative, shall be responsible for:

- Requesting activation of the *Emergency Operations Plan* when circumstances require.
- Notify necessary emergency and community services, as required.
- Assign an officer to the EOC as Security Officer to control access to the center.
- Direct all actions to maintain order, prevent looting, and help alleviate panic.
- Establish an inner perimeter within the affected area.
- Establish an outer perimeter in the vicinity of the emergency to restrict access to authorized personnel only.
- Provide traffic control to facilitate the movement of emergency response personnel, vehicles and delivery of essential supplies and equipment.
- Alert persons endangered by the emergency and co-coordinating evacuation procedures.
- Direct injured to medical facilities, and assist disabled individuals by obtaining transportation and directing them to the appropriate designated reception shelter.
- Liaison with other community, county, state, and federal police agencies if required.
- Request advice from or the assistance of other law enforcement agencies, as necessary.
- Notify the medical examiner of fatalities.
- Provide police services in the evacuation centers, morgues, and other facilities as required.
- Reestablish pre-emergency operations of the Police Department at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assist the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.

DEPARTMENT OF PUBLIC WORKS

The **Superintendent of Public Works**, or designated representative, shall be responsible for, but not limited to:

- Requesting the activation of the emergency Operation Plan when circumstances require.
- Directing actions to check, restore and maintain essential public facilities and services.
- Working with utility companies and authorities in the restoration of various utilities.
- Assigning an Emergency Site representative if required.
- Liaisoning with flood control, conservation and environmental agencies and being prepared to take preventative actions.
- Supplying public works vehicles, equipment, qualified operators, and personnel as required by any other emergency service.
- Discontinuing any public works service or utility to any consumer, as required by the incident, and restoring those services when appropriate.
- Providing the Incident Command with information and advice on engineering matters.
- Coordinating with the Fire Chief concerning emergency water supplies for firefighting purposes.
- Ensuring emergency potable water supply and sanitation facilities are available to the requirements of the Medical Officer.
- Providing equipment for emergency pumping operations.
- The maintenance of sanitary sewage collection and water distribution systems.
- The construction, maintenance, and repair of streets.
- Assisting the Police Department with traffic control.
- Removing and disposing debris from the incident.
- Reestablishing pre-emergency operations of the Public Works Department at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

CODE ENFORCEMENT DEPARTMENT

The **Code Enforcement Officer/ Building Inspector/Fire Marshal** or designated representative shall:

- Determine / assessment of damaged buildings.
- Determine / initiate Code Enforcement State mutual aid request.
- Determine the level of damaged building hazards by placards / postings.
- Assure that buildings or occupant hazards have been secured, removed or abated.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

PUBLIC INFORMATION OFFICER

The **Public Information Officer**, designated by the Mayor, is responsible for, when directed by the incident Commander:

- Maintaining a current list of media contacts.
- Establishing a Citizen Inquiry Service, including assigning personnel and designation of telephone lines.
- Designating a Site Media Spokesperson who will be the on-scene representative of the PIO.
- Apprising the affected emergency services, Communications Center, and media of the establishment of the Public Information section and designated contact numbers.
- Advising the media of the location of the on-scene media information center.
- Issuing authoritative instructions to the public.
- Dissemination of news and information to the media and public.
- Responding to or redirecting individual requests for, or reports on, information concerning any aspect of the emergency.
- Monitoring news coverage and correcting any erroneous information.
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Participating in post-incident debriefing.

SITE MEDIA SPOKESPERSON

The **Site Media Spokesperson**, designated by the PIO, is responsible for:

- Responding the on-scene command center.
- Establishing and coordinating a media information center in a safe, appropriate location, at or near the incident site, for media to assemble.
- Establishing a communication link and regular liaison with the Public Information Officer at the Emergency Operations Center.
- Redirecting all inquiries about decisions made by the Incident Commander and about the emergency as a whole, to the PIO.
- Ensuring that the media arriving at the site are directed to the on-scene media information center.
- Where necessary and appropriate, coordinating media photograph sessions at the scene.
- Coordinating on-scene interviews between emergency services personnel and the media.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

MEDICAL OFFICER / EMS CHIEF

The **Medical Officer / EMS Chief**, or designated representative, shall:

- Report to the EOC upon its activation.
- Notify hospital and ambulance services of the emergency situation.
- Maintain communications with medical facilities throughout the incident.
- Advising the Incident Commander on any matters that may affect public health.
- Act as coordinating link for all emergency health services and the EOC.
- Notify Staff and place them on stand-by.
- Provide authoritative instructions on health and safety matters to the public through the PIO.
- Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics with the County, State, and Federal public health organizations.
- Ensure coordination of care of bed-ridden citizens and invalids at home and in evacuation centers during the emergency.
- Notify the senior Public Works officer of the need for potable water supplies and sanitation facilities.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

APPENDIX 1

Article 2-B

NEW YORK STATE EXECUTIVE LAW

The following is a copy of New York State Executive Law copied from the New York State Assembly web page located at **http://assembly.state.ny.us/leg/?cl=0**. It is presented here for informational purposes only. Advice on the specific language of the law and interpretation should be obtained from the Village Attorney.

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APPENNDIX 2

SAMPLE FORM OF *DECLARATION OF STATE OF EMERGENCY*

The following is a sample of the format to be used to issue a Declaration of a State of Emergency.

Such a declaration shall put the Village of Brockport *Emergency Operations Plan* into effect. Notification procedures shall begin immediately, and the Emergency Operations Center shall go into a state of operation.

The declaration shall include the following:

- A statement of the situation or conditions giving rise to the state of emergency, in general terms, describing the seriousness.
- The date and time the state of emergency becomes effective.
- The date that the state of emergency will cease, unless renewed by the Chief Executive Officer.
- A statement invoking emergency powers, if appropriate.
- A statement implementing the policies and procedures of the *Emergency Operations Plan.*
- A statement to the effect that all laws, ordinances, rules and regulations are to be adhered to and that local government officials should exercise diligence in the discharge of their duties.
- A statement urging all citizens to comply with the laws and cooperate with all authorities.
- Village website address.

The declaration shall be executed in triplicate and shall be filed within 72 hours or as soon as thereafter as practicable, in:

The office of the Village Clerk; and
The office of the Monroe County Clerk; and
The office of the New York State Secretary of State

Village of Brockport
Monroe County, New York State

DECLARATION OF STATE OF EMERGENCY

_____
(Describe the emergency – Snow Storm, Riot, Earthquake, etc,)

WHEREAS, the following conditions that threaten or imperil the health, safety, and welfare of the citizens of the Village: _____
(describe the emergency or conditions)

_____

_____

_____

_____ .

NOW, THEREFORE, as Chief Executive of the Village of Brockport, and pursuant to the authority granted to me under Article 2B of New York State *Executive Law* to preserve public safety, I, Mayor_____, hereby declare that a State of Emergency exists in the Village of Brockport effective as of _____ __.M. on ____day, _____ 20__ and ending as of _____.M. on _____ day, _____ 20__.

FURTHER, I herby invoke and declare in full force and effect the Brockport *Emergency Operations Plan*, along with all laws, statutes, and regulations of the State of New York and Village of Brockport, for the exercise of all emergency authority for the protection of the health, safety and welfare of the people of Brockport and the restoration of local government with a minimum of interruption.

All Public Officers and employees of the Village of Brockport are hereby directed exercise the utmost diligence in discharging the duties required of them for the duration of the disaster and in the execution of all emergency laws, regulations and directives, now existing or promulgated as a result of this declaration.

All citizens of the Village are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and emergency response agencies in executing emergency operations, and to obey and comply with the lawful directions of properly identified public officers and all emergency laws, regulations and directives, now existing or promulgated as a result of this declaration.

By Order of

_____

Signed this _____ day of
_____, 20__

Mayor

ANNEX A

COMMUNICATIONS PLAN

The majority of communications at an emergency or disaster will be via two-way radios. Dispatchers assigned to the Communications Center at 38 Market St will provide dispatching and monitoring services. Back up monitoring and dispatching will be by the EOC.

Cellular phones are available through police, fire, EMS, DPW, and administrative command vehicles. Cell phones should only be used when radio communications are down, when communicating with persons or agencies that do not have radio capabilities, or when information being transmitted is too confidential to broadcast.

RADIO FREQUENCIES AVAILABLE

The following radio frequencies are available for use by the agencies listed. Highlighted frequency is the primary frequency for the agency:

Agency	*Band*	*Frequency*	*Assignment*	
Village Administration	VHF	**158.940**	**Brockport Local Government**	
Brockport Police Department	UHF	**460.300**	**Police Dispatch**	
	UHF	460.375	Police Tactical Channel 2	
	UHF	453.350	SUNY PSD	
	VHF	158.940	Brockport Local Government	
Brockport Fire District	VHF	**154.310**	**Fire Dispatch**	(MC Fire Channel 5)
	VHF	154.175	Westside Fire Ground	(MC Fire Channel 4)
	VHF	154.250	Alternate Fire Ground	(MC Fire Channel 2)
	VHF	155.820	Fire Police	(MC Fire Channel 9)
	VHF	158.940	Brockport Local Government	
Brockport Ambulance Corps	VHF	**154.310**	**Dispatch**	(MC Fire Channel 5)
	VHF	155.295	EMS Dispatch	
	VHF	155.340	Primary Ambulance to Hospital	
	VHF	155.175	Secondary Ambulance to Hospital	
	VHF	158.940	Brockport Local Government	
Department of Public Works	VHF	**158.940**	**Brockport Local Government**	
	VHF	153.920	Monroe County Local Government (Medical Examiner, County OEP)	
	VHF	154.965	Spencerport	
	VHF	156.650	Lift Bridges	(Marine Channel 13)
	VHF	156.800	Canal Emergency	(Marine Channel 16)
	VHF	159.235	NYS DEC	
	VHF	151.715	SUNY Maintenance	
	VHF	154.625	BCSD Maintenance	
	VHF	155.235	BCSD Transportation	
	UHF	452.200	MC Water Authority	
	UHF	453.150	MC Pure Waters	
	UHF	453.750	Sweden	
	UHF	453.550	Hamlin	
Code Enforcement	VHF	**158.940**	**Brockport Local Government**	
	VHF	154.310	Fire Dispatch	(MC Fire Channel 5)
	VHF	154.175	Westside Fire Ground	(MC Fire Channel 4)
	VHF	154.250	Alternate Fire Ground	(MC Fire Channel 2)
	VHF	155.820	Fire Police	(MC Fire Channel 9)

VEHICLE AND PERSONNEL RADIO CALL SIGNS

The following is a list of the emergency vehicle and personnel radio identification numbers:

Agency	*Vehicle Identifier*	*Emergency Assignment*	*Current Holder*
Village Administration	Office	Village Hall	
	Car 1	Mayor	
	Car 2	Trustee	
	Car 3	Trustee	
	Car 4	Trustee	
	Car 5	Trustee	
	Car 16	Building Inspector/Codes	
	Car 859	Fire Marshal	
Brockport Police Department	Brockport	Communications Center	
	960	Police Chief	
	962	Lieutenant	
	963	Sergeant	
	964	Sergeant	
	965	Police Officer	
	966	Police Officer	
	967	Police Officer	
	968	Police Officer	
	969	Police Officer	
	970	Police Officer	
	971	Police Officer	
	972	Police Officer	
	973	Police Officer	
	974	Police Officer	
	975	Police Officer	
	976	Police Officer	
	977	Police Officer	
	978	Police Officer	
Brockport Fire District	2C-13	Fire Chief	
	2C-23	Deputy Chief	
	2C-33	Assistant Chief	
	2C-43	Captain	
	2C-53	Captain	
	2C-63	Captain	
	2C-73	Captain	
	2C-103	Lieutenant	
	2C-113	Lieutenant	
	2C-123	Lieutenant	
	2C-133	Lieutenant	

VEHICLE AND PERSONNEL CALL SIGNS (con't.)

Agency	*Vehicle Identifier*	*Emergency Assignment*	*Current Holder*
Fire District (con't.)	2C-143	Lieutenant	
	2C-153	Lieutenant	
	2X-13	Fire Police Captain	
	2X-23	Fire Police Lieutenant	
	2X-33	Fire Police Lieutenant	
	231	Ladder Truck	Station 1
	232	Pumper Truck	Station 1
	233	Pumper Truck	Station 3
	234	Pumper Truck	Station 4
	2325	Pumper Truck	Station 2
	238	Rescue Truck	Station 3
	2317	Van	Station 1
	2327	Brush Truck	Station 1
	2337	Duty Officer	Station 1
	2347	Off Duty UTV	Station 1
Brockport Ambulance Corps	2M-13	EMS	Chief
	2M-23	EMS	Captain
	2M-33	EMS	Lieutenant
	2M-43	EMS	Lieutenant
	2M-53	EMS	
	2319	Ambulance	Station 1
	2329	Ambulance	Station 1
	2339	Ambulance	Station 1
	2397	Fly Car	Station 1
Department of Public Works	Truck 1	Superintendent	
	Truck 2	Foreman	
	Truck 3	Foreman - Water	
	Remote 1	Shop Foreman	
	Truck 9	Water Repair Truck	
	Truck 13	Water Meter Reader Truck	

ANNEX B

NOTIFICATION LISTS

To insert once EOP amendments are adopted

Final Page