

CITY OF SPRINGFIELD, FLORIDA

RESOLUTION NO.: 23-17

**A RESOLUTION OF THE CITY OF SPRINGFIELD, FLORIDA, ADOPTING AN EMERGENCY RESPONSE DEPLOYMENT PLAN; REPEALING ALL RESOLUTIONS OR PARTS THEREOF WHICH ARE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Springfield Police Department, Springfield Fire Department, and Springfield Public Works Department (herein known as Springfield Emergency Responders) receive requests for assistance due to severe damage from weather-related natural disasters, as well as from other incidents that require a public safety response to areas outside of Bay County; and

**WHEREAS**, the City Commission of the City of Springfield, Florida desires to adopt and implement a plan that includes procedures for deployment; and

**WHEREAS**, the City Commission has received the draft deployment plan and desires to adopt and implement the plan.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SPRINGFIELD, FLORIDA:**

1. The Springfield Emergency Responder Deployment Plan is hereby adopted.
2. This resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** by the City Commission of the City of Springfield, Bay County, Florida this 6th day of November 2023.

CITY OF SPRINGFIELD

  
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Ralph Hammond, Mayor

**ATTEST:**

  
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Teresa Cox, City Clerk



## City of Springfield Emergency Responder Deployment Plan

### I. PURPOSE

Establish a procedure/plan to approve Emergency Responder Deployment outside the city limits of the City of Springfield for rendering post-disaster assistance in disaster-declared locations.

### II. PROCEDURES

A. A municipality or county that has sustained significant damage in a disaster-declared area shall contact the respective Emergency Responder department head (Police Chief, Fire Chief, Public Works Director) to request assistance, and provide the following information:

1. A general description of the damage sustained for which assistance is needed;
2. The amount and type of personnel, equipment, materials, and supplies needed;
3. The length of deployment the personnel and equipment will be needed;
4. The identification of work conditions and special constraints such as availability of fuel supplies, lodging, meal support, medical facilities, security, communications, etc.

B. The respective Emergency Responder department head (Police Chief, Fire Chief, Public Works Director) receiving the request shall assess the situation to determine whether the respective department has the resources available to render assistance. If the department head determines the resources are available, the department head shall request the approval of the City Commission and provide the following information:

1. A copy of the request;
2. A complete description of the personnel to be deployed including the person or persons to be designated as supervisory personnel;
3. The equipment, and materials to be furnished/used for the deployment;
4. A cost estimate of the personnel to be deployed;
5. The condition and the stated value (insured) for the equipment and/or materials to be furnished/used during the deployment;
6. The duration of the deployment the department head deems available to assist;
7. The estimated time when the deployed personnel will arrive at the designated location.

8. The specified work conditions and special constraints such as availability of fuel supplies, lodging, meal support, medical facilities, security, communications, etc.
9. Verification the department will have adequate personnel to cover all shifts/workload for the respective City of Springfield department;
10. Verification the personnel and equipment of the City of Springfield, FL will be insured for deployment. (A request for this verification can be made to the HR Director.)

C. The personnel and equipment of the City of Springfield, Florida shall remain, at all times, under the direct supervision and control of the designated supervisory personnel of the City of Springfield, Florida. In instances where only equipment is provided by the City of Springfield, Florida, the ownership of said equipment shall remain with the City of Springfield, Florida and said equipment shall be returned to the City of Springfield, Florida immediately upon request.

D. Work assignments assigned to personnel by the damaged municipality or county shall be approved by the designated supervisory personnel of the City of Springfield, Florida on deployment.

E. The designated supervisory personnel shall maintain daily personnel time records and a log of equipment hours, be responsible for the operation and maintenance of the equipment furnished by the City of Springfield, Florida, and report work progress to the damaged municipality or county.

F. Whenever possible, the damaged municipality or county shall provide food and shelter for the personnel of the City of Springfield, Florida. In the event the damaged municipality or county does not have adequate food or shelter available, the City of Springfield will provide the food and shelter for deployed personnel and the damaged municipality or county will be responsible for reimbursing the City of Springfield, Florida. All purchases of food and shelter shall be approved by the supervisory personnel in charge of the deployment.

G. Whenever possible, the damaged municipality or county shall be responsible for providing communications between the personnel of the City of Springfield, Florida and the damaged municipality or county.

### III. PAYROLL

A. The respective Emergency Responder department head (Police Chief, Fire Chief, Public Works Director) will verify the timesheets reported for the personnel deployed.

B. The respective Emergency Responder department head will sign the time sheets and will report all hours worked to the HR Director for each respective pay period.



#### IV. REIMBURSABLE EXPENSES

A. Within two weeks post-deployment, the respective Emergency Responder department head (Police Chief, Fire Chief, Public Works Director) shall be responsible for requesting reimbursement from the respective agency i.e., FDEM (Florida Department of Emergency Management), damaged municipality, or county for all:

1. Personnel hours worked;
2. Equipment used – according to the Schedule of Equipment Rates established and published by FEMA. Rates for equipment not referenced on FEMA S Schedules of Equipment Rates shall be developed based on actual recovery of costs;
3. Materials and supplies - used during the period of assistance.
4. Provide a Fringe Benefit Worksheet for each employee completed by the HR Director for reimbursement.

#### V. DEPLOYMENT EXTENSIONS

A. All requests for additional deployment time must be submitted to the City Commission for approval in the same manner as outlined under Section II. (B) in this document.