

BOROUGH OF RIVER EDGE
ORDINANCE #22-13

AN ORDINANCE TO AMEND CHAPTER 65 OF THE REVISED GENERAL ORDINANCES OF THE
BOROUGH OF RIVER EDGE, ENTITLED OFFICERS AND EMPLOYEES.

BE IT ORDAINED by the Mayor and Council of the Borough of River Edge:

Section 1. Chapter 65 entitled "Officers and Employees" shall be amended by the following:

Add:

Article IX – Emergency Management Coordinator

§ 65-36

Office created.

In accordance with the terms of N.J.S.A. App. A:9-40.1, there is hereby created and established the position of Emergency Management Coordinator.

§ 65-37

Responsibilities.

The Emergency Management Coordinator shall:

- a. Complete the current approved Home Study Course (Professional Development Series) and the Basic Emergency Management workshop within a year of the initial appointment.
- b. Following the completion of the first years' courses, the Municipal Emergency Management Coordinator must complete 24 hours of Emergency Management Continuing Education per year.
- c. All courses taken by Municipal Emergency Management Coordinator must be submitted to and approved by the County Emergency Management Coordinator.
- d. The Municipal Emergency Management Coordinator is responsible for the provision of leadership in the field of Emergency Management at the municipal level of government. As such, the Coordinator is responsible for Emergency Management program administration and program development encompassing the four phases of Emergency Management, mitigation, preparedness, response and recovery.
- e. The Municipal Emergency Management Coordinator shall also be responsible for the following:
 - Program Administration
 - Ensure that the Municipal Office of Emergency Management is available on a 24-hour basis.
 - Supervise the day-to-day operations of the Municipal Office of Emergency Management.
 - In the event of a forecasted major storm (hurricane, tropical storm, snow, etc.), must conduct a pre-meeting with representatives of the Police, Fire, Department of Public Works, and Administration for logistical coordination, no less than the day before the forecasted storm (in person or virtually) and conduct a post-event meeting no later than 2 business days after the storm to assess damage.
 - In the event of a federally declared disaster, must compile all information, meet with adjusters, and submit documentation to FEMA for reimbursement, as well as to the JIF for insurance reimbursement.

- Ensure that the municipality meets all the requirements for the Federal Emergency Management Agency's Emergency Management Assistance Program; including meeting goals agreed to in the annual work plan, maintaining a currently approved Municipal Emergency Operating Plan, and providing the New Jersey Office of Emergency Management with quarterly program status reports, if applicable.
- Prepare, submit, and justify the annual Municipal Emergency Management budget.
- Secure County, State and Federal technical and financial assistance available through the County Office of Emergency Management.
- Personally attend at least 75% of the scheduled County Office of Emergency Management meetings. The Coordinator must assure representation at all other County Emergency Management meetings.
- Maintain a continuing knowledge of all municipal, county, State and Federal laws and plans concerning Emergency Management.
- Interact with County Emergency Management Coordinator regarding:
 - Municipal Operations Plans (EOP) review
 - All mutual aid agreements
- The approval and scheduling of attendees for state and Federally sponsored Emergency Management courses, etc.
- Maintain adequate files, records, and correspondence relating to Emergency Management activities.
- Coordinate with the municipal agencies, departments, and bureaus regarding Emergency Management responsibilities.
- Implement policies and procedures regarding Emergency Management.
- Conduct quarterly staff meetings, providing advance notice to the County Office of Emergency Management.
- Receive and react to weather emergency notifications.
- Cooperate with National Warning System (NAWAS) program.
- Comply with all directives, rules and regulations issued by the New Jersey State Office of Emergency Management.
- Conduct a minimum of one (1) exercise per year, providing a minimum thirty (30) day advance notice through the County Office of Emergency Management to the State Office of Emergency Management.
- Research and apply for emergency management related grants on behalf of the Borough
- Coordinate the dissemination of information to the public and businesses regarding post-disaster resources.

§ 65-38

Compensation.

The Emergency Management Coordinator shall be paid a salary at a range to be established from time to time by the governing body of the Borough of River Edge.

§ 65-39

Term of office

Pursuant to NJSA App. A:9-40.1, the mayor of a municipality shall appoint a municipal emergency management coordinator from among the residents of the municipality for a 3-year term.

Section 2. Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

Section 3. In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.


Section 4. This Ordinance shall take effect as of August 1, 2022 upon final passage and publication as required by law.

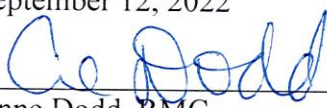
INTRODUCED: August 1, 2022

ADOPTED: September 12, 2022

	Motion	Second	Yes	No	Abstain	Absent
Busteed						X
Chinigo						X
Kaufman	X		X			
Kinsella			X			
Malellari						X
Montisano-Koen		X	X			
Mayor Papaleo						

I hereby certify the above to be a true copy of an Ordinance adopted by the Governing Body of the Borough of River Edge on September 12, 2022


Thomas Papaleo, Mayor


Anne Dodd, RMC
Borough Clerk