

RESOLUTION ADOPTED BY THE TOWN BOARD  
OF THE TOWN OF LEWISBORO  
AT A MEETING HELD ON JANUARY 3, 2008

The Town of Lewisboro hereby creates a committee hereinafter known as the Town of Lewisboro Emergency Management Committee (the "Committee").

Membership:

The Committee shall consist of the Lewisboro Emergency Manager, a member of the Lewisboro Police Department, Goldens Bridge Fire Department, South Salem Fire Department, Vista Fire Department, Lewisboro Volunteer Ambulance Corps, and Lewisboro Highway Department that is either to be the head of the department or their designee, as well as a member of the Town Board to be selected by the Supervisor, and a resident of the Town. All members of the Committee must be approved by the Town Board. Ad Hoc members may be added by the Town Board to the Committee upon the recommendation of the Committee for said Ad Hoc members. Committee members may from time to time be encouraged to complete training, and continuing education programs, which properly further the function of the Committee.

Terms:

The terms of four of the original appointed members shall be for one (1) year and the terms of the other five members originally appointed shall be for a period of two (2) years. After these original terms then all members shall appointed to two-year terms. If any member chooses to resign then another member may be appointed to fulfill the balance of the unexpired term. For those on the Committee that hold elected office, their position on this Committee shall expire at the end of their elected term, if they are re-elected then they may be reappointed to the committee to a new two year period.

Chairperson:

The Chairperson shall be the Emergency Manager for the Town of Lewisboro. All meetings of the Committee shall be held at the call of the Chairperson and at such other times as the Committee may determine. Such Chairperson shall preside at all meetings of the Committee unless absent, in which event the Committee shall choose a member to preside at said meeting.

Meetings:

Meetings shall be conducted on a regular basis and open to the public. Notice of the time, place, and location of such meetings shall be duly published in accordance with the laws of the State of New York. A simple majority of the current members of the Committee shall constitute a quorum and be necessary to transact business, vote, and make any recommendations to the Town Board for necessary actions. Minutes of the meeting shall be kept and maintained by the Committee.

Purpose:

The purpose of the Committee is to support the Lewisboro Town Board in ensuring that the Town of Lewisboro achieves, maintains, and wherever possible exceeds

compliance with all federal and state requirements and regulations regarding emergency management for the Town; and ensuring that all measures are taken to preserve and protect the lives and property of all residents and property owners within the Town of Lewisboro.

Function:

The Committee shall be responsible for the following tasks assigned to it through the Town of Lewisboro Comprehensive Emergency Management Plan:

- \*update and maintain the Town Comprehensive Emergency Management Plan

- \*promote and ensure the participation of all town agencies in risk reduction activities

- \*coordinate with the Westchester County Office of Emergency Management to identify potential hazards in the Town of Lewisboro; determine the probable impact each of those hazards could have on people; delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas

- \*meet annually to identify specific hazard reduction and mitigation actions that could be taken for those hazards determined by the hazard analysis to be most significant in an effort to minimize or eliminate the impact of any such hazard on the people and infrastructure of the Town of Lewisboro; and further for each hazard reduction or mitigation action identified, the following information is to be included by the LEMC:

- a) a description of the action
- b) a statement on the technical feasibility of the action
- c) the estimated cost of the action
- d) the expected benefits of the action and the estimated monetary value of each benefit
- e) an estimate of the level of community support for each action

- \*consolidate hazard reductions or mitigation actions identified into a Risk Reduction Report that will prioritize and make recommendations concerning the identified actions; and the report shall be used by the Town to obtain funding for recommended programs.

- \*periodic assessment of the Town's capability to manage the emergencies that could be caused by the hazards identified in the Town is a critical part of Risk Reduction and as a result the Committee will, on an annual basis, assess the town's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:

- a) the likely time of onset of the hazard
- b) the preparedness level for the impacted area
- c) the existence of effective warning systems

d) the means to respond to anticipated casualties and damage

\*utilize the expertise of the LEM and Westchester County OEM to assist in their risk reduction assessment, and have them conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee

\*identify emergency response shortfalls and make recommendations for implementing corrective actions to be taken

\*coordinate with the Westchester County OEM to conduct periodic exercises and drills to evaluate the Town's capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the Town Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment

\*provide education on hazards to the young adult and adult residents in Town, make the public aware of existing hazards in Town, and familiarize the public with the kind of protective measures that the Town has developed to respond to any emergency arising from the hazard; and this education will cover all significant hazards, be available free of charge, and be provided through the school district, public forums as deemed necessary by the Committee, and the distribution of essential information in pamphlets, fliers, and other materials developed by local, county, state, and federal emergency agencies.