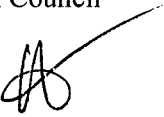




"...meeting community needs...enhancing quality of life."

**OFFICE OF THE MAYOR**  
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(920) 832-6400 FAX (920) 832-5962  
Email: Mayor@Appleton.org

**MEMORANDUM**

**TO:** Members of the Common Council  
**FROM:** Mayor Timothy Hanna   
**DATE:** January 2, 2020  
**RE:** Emergency Management Coordinator Appointment

It is with pleasure that I present the following appointment for your confirmation at the January 8, 2020, Common Council meeting.

**EMERGENCY MANAGEMENT COORDINATOR**  
Cassidy Walsh

An **Emergency Management Coordinator** (EMC) shall be appointed in accordance with Section 5-3 of the Municipal Code, which is detailed below.

**Sec. 5-3. Powers and duties of Common Council and Mayor.**

(a) The Common Council shall adopt an effective program of emergency management consistent with the State plan of emergency management. The Common Council may appropriate funds and levy taxes for this program.

(b) Emergency Management Coordinator shall be appointed by the Mayor as head of Emergency Management Services, subject to the confirmation of the Common Council.

(c) The Safety and Licensing Committee shall be designated as the committee of jurisdiction to act as an emergency management committee. The Committee shall retain policy-making and rule-making powers in the establishment and development of emergency management plans and programs.

(d) During the continuance of state of emergency proclaimed by the Governor, the Common Council may employ the Organization for Emergency Management and the facilities and other resources of that organization to cope with the problems of the emergency.

(Ord 98-74, §1 (II)(1) – (4)), 8-8-74; Ord 113-06, §1, 9-2606)

**Position Description**

The Emergency Management Coordinator (EMC) is charged with coordinating resources and efforts during a city declared emergency. The EMC is also responsible for organizing city EM training and exercises to form a more resilient response in times of crisis utilizing the Incident Command System (ICS) and the National Incident Management System (NIMS). This position reports to the City Health Officer.