



VILLAGE OF BISCAYNE PARK
600 N.E. 114 Street
Biscayne Park, Florida 33161
Phone: (305) 899-8000 | Facsimile: (305) 891-7241

TO: Luis Cabrera, Village Police Chief

FROM: David Hernandez, Interim Village Manager

CC: Virginia O’Halpin, Village Mayor

DATE: March 16, 2020

TITLE: Delegation of Authority for Certain Emergency Support Functions During COVID-19 Pandemic; Designating Police Chief Cabrera as Incident Commander for Village’s Pandemic Response Efforts

BACKGROUND

The Village Mayor has declared a State of Local Emergency for the Village of Biscayne Park (“Village”) for an initial thirty (30) calendar day term from Monday March 16, 2020 at 12:00 p.m. to Wednesday, April 15, 2020, at 5:00 p.m. Consistent with Section 3.01 of the Village Code, I am delegating certain emergency support functions (“ESF”)’s as provided below.

DELEGATED EMERGENCY SUPPORT FUNCTIONS

1. **Delegations; Generally.** I am delegating certain ESF authority and responsibilities as described herein for the Village’s emergency response efforts during and after COVID-19 Pandemic. By delegating certain ESF authority, the respective delegate shall have the same power as I do to direct and supervise the administration of all departments, offices, and employees, for the designated ESF purposes, except as limited by this delegation.

2. **Designated Incident Commander.** Consistent with Section 3.01 of the Village Code, I am delegating certain ESF authority to you, Chief Luis Cabrera (“Chief Cabrera”), as the highest ranking officer within the Village Police Department, to serve as the Village’s incident commander (“Incident Commander”) for certain ESF’s in the Village’s anticipated emergency response efforts during the COVID-19 Pandemic. The following ESF’s are delegated to you as the Incident Commander:

ESF 6 – Mass Care

Coordinated incident command efforts with Miami-Dade County OEM
MOU’s are in place with many neighboring municipalities

ESF 7 – Resource Support

Coordinated incident command efforts with Miami-Dade County OEM MOU's are in place with many neighboring municipalities

ESF 9 – Search & Rescue

Coordinated incident command efforts with Miami-Dade County OEM MOU's are in place with many neighboring municipalities

ESF 13 – Military Support

Coordinated incident command efforts with Miami-Dade County OEM MOU's are in place with many neighboring municipalities

ESF 16 – Law Enforcement

Coordinated incident command efforts with Miami-Dade County OEM MOU's are in place with many neighboring municipalities

As Incident Commander, you are accountable to me for the overall management of this incident including control and return to local forces. I expect you to adhere to relevant and applicable laws, policies, and professional standards. My general directions to you for management of this incident are as follows:

- Provide for the safety of responders and the public as a whole;
- Provide for stability of the incident;
- Provide for the preservation of real and tangible property;
- Manage the incident cost-effectively for the values at risk;
- Provide training opportunities for less experienced responders;
- Coordinate the Village's response efforts with Miami-Dade County, the State of Florida, and other governmental and private entities for the use of their resources, as needed, and incorporate them into the Village's overall incident response plan;
- Provide for minimal disruption of access to critical community services and commerce;
- Ensure necessary measures are taken by the Village to maintain accessible thoroughfares throughout the jurisdiction during and after the pandemic; and
- Triage the Village's incident response objectives, strategies, and tactics as issues may arise.

3. ESF's Remaining with Village Manager (not delegated):

ESF 1 – Transportation

Note: will coordinate with Incident Commander as needed.

ESF 2 – Communications

ESF 5 – Information & Planning

ESF 11 – Food & Water

ESF 12 – Energy

Note: with assistance from Public Works Director, as needed

ESF 14 – Public Information

Note: with Mayor, as needed

ESF 15 – Volunteers & Donations

4. ESF's Delegated to Public Works Manager (David Hernandez):

ESF 3 – Public Works

5. ESF's Handled by Miami-Dade:

ESF 4 – Firefighting

ESF 8 – Health & Medical

ESF 10 – Haz Mat

ESF 17 – Animal Protection

6. ESF's Not Applicable to the Village:

ESF 18 – business, industry, & economic stabilization

7. **Exclusions.** Policy and executive decision-making authority shall remain with the Village Manager and the Village Commission, as described in the Village's Charter and Code, and are not delegated to the Incident Commander. All powers that must be exercised by the Village Manager, including but not limited to emergency procurements, are not delegated to the Incident Commander.

8. **Effective Dates.** This delegated authority is effective for the Village's initial declared emergency period, from Monday, March 16, 2020 at 12:00 p.m. through Wednesday, April 15, 2020 at 5:00 p.m.

9. **Extension; Revocation.** The Village Manager retains the authority to extend or revoke the delegated authority described herein at any time, and at the Manager's sole discretion.


10. **No Assignment Permitted.** The authority delegated herein may not be assigned to another party without the prior signed, written approval of the Village Manager, or a signed resolution by a majority vote from the Village Commission should the Village Manager be unavailable.



David Hernandez
Interim Village Manager

3-16-2020
Date

2:00 PM.
Time



Witness - ROSEANN PRADO, VILLAGE CLERK