

Public Safety Committee Meeting
Tuesday, July 6, 2021 5:00 PM
Crete City Hall
243 E 13th Street
Crete, NE 68333

1. Open Meeting

- In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the Council Chambers.
- Items listed on the agenda may be considered in any order.

2. Roll Call

- Attendance of members will be recorded to determine the presence of a quorum for official actions.

3. Items of Business

- The Committee may discuss or limit discussion on, hear testimony in favor of or in opposition to, or take action to provide a recommendation to the City Council on any matter presented under this title.
- A. Discuss and provide a recommendation to the City Council on adopting the Shelter Operations Plan for the administration of the Community Room storm shelter.
- B. Discuss and provide a recommendation to the City Council on approving the proposed amendments to the Fire Department's bylaws.
- C. Discuss amending CMC 6-337 and 6-338 to reduce the number of days fireworks may be sold and discharged.

4. Officers' Reports

- Reports may be given by the Mayor, Officers, Departments, or Councilmembers concerning the current operations of the City.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

5. Adjournment

Disclaimers & Notices

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at www.crete.ne.gov.

CITY OF CRETE, NEBRASKA
CRETE TORNADO SHELTER OPERATIONS PLAN

The City of Crete Tornado Shelter Operation and Maintenance Plan is for internal use only and does not enlarge an employee's civil liability in any way. This Plan should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party claims against employees. A violation of any part of this Plan, if proven, can only form the basis of a complaint to the City for non-judicial administrative action in accordance with the laws governing employee discipline.

I. GENERAL INFORMATION

A. POLICY. It is the policy of the City of Crete that a Shelter is made available to offer limited protection for a limited number of people for a limited period of time when tornadic storms pose a threat.

B. DISCUSSION. Much of Nebraska, including Saline County, is subject to tornados which may threaten life and property. The seasonal tornado threat for Nebraska generally begins in March and lasts through October with increased likelihood May through July (77% of all tornados) and the highest frequency in June. The daily threat of tornadoes in Nebraska begins to increase around Noon and remain elevated through 11:00PM with the greatest threat from 3:00PM to 9:00PM.¹

C. PURPOSE. The purpose of this Plan is to provide expectations, standards, and guidance to city employees who are tasked with the administration, planning, operation, or maintenance of the Shelter.

D. EFFECTIVE DATE. This Plan shall be in effect upon resolution by the City Council and will remain in effect until the Council adopts a revision or repeals it.

E. CHANGES. Recommendations for changes to this Plan are to be presented to the City Administrator for consideration.

F. REFERENCES. The following materials were referenced in the preparation of this Plan:

Tornado Facts

<http://www.spc.noaa.gov/faq/tornado/>, National Oceanic and Atmospheric Administration Storm Prediction Center (NOAA-SPC), as of June 13, 2018.

<https://www.weather.gov/media/gld/awareness/swaw/SWAW2021.pdf>, NOAA-National Weather Service, as of April 19, 2021.

Tornado Safety

<http://www.spc.noaa.gov/faq/tornado/safety.html>, NOAA-SPC, as of June 13, 2018.

Tornado Alley

https://www.ncdc.noaa.gov/sites/default/files/stalley_0.gif, NOAA-National Centers for Environmental Information, as of June 13, 2018.

Nebraska Tornado Information

<https://www.weather.gov/gld/tornado-nebraska>, NOAA-National Weather Service, as of June 4, 2019.

Safe Room Operations & Maintenance Plan Checklist Instruction²

<https://sema.dps.mo.gov/docs/programs/LRMF/mitigation/FEMASafeRoomOperationsMaintenancePlanChecklist.pdf>, as of June 4, 2019.

¹ National Centers for Environmental Information, NOAA <https://www.ncdc.noaa.gov/climate-information/extreme-events/us-tornado-climatology/trends> as of February 14, 2020.

² This checklist was referenced for information purposes only and is not a requirement imposed upon the City in the construction, use, or maintenance of this Shelter.

G. DEFINITIONS. For the purposes of this Plan, the following definitions apply:

Arrival:	Physical presence of any person at the Shelter registration area while the Shelter is open.
Assign:	The determination by the City Administrator of which city employees will be trained and shall serve as one or more of the following: Shelter Manager, Assistant Shelter Manager, Operator, Registrar, or Assistant Registrar.
Charge:	1) Any child or 2) a person who is eighteen years of age or older that requires care or supervision per law or circumstance and the responsibility for such care or supervision is accepted by a patron through the Shelter Use Agreement.
Child:	Any person seventeen years of age or younger.
City:	City of Crete
County:	Saline County
Crete Area:	The City of Crete and adjoining rural areas.
Imminent Strike:	The actual or perceived threat, as determined by city staff, of a tornado striking the city.
Ineligible Person:	Any person who may not use the Shelter.
Patron:	Any person who 1) is eighteen years of age; 2) is eligible to use the Shelter; and 3) arrives at the Shelter while it is open, properly registers, and adheres to the Shelter Rules and Regulations.
Personal Data:	Accurate and complete name, address, date of birth, and telephone number.
Police Dog:	Any dog that is individually trained for the purpose of assisting a law enforcement officer in the performance of his or her official enforcement duties and owned by the City, County, State of Nebraska, or agency of the federal government. ³
Service Animal:	A dog that is individually trained to do work or perform tasks for a person with a disability.
Significant Incident:	Any condition or situation occurring in the Shelter or registration area involving a Shelter staff member, patron, charge, or ineligible person resulting in death; physical injury (excluding small cuts, scrapes, bruises, etc.); physical assault; sequester or forcible removal of ineligible persons; citation or arrest by a police officer; or the loss, damage, or destruction of property \geq \$100.00.
Shelter:	The Crete Area Tornado Shelter located at the north end of the Crete Public Library. The Shelter does not include the registration area adjacent to the Shelter main entrance/exit.
Tornado:	A violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena. ⁴

³ Crete Municipal Code §6-103 (31)

⁴ Adapted from the National Weather Service Glossary, <https://w1.weather.gov/glossary/>, June 13, 2019

- Tornado Watch: An alert issued by the National Weather Service's Storm Prediction Center (SPC) in Norman, Oklahoma when conditions are favorable for the development of tornadoes in and close to the watch area (size can vary depending on the weather situation) usually for a duration of four to eight hours. Watches are normally are issued well in advance of the actual occurrence of severe weather.⁵
- Tornado Warning: An alert issued by the local National Weather Service Office usually for a duration of around thirty minutes when a tornado is indicated by radar or sighted by spotters and can be issued without a Tornado Watch being already in effect. Warnings will include where the tornado was located and what towns will be in its path.⁶

H. RESPONSIBILITIES.

- Approval The City Council has the sole authority to approve/modify this Plan.
- Administration The City Administrator shall be responsible for administering Shelter operations.
- Plans The Chief of Police shall be responsible for managing the continued development of this document (e.g., consolidating and preparing proposed changes and conducting plan reviews with city department heads and other senior officials).
- Operations City employees, under the operational control of an assigned and trained Shelter Manager or Assistant Shelter Manager, shall be responsible for operating the Shelter.
- Maintenance Apart from times of Shelter operations, the Library Director shall be responsible for arranging the maintenance of the Shelter, as determined by the City Administrator.
- Use Patrons are responsible for taking actions and making personal arrangements to arrive at the Shelter and, while present, fully care for themselves and their charges. Patrons are also responsible for adhering to all city and state laws, rules, and regulations and ensuring their charges do as well. Failure to meet the requirements of Shelter use may result in immediate removal and ineligibility for future use.
- Ineligibility Any person may become ineligible to use the Shelter by violating the Shelter Rules and Regulations. The City Administrator is authorized to declare any person temporarily or permanently ineligible. When the Shelter Manager, Assistant Shelter Manager, or a police officer deems immediate action is necessary to facilitate a safe and healthy environment within the Shelter, such manager or police officer may direct any person to leave the Shelter and not return for seventy-two hours. If it is deemed unsafe for such person to immediately leave the Shelter, a police officer may sequester such person away from patrons and charges.

II.DESIGN AND FUNCTION

A. SHELTER PURPOSE. The purpose of the Shelter is to offer limited protection from tornados for a limited number of people for a limited period of time when tornadic storms pose a threat. To that end, the Shelter provides limited life-sustaining infrastructure (i.e., electrical power, a drinking fountain, and restrooms) as well as limited public information services (i.e. access to public television and, at times, internet). The Shelter is not intended for long-term lodging. The City does not offer or imply any amenities (e.g., food, transportation, personal care or protection, entertainment, sleeping areas or materials, etc.) or any other service than those specifically described in this paragraph.

⁵ *Ibid*

⁶ *Ibid*

B. SHELTER LAYOUT. (See Figure 1: Shelter Layout).

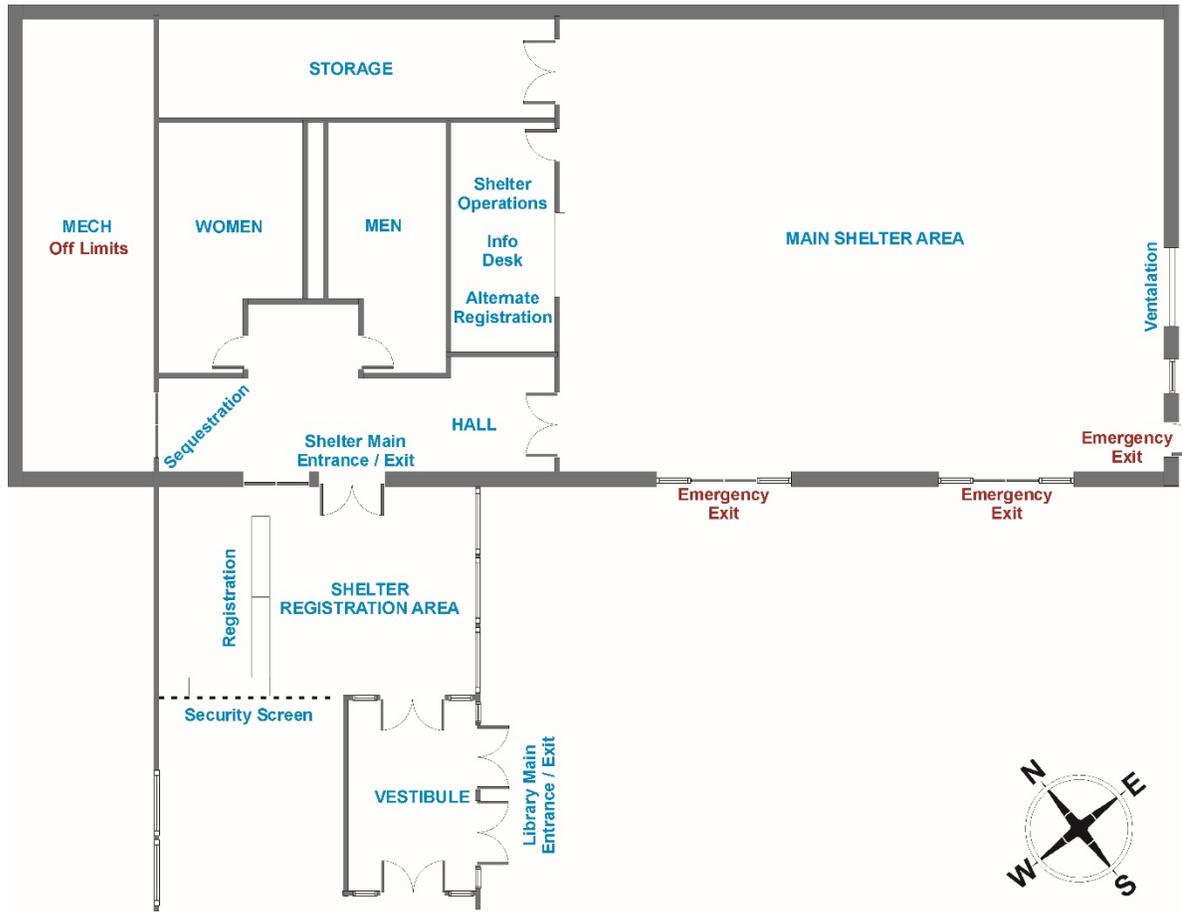


Figure 1: Shelter Layout

1. Location. The Shelter is co-located with the Crete Public Library.
2. Access. When open, the Shelter is accessible through the Library's main entrance.
3. Design. The Shelter is made of concrete and steel and is engineered to provide protection from the winds and debris associated with tornadoes.
4. Egress. The main entrance will serve as the primary exit. In an emergency, all other exits are also available.
5. Capacity. The main Shelter area is designed for a maximum capacity of 465 people (453 patrons/charges and 12 staff) standing or sitting, with the following allowances:
 - a. Patrons, standing or sitting: Five square feet per person.
 - b. Patrons, wheelchair users: Ten square feet per person.
 - c. Patrons, medical bed users: Thirty square feet per person.
6. Management. The "Food Preparation" room shall serve as the Shelter Operations Center.

III. SHELTER OPERATIONS

A. PRIORITY. Due to the increased tornado threat from May through July, private use of the Shelter space may be restricted during those months. The activation of the Shelter and related government activities will always take priority over private use.

B. STAFFING.

1. Staff Purpose. The Shelter staff are present to operate the Shelter (i.e., open and close the facility, account for occupancy, operate Shelter equipment, and provide direction to available services). While available to facilitate a safe and healthy environment, Shelter staff members are not personal caregivers, protectors, or service providers and are not responsible for fulfilling the real or perceived needs of Shelter patrons or their charges. The availability, kindness, helpfulness, etc. of any Shelter staff member does not constitute a special relationship with any patron or their charges.

2. Positions. The type and number of positions necessary to operate the Shelter will vary depending upon the number of patrons.

a. Shelter Manager. A department head, director, manager, or supervisor employed by the City and assigned by the City Administrator. The Shelter Manager has the authority and responsibility to oversee the operation of the Shelter and the operational control/oversight of the Shelter staff. Regardless of the number of patrons, there will always be a manager while the Shelter is open.

b. Assistant Manager. A department head, director, manager, or supervisor employed by the City and assigned by the City Administrator. The Assistant Manager aids the Shelter Manager in the operation of the Shelter and the operational control/oversight of the Shelter staff. No more than two Assistant Managers will be present while the Shelter is open.

c. Registrar. A city employee assigned as such by the City Administrator. The registrar receives and accounts for all patrons and is alert to and reports patron behaviors to operators, officers, or a manager. It is desirable for the registrar or assistant registrar to speak Spanish and to have access to *Language Line* services.

d. Assistant Registrar. A city employee assigned as such by the City Administrator. The assistant registrar aids the registrar in receiving and accounting for all patrons and is alert to and reports patron behaviors to operators, officers, or a manager.

e. Operator. A city employee assigned as such by the City Administrator. Operators circulate throughout the Shelter to monitor the condition and use of city property as well as the conduct of Shelter patrons and their charges. Operators may take corrective action, as permitted in this Plan and at the direction of the Shelter Manager, to promote a safe and healthy environment. Operators arrange chairs and tables, operate audio visual equipment, restock expendable items (e.g., toilet paper, paper towels, soap, etc.) and ensure emergency exits remain closed, unless there is an internal emergency.

f. Officer. A police officer employed by the City, whether assigned or called to the Shelter, who remains under the direction of the Chief of Police and acts to enforce law, maintain order, and suppress crime. Officers circulate throughout the Shelter monitoring patron and charge conduct and act in accordance to law and the Crete Police Department's Standing Operating Procedures. Officers will decide when to issue citations or make arrests and will coordinate with the Shelter Manager regarding sequestration or forcible removal of ineligible persons.

3. Assignment. The City Administrator assigns city employees as Shelter staff members.

4. Training. Prior to performing duties, staff members shall complete a training course approved by the City Administrator. Role-specific training will be provided to all staff members. Department heads, directors, managers, and supervisors will be trained in all tasks except that of police officer.

5. Scheduling and Directing. The Shelter Manager and Assistant Manager have the authority to plan for and call assigned and trained city employees, other than police officers, to report to the Shelter to fulfill the roles above. The Shelter Manager will coordinate with the Chief of Police for police officer availability.

6. Organization. In order to be able to operate the Shelter effectively throughout a severe weather season, employees from all city departments must be empowered, capable, and willing to form, and cooperate within, an ad hoc team. The City Administrator will assign employees to the particular positions listed above. Once trained, employees will then be expected to perform satisfactorily within their respective positions, as needed (See Figure 2: Organization).

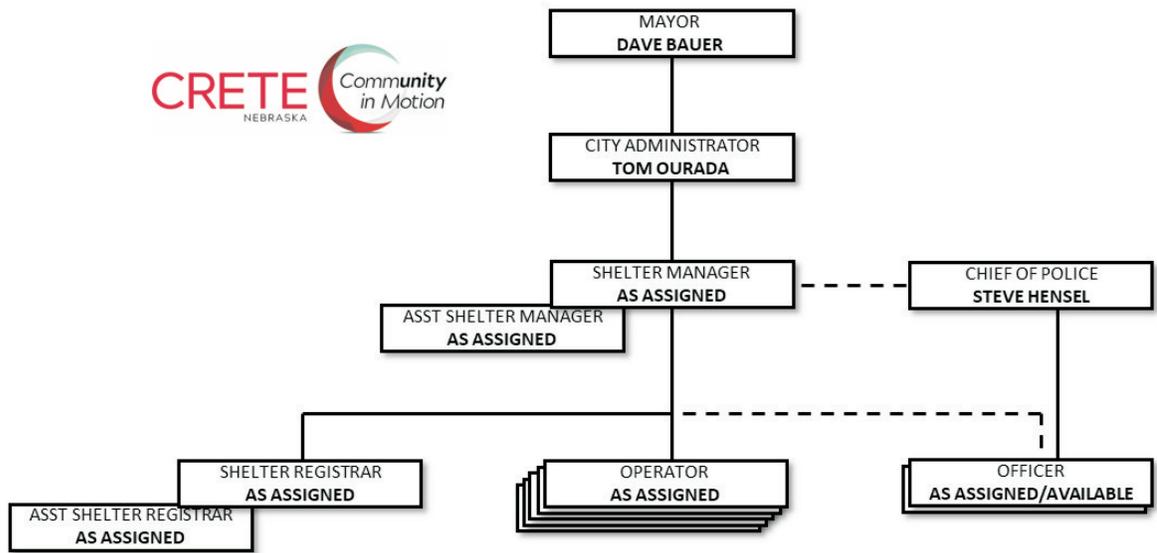


Figure 2: Organization

7. Pre-Emergency Preparations.

- a. Pre-Registration. Library staff may pre-register any individual who is interested in using the Shelter through the Library’s electronic registration system (See “Registration” below).
- b. Security Gate. Library staff will close and secure the security gate that separates the Library from the Shelter as part of ending the business day or upon the activation of the Shelter.
- c. Equipment Storage.
 - 1) All equipment and forms will be secured within the storage room.
 - 2) All hand-held radios will be stored in chargers to ensure each is ready for use.
 - 3) Tablets, for use by Shelter Managers and registrars, will be available at Shelter Operations.

8. Arrival and Parking. Shelter staff members should arrive as quickly as possible after the activation of the Shelter. As space availability permits, staff members are to park along the streets near the intersection of 15th Street and Forest Avenue.

9. Equipment.

- a. Every staff member shall be equipped and arrive with both City and NIMS identification cards attached to a lanyard.
- b. Staff members will check out the following items from the Shelter Manager upon arrival:

- 1) Latest version of this Plan;
- 2) Flashlight (300 to 500 lumens);
- 3) Pens (2 each);
- 4) Notepad;
- 5) Hand-held radio (unless employee has been issued a radio by their respective supervisor);
- 6) Red vest with reflective bands and city logo (uniformed police officers will not wear red vests).

c. The Shelter Manager, Assistant Manager, Registrar, and Assistant Registrar will each be assigned a digital tablet to perform their duties.

10. Identification. Staff members shall wear their lanyard with identification cards and also the issued red vest while working in the Shelter.

11. Staff Conduct. Shelter staff members are to abide by all city laws, policies, and regulations and follow the lawful directions of their superiors described within this Plan.

12. Media Relations. Shelter staff members will direct any requests for interviews or information to the City Administrator.

C. SHELTER MANAGEMENT.

1. Operations Center. The Shelter Operations Center shall be in the "Food Preparation" room.

2. Registration Desk. The registration desk shall be located in the "Pre-Function" area within the Library immediately outside of the Shelter's main entrance.

3. Security. The City shall maintain operable security cameras which will record viewable activities within the Shelter and registration area. The City maintains proprietary ownership of all related visual and audible recordings and shall use the recordings as it deems appropriate. Patrons, charges, and Shelter staff members have no right to privacy anywhere within the building or on its grounds. The Shelter Manager and their designees will have the ability to monitor security cameras from within the Operations Center.

4. Radio Communications. The Shelter staff will operate on the City's UHF frequency. The Shelter Manager and officers will have access to both the Crete Fire Department and Police Department UHF frequencies.

D. PRIORITY OF WORK. The Shelter staff is to effectively open the Shelter, facilitate the entry of patrons and their charges into the Shelter, provide limited services, provide limited oversight of the Shelter environment, maintain records of activities, facilitate the departure of all patrons and their charges, and close the Shelter. Work to ensure these sequential actions occur effectively will often occur concurrently (Examples: The Registrar maintains an accurate list of arrivals and departures throughout the time the Shelter is open to be able to report use data after the Shelter closes, the Shelter Manager does not wait for a tornado watch to conclude before planning the departure of Shelter patrons, Operators keep logs of their activities and interactions with patrons to prepare for after action review, etc.).

1. Open the Shelter.

a. When. The Shelter will open approximately one hour after a tornado watch for the Crete area is issued, and it will remain open until all issued tornado watches for the Crete area have ended.

b. Staffing. Opening the Shelter requires no less than three city employees: A Shelter Manager, a Registrar, and an Operator (preferably, one of whom speaks Spanish). Minimum staffing is to increase with the number of patrons. The Shelter Manager may call on additional city employees, as needed (See Table 1):

Patrons	Shelter Manager	Assistant Manager	Registrar	Assistant Registrar	Operator	Officer	Total
1-50	1		1		1		3
51-100	1		1	1	2		5
101-150	1		1	1	2		5
151-200	1		1	1	3		6
201-250	1	1	1	1	4	1*	8
251-300	1	1	1	1	4	1*	9
301-350	1	1	1	2	5	1*	10
351-400	1	1	1	2	5	1*	11
401-453**	1	1	1	2	5	2	12

* The Police Department's shift supervisor may task a second officer to assist as conditions warrant

** A maximum of 453 patrons (and their charges) and 12 staff members equals maximum capacity

Table 1: Staffing

2. Facilitate Entry into the Shelter. Within capacity limits and times of operation, the Shelter is accessible to all who are eligible and make arrangements to avail themselves of Shelter use before an imminent (in-progress or warned) tornado strike in the Crete area. For the protection of those already in the Shelter, any imminent threat of a tornado strike, which includes a Tornado Warning issued by the National Weather Service, shall result in staff securing all exterior doors, the closing of the registration area, all Shelter staff entering the Shelter, and no patrons admitted until the Shelter Manager determines threat imminent threat of a tornado strike has passed.

a. Entrance. While the Shelter is in operation, only the main entrance shall be used. Any patron who opens another exterior door or aids in the unauthorized access of any person shall be deemed to be creating a potential threat to the safety of other patrons and shall be directed to leave the Shelter.

b. Patron to Charge Ratio. A single patron may claim responsibility for no more than five charges (Example: Eight charges would require two patrons).

c. Permitted Items. Patrons and their charges may carry in a limited number/volume of items into the Shelter for their personal use but may not sell or barter such items in any way:

- 1) Bottled Water (≤ 48 fluid ounces total/person);
- 2) Baby Formula/Food; and,
- 3) One single small pillow per person.

d. Prohibited Items. The Registrar will not admit any person who is knowingly bringing any of the following items into the Shelter. Any person who is later found in possession of such items may be directed to leave the Shelter and may be subject to further action:

- 1) Tobacco products, of any type;
- 2) Food/Meals (including snacks and food prepared at home or from "take-out" vendors);
- 3) Pets or animals of any type (including "comfort" animals but excluding service animals);
- 4) Valuable items (e.g., jewelry, electronics [excluding a pad tablet or smart phone], etc.);
- 5) Weapons (including firearms, edged weapons, cutting instruments, or any other item reasonable capable of being used as such, except weapons carried by law enforcement officers);
- 6) Alcohol or illegal drugs;
- 7) Cigarette lighters, matches, or any other flammable liquid; and,
- 8) Any dangerous or harmful item, material, or substance.

e. Registration. Any person desiring to use the Shelter must first register. The City maintains the right to refuse access to anyone who has not properly registered.

1) Types of Registration.

a) Standard. Registration includes the following, to the satisfaction of the Registrar:

- 1 Completing and signing the Shelter Use Agreement, to include providing accurate personal data such as name, date of birth, address, telephone number, and signature;
- 2 Receiving the Shelter handout, including rules and regulations;
- 3 Submitting to an ink stamp or mark on the hand indicating completion of registration and allowing for relatively rapid return access into the Shelter;

b) Alternate Registration. In the event that a tornado warning is issued, the Registrar shall move registration activities into the main shelter area adjacent to the Shelter Operations Center.

- 1 Measures should be taken to segregate those who have not registered from registered patrons.
- 2 Operators are to seek out those who have not registered and direct them to the registration area.
- 3 Registration activities will continue until all patrons are registered.

c) Pre-Registration. Patrons who wish to pre-register may do so at the Crete Public Library. Library staff will maintain pre-registration records, and the Library Director shall ensure registration forms and materials are available at the Library and are accessible to the registrar upon Shelter opening.

2) Materials and Processes.

a) Shelter Use Agreement.

- 1 Shelter patrons are responsible for their behavior and that of their charges (up to five total). To aid in communicating this fact and to maintain accountability, the City requires patrons to accurately complete, sign, return, and adhere to the Shelter Use Agreement.
- 2 To reduce congestion at the opening of the Shelter, potential patrons may complete the Shelter Use Agreement, as part of pre-registration, at the Library at any time throughout the year.

b) Ink Stamp. The Shelter staff will use a random shape and color ink stamp identification system to identify registered patrons and charges using the Shelter. The shape or color will change each time the shelter is opened.

c) Informative Handout. The registrar shall provide, or make available, an informative handout to every registered patron. The handout shall include information regarding:

- 1 Layout;
- 2 Services;
- 3 Emergency exits;
- 4 Restricted areas;
- 5 Summary of Shelter Rules and Regulations;
- 6 Reporting complaints, injuries, and property loss;
- 7 No "All-Clear";
- 8 Leaving the Shelter;

3) Obstruction. The registrar shall notify the Shelter Manager or an Assistant Manager when any person refuses to properly register or hinders the registration process. The Shelter Manager may encourage the person to adhere to Shelter Rules and Regulations. If this is unsuccessful, or is deemed inappropriate, the Shelter Manager or a police officer shall direct the person to leave the Shelter.

4) Service Animals.⁷

a) Responsibility. Any person who brings a service animal into the Shelter is responsible for the care, control, and actions of such animal.

b) Registration Questions. Registrars may only ask two questions of the patron/charge:

1 Is the dog a service animal required because of a disability?

2 What work or task has the dog been trained to perform?

c) Prohibited Questions. Shelter staff members are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the patron/charge's disability.

5) Maximum capacity reached. The registrar will notify the Shelter Manager when 453 patrons/charges (maximum capacity) have registered. The Shelter Manager shall direct the Shelter to be closed.

3. Provide Limited Services.

a. Information. While patrons make use of the Shelter, varied weather and Shelter information should be displayed for their use.

b. Drinking water. Operators should periodically check the drinking fountain for cleanliness and functionality.

c. Restrooms. Operators, of the same gender, should periodically check restrooms for cleanliness and functionality.

d. Shelter space. Operators should periodically check the main Shelter area to ensure patrons and charges are not consuming more area than is reasonable for one person (See "Design and Layout" / "Capacity" above).

e. Electrical power and Internet. Should electrical power or internet be disrupted for any reason, the Shelter Manager should inform the City Administrator.

f. First aid. Shelter staff members will have access to an Automated External Defibrillator (AED) and limited first aid supplies in case of a medical emergency.

4. Provide Limited Oversight of Shelter Environment.

a. Tornado Strike Imminent.

1) Determination. A tornado strike may be imminent when the National Weather Service issues a Tornado Warning for the Crete area or the Shelter staff receives reports of such strike by the City's first responders.

2) Notification. The Shelter Manager shall relay available information to patrons with an announcement conveying, "At present, the Shelter is the safest place for you to be."

3) Immediate Shelter staff actions.

a) Maintain a sense of calm;

b) Direct all individuals, patrons and Shelter staff members, in or near the registration area to proceed into the Shelter confines;

c) Secure exterior doors; and,

d) Account for and brief the Shelter staff.

b. Post-strike Actions.

⁷ U.S. Department of Justice, Civil Rights Division https://www.ada.gov/regs2010/service_animal_qa.html as of February 21, 2020

- 1) Account for Shelter staff;
- 2) Identify and respond to any injuries;
- 3) Notify Southeast Communications and the City's first responders, as needed; and,
- 4) Determine the condition of Shelter.

c. Complaints. Shelter staff members should be attentive to patron comments and remedy complaints at the lowest level and as soon as practical. Shelter staff members who are unable to adequately remedy a complaint are to verbally pass the information to the Shelter Manager. The Shelter Manager shall also attempt to remedy the complaint. If the issue remains unresolved when the Shelter is closed, the Shelter Manager will highlight the complaint and efforts to resolve it in the After Action Report to the City Administrator. Patrons are expected to make reports of all complaints, in writing, before leaving the Shelter.

d. Immediate Action for Complaints, Injuries, or Property Loss. Staff members should always be prepared to receive reports of complaints, injuries, or property loss and, in addition to informing the Shelter Manager, be prepared to take immediate action.

e. Injuries. Call for the Crete Fire and Rescue Department if a patron or charge requires or desires medical attention (Note: The City does not assume financial or other responsibilities for such calls). If within the competence of the Shelter staff member, apply first-aid. Reports of injury (excluding small cuts, scrapes, bruises, etc.) are significant incidents.

- 1) Patrons are responsible for providing complete and accurate accounts of any injury in writing before departing the Shelter. If conditions do not readily permit (e.g., serious injury to patron, taken away by ambulance, etc.), the City will accept a written report within a reasonable time.

- 2) Shelter Managers are to acquire as much information as practical about any reported injury before closing the Shelter.

- 3) Patrons who desire to speak to other City officials about an injury may do so at City Hall on the following business day.

f. Property Loss. The City is not responsible for any property loss. Patrons are expected to make reports of property loss (including damaged property) in writing before leaving the Shelter. The Shelter staff may review available video footage to determine the time, location, and other pertinent information. Reports of the loss, damage, or destruction of property \geq \$100.00, to include City property, are significant incidents. Patrons are expected to make reports of the loss, damage, or destruction of property, in writing, before leaving the Shelter.

g. Shelter Conditions. In addition to ensuring the Shelter remains functional, operators are to watch for and report misuse of Shelter facilities to the Shelter Manager:

- 1) Emergency exists. These exits are only to be used for exit in an emergency unless approved as emergency entrances by the Shelter Manager.

- 2) Restricted areas. Patrons are not permitted, for any reason, in Shelter operations or the mechanical room. The Shelter Manager may choose to permit patron access to the storage room to increase capacity.

- 3) Use of the televisions and technologies. Only Shelter staff members are to change television channels, turn on/off lights, or alter available use of technologies. Controls for all video information displays must be kept in the Shelter Operations Center.

- 4) Restrooms. Patrons should not plug or block drains or leave water faucets or toilets running. Operators, of the corresponding gender, will restock supplies (e.g., toilet paper, paper towels, soap, etc.) in designated restrooms as needed and do light cleaning to ensure availability.

- 5) Trash/refuse. Patrons should place all trash/refuse in appropriate receptacles. Operators will periodically need to empty these receptacles.

- 6) Possession of prohibited items. See above.

h. Patron and Charge Conduct.

1) Shelter Use Agreement. Patrons must complete, sign, and return the Shelter Use Agreement prior to entrance into the Shelter.

2) Responsibility. Patrons are responsible for their own behavior and for the behavior of their charges. Patrons are to adhere to all laws of the City and State of Nebraska and the Shelter Rules and Regulations and must ensure their charges do the same. Patrons will:

- a) Effectively provide for their personal needs and the needs of their charges;
- b) Ensure their charges abide by the laws of the City and State of Nebraska as well as the Shelter Rules and Regulations;
- c) Not bring into the Shelter any prohibited items.
- d) Be responsible for all items brought into the Shelter by them and by their charges;
- e) Remain awake and alert during Shelter use in order to immediately respond to changing conditions, potential emergencies, and the directions of Shelter staff members and to effectively supervise and safeguard their charges and property;
- f) Promptly follow the lawful directions of the Shelter staff;
- g) Not damage or misuse Shelter/city property;
- h) Not sell or barter any property (including food) or services for any others and ensure their charges refrain from doing so as well;
- i) Provide complete and accurate information on all Shelter forms and when responding to questions posed by the Shelter staff;
- j) Report any injuries, threats to personal safety, or damaged/inoperable property to the Shelter staff immediately;
- k) Not use any tobacco products (e.g., smoke, chew, etc.);
- l) Not ignite any combustible material;
- m) Not open exterior exit doors unless to escape during an emergency within the Shelter;
- n) Not aid any unauthorized or ineligible person to gain access to the Shelter;
- o) Not threaten, harm, assault or jeopardize the health and safety of another person;
- p) Not create a threat or disturbance which disrupts the peaceful use or operation of the Shelter;
- q) Not obstruct the government's operation of the Shelter in any manner;
- r) Report all complaints, property loss, or injuries which occurred in the Shelter in writing before leaving; and,
- s) Leave in a prompt, calm, and orderly manner when asked or directed to do so, for any reason, by the Shelter staff or upon notification that the Shelter is closing.

3) Ineligibility. The City retains the right to temporarily or permanently curtail or prohibit any person's use of the Shelter, in part or whole.

a) Status. The following persons are ineligible to use the Shelter and are prohibited from entry regardless of being identified as such by a Shelter staff member (entry/re-entry into the Shelter [including the registration area] by such person shall constitute prima facie evidence of the charge of trespassing should such person return or refuse to leave):

- 1 Any person listed on the Sex Offender Registry of this State, or any other State;
- 2 Any person declared to be permanently or temporarily ineligible by the City Administrator; and,
- 3 Any person who has been directed to leave the Shelter by the Shelter Manager, Assistant Shelter Manager, or a police officer.

b) City Administrator's Declaration.

1 Effective Date. Ineligibility shall begin immediately upon declaration unless otherwise identified by the City Administrator.

2 Content. The City Administrator's declaration shall include the name of the ineligible person (or the name provided, whether accurate or inaccurate), any available identifying information (e.g., current address, etc.), brief narrative of the issues/incidents giving reason for ineligibility, duration (permanent or length, if temporary), and option to appeal the City Administrator's decision before the City Council, in writing within ten days of receipt.

3 Delivery. The notice of ineligibility may be sent by certified mail or delivered in-person by a police officer. Unaccepted certified mail shall constitute delivery upon return to the City by the U.S. Post Office.

4 Appeal. The City Council may hear appeals of the City Administrator's decision within thirty days of the City Clerk receiving a request from the person declared ineligible.

c) Immediate Action. For the safety and well-being of patrons, and for the safe and effective operation of the Shelter, the Shelter Manager, Assistant Shelter Manager, or a police officer may deem any person who violates the Shelter Rules and Regulations ineligible to use the Shelter for seventy-two hours. After the Shelter has closed, the City Administrator will evaluate the circumstances reported by the Shelter Manager to choose any combination of the following:

1 Reinstate Shelter use privileges;

2 Declare the person temporarily or permanently ineligible (See City Administrator's Declaration);

3 Make changes to Shelter operations, as authorized within this Plan;

4 Take action to address employee performance issues; and,

5 Take no action.

d) Removing Individuals. The Shelter Manager, Assistant Managers, or a police officer may immediately direct any ineligible person to leave the Shelter. If such person refuses to leave, staff members are to call for police officers. At their discretion, the officer may direct the person to leave, take enforcement action permitted by applicable statute or code section and Crete Police Department practices and policies, and document the same. If such removal is impractical or, at the officer's determination may create a greater threat to safety than that of the person to be removed, the officer may stay with and sequester such person within the Shelter until reasonably safe to effect removal.

e) Records. Apart from matters of criminal investigation/prosecution, the City Clerk shall maintain current and accurate records regarding any ineligible person.

5. Forms and Reports. All forms and reports are the property of the City and, once completed and submitted after the Shelter is closed, will be delivered through the City Administrator to the City Clerk.

a. Shelter Use Agreements.

b. Registration Log.

c. Event Log.

1) The Shelter Manager and Assistant Managers will maintain a running log of issues and incidents from the time the Shelter is opened (first entry) to the time the Shelter is closed (last entry).

2) The Log should provide enough detail that a reader will understand the general nature of any issue or incident.

3) Significant incidents will be listed with the names of those staff members who were involved but will be addressed in greater detail by those staff members through another report (below).

d. Significant Incident Report. Every staff member who heard, observed, or was involved in any significant incident will prepare a Report before leaving the Shelter. Staff members may provide supplemental Reports to the City Administrator up to seventy-two hours after the Shelter closes.

e. Report of Complaint, Injury, or Loss.

- 1) Blank report forms for a complaint, injury, or loss shall be made available to any patron throughout Shelter operations.
 - 2) Any Shelter staff member who receives a report of a complaint, injury, or loss will have the reporting patron complete this form and immediately notify the Shelter Manager.
 - 3) The Shelter Manager shall immediately review complaints, injury, or loss and determine if immediate corrective action is practical and take such action to remedy or mitigate conditions.
6. Facilitate patron departure from the Shelter.
- a. Patrons will leave the Shelter at the end of the tornado watch.
 - b. The Shelter Manager is to provide notice. Example: Turn main lights off and on in rapid succession and announce, "Excuse me. May I have your attention? The tornado watch will end at [time], which is in [] minutes. The Shelter will be closing at that time. Please collect all of your charges, belongings, and trash and be prepared to leave the Shelter."
 - c. Patrons are to exit through the registration area in order for the registrar to account for their departure.
7. Close the Shelter.
- a. Account for and receive reports from all staff members;
 - b. Thoroughly exam of all Shelter areas:
 - 1) Ensure all patrons have departed;
 - 2) Determine the type and extent of damage to City property, if any; and,
 - 3) Identify and secure any personal property left behind by patrons.
 - c. Receive all items issued to staff members;
 - d. Restock forms;
 - e. Restock restroom supplies;
 - f. Return the Shelter to a functional state, to include moving chairs/tables, light cleaning, etc.;
 - g. Conduct a brief meeting with staff members to collect/share key points and lessons learned;
 - h. Turn off technologies and lights;
 - i. Release staff members (All staff members are to remain until all closing actions are completed and they are released by the Shelter Manager).
 - j. Make preliminary report to the City Administrator:
 - 1) Summary; and
 - 2) Significant incidents.
 - k. Submit the After Action Report (AAR) to the City Administrator within twenty-four hours of the Shelter closure. The ARR shall include:
 - 1) Summary;
 - 2) List of significant incidents;
 - 3) List of lessons learned, if any;
 - 4) Event log; and
 - 5) All other completed forms.
 - l. The Shelter Manager and Assistant Managers (if any are present) will be the last staff members to leave the Shelter and will personally ensure all emergency exits and the Library main entrance are locked.

8. Records Maintenance. Apart from matters of criminal investigation/prosecution, the City Clerk shall maintain current and accurate records regarding Shelter operations, to include all records and forms described herein.

This Tornado Shelter Operation Plan was adopted by resolution of the City Council on the 6th day of July 2021.

Mayor

ATTEST:

City Clerk

Appendices:

- A. Shelter supplies
- B. Shelter staff roster
- C. Shelter staff job aids

CRETE
VOLUNTEER
FIRE & RESCUE



BY-LAWS

Crete Volunteer Fire and Rescue Department

Constitution and Bylaws

Draft 04/14/2021

Preamble

We the members of the Crete Fire and Rescue Department adopt this Constitution and Bylaws that we pledge to honor for the purpose of governing ourselves

Name and Purpose

Name: This organization shall be known as the Crete Volunteer Fire and Rescue Department.

Purpose: We, knowing the benefit of a well-regulated fire and rescue department in the time of need, shall serve the city of Crete and surrounding area to preserve life and property in time of fire or emergency. We will also provide emergency medical services in time of illness or injury.

Article I

Membership

Sec. 1 Requirements for Membership- Any person who has been elected an active member of the Department and is otherwise qualified, shall have their name entered on the roll log of active members and be entitled to all privileges and be subject to all the duties of active membership. (NEW)

Members must be at least 19 years old, an American citizen, and live within the primary response area for the Crete Volunteer Fire & Rescue Department as laid out by response map at the home station, including the city of Crete, Crete Rural, and the Highlands fire district.

All members must abide by all department policies and guidelines as established by the department. All members must acquire and maintain at least an EMT license within 2 years of becoming an active member. Failure to do so shall result in automatic expulsion from the department unless a waiver of such requirement is approved for such member by the officers of the department citing the reasons for failure to gain certification.

All members must maintain a valid driver's license. Members must report to the department, if at any time their driving privileges have been revoked by a court of law.

Sec. 2 On any alarm of fire, or rescue, all members of the Department shall report immediately to the fire station and assist in conveying the equipment and apparatus to the place of fire or rescue. All members will to the extent of their abilities assist in providing aid during both medical and fire calls.

Members may respond directly to fire or rescue calls only under circumstances determined by the Chief of the Department or by a decision of the Department.

Sec. 3 All members are required to attend all regular meetings and practices of the Crete Volunteer Fire & Rescue Department and such special meetings and practices as may be called.

Any member who is unable to attend a meeting or practice due to commitments of his/her full time employment, education, or military duty must contact the Chief, Assistant Chief or President to inform them that they will be unable to attend, in which they will be temporarily excused from meetings or practice.

The Chief of the department may excuse any member's absence at His/or her discretion.

Each member can miss up to 6 practices and/or meetings per calendar year (Jan 1st to December 31st) without notifying the department of reasoning.

Article II

Probationary Membership

Sec. 1 Requirements for Probationary Membership- No person shall be eligible for election to membership in this department unless that person is of the age of 19 years, good moral character, and a resident of the City of Crete, Nebraska, or live with in the primary response area for Crete Fire and Rescue as laid out by response map, including the City of Crete, Crete Rural, and Highlands Fire District.

Sec. 2 Application for Probationary Membership- Applicants for membership must complete a current application form. After department receives an application for membership, the time and date of receipt will be recorded. Applications will then be read at a regular department meeting in the order they were received and immediately referred to membership committee, who will investigate the applicant's eligibility for probationary membership and report findings at the next regular meeting. The report will be read to the department and the department shall forthwith proceed to ballot on the applicant for probationary membership. If during the application process, a question arises that the department determines to require further investigation to provide accurate information for the election process, the department may, by majority vote, table the application until the next department meeting, to provide time to investigate further. An affirmative majority vote of those members present at the regular meeting shall be necessary to elect such person to a 6 month probationary membership. Any applicant that is rejected shall not be proposed again until six (6) months have elapsed.

Sec. 3 Probationary membership- After being elected to probationary membership, all members must be confirmed by the Mayor and City Council. Probationary members must follow all Department Bylaws and Probation Guidelines. If at any time during the probationary period, a members actions have come into question, that member may be brought before the department and by a majority vote, the department can revoke their probationary membership. After six (6) month probation, at the next Department regular meeting, the Department shall ballot with a majority vote of the members present to grant full membership. If rejected, Probationary member will be stricken from the membership list and may reapply after six (6) months have elapsed.

Sec. 4 Probationary member voting- Probationary member shall not cast their vote for or against any question presented to the department until full membership is obtained. (New Addition)

Article III

Officers

Sec. 1 Structure- The officers of the department shall consist of a Chief, Assistant Chief, Fire Captain, Rescue Captain, Fire 1st Lieutenant, Rescue 1st Lieutenant, Fire 2nd Lieutenant, Rescue 2nd Lieutenant, President, Vice President, Secretary, Treasurer, Transfer Administrator and such other officers as may be determined from time to time by the Department, all of whom shall be elected by ballot on the second Tuesday of December of each year. Each such duly elected officer shall continue in office until a successor is duly elected and qualified. All candidates receiving a majority of all votes cast by the members present at such annual meeting shall be duly elected. Upon the election of the Chief of the Fire Department, the Department shall recommend and submit his name to the Mayor and City Council of the City of Crete for confirmation. The duties of the officers are outlined in the Department Job Descriptions

Sec. 2 Requirements for Office- No member shall be eligible to hold office which charges are standing. Any member who has completed five (5) years of firefighter experience with at least two (2) years as a member of the Crete Volunteer Fire and Rescue Department shall be eligible to hold any officer position, named in Sec. 1 above. Any member who has completed three (3) years as a member of the Crete Volunteer Fire and Rescue Department shall be eligible to hold a junior level office. The junior level offices include: Fire 2nd Lieutenant, Rescue 2nd lieutenant, Secretary, Treasurer and Transfer Administrator.

Sec. 3 Election of Officers –The President shall activate the Nominating Committee during the October regular meeting. The Nominating Committee will then contact all eligible candidates for office and post a list of interested, qualified candidates at the Fire station. Any eligible candidate may hold a single field office in addition to administrative offices. (New). At the December Annual meeting a motion must be made to enter a special session of business to elect the following year’s officers, the Department must then elect a temporary President and Secretary to preside over the election process. The election process outlined in Roberts Rules of Order will be followed to elect officers. Newly elected Officers will take office on the First of January the following year. If any vote for office fails to obtain a majority winner, then the top two candidates will advance to a runoff election. (New)

Sec. 4 Vacancies- Should any vacancies occur in the offices of the Crete Volunteer Fire & Rescue Department, the Chief may appoint any member to fill that position until the next regular meeting.

At the next regular meeting the vacancy will be filled using the method used during the annual election of officers. If there are no eligible candidates to fill the vacancy, the Chief may then appoint any member from the body to fill that position for the remainder of the year.

Sec. 5 Duties of the Officers- It shall be the duty of all officers to perform the duties assigned by the chief and take charge of the department when they are the highest-ranking officer present. Officer specific duties are defined in the Crete Volunteer Fire & Rescue Department Job Descriptions. All officers named in section 1 above shall be members of the Executive Committee which shall make recommendations on polices and expenditures.

Sec. 6 Officer Pay- The Chief, Assistant Chief, and Transfer Administrator shall receive a salary in accordance with city ordinance. The secretary and treasurer shall receive a salary set by the department.

Article IV

Honorary Membership

Sec. 1 Membership- Names of all persons who have served a term of 10 years in the Department and who has made an application, either orally or in the form of writing, may be placed on the Honorary Inactive Member list. A majority vote of the members is required. Once elected to the Honorary Inactive Membership, the member will be placed on the Honorary Inactive List with the date shown from when they first served the Department, and when they resigned from active service.

Sec. 2 Any member who has resigned from active duty and served less that 10 years on the department can be considered for Honorary Inactive Membership, if nominated from the body. A majority vote of the membership present is required. Once elected to Honorary Inactive Membership, the members name will be added to the Honorary Inactive List with the date shown from when they first served the department, and when they resigned from active service.

Sec. 3 Privileges and Duties- Honorary inactive members who have resigned from active duty may sit in the meetings of the Department and have the same privileges of debate as regular active members and these members may serve on committees in an advisory status when called to do so. Honorary Inactive members may attend any drills or parades and may be called on if need be to help with department activities or calls when authorized by the Chief.

Article V

Meetings

Sec. 1 All meetings whether annual, monthly, or special shall be held at the Department's headquarters in the Fire Station, Crete, Nebraska unless otherwise posted 24 hours in advance.

Sec. 2 The Business meeting shall occur on the second Tuesday of each month at 7:00pm

Sec. 3 Regular practices and drills of the Department shall be held on the first and third Mondays of each month at 7:00pm

Sec. 4 Any meetings that are called, shall be posted at least 24 hours prior to the time of the meeting, at the fire station, city hall, and the post office, or by such other method as is adopted by the Department.

Sec. 5 The meeting of the Department shall be governed by the parliamentary rules as laid down in the latest edition of Roberts Rules of Order.

Sec. 6 Majority of the active membership shall constitute a quorum at any regular or special meeting of the Department.

Sec. 7 A copy of all minutes and treasurer's reports approved by the members of the department shall be filed with the City Clerk of the City of Crete, Nebraska, no later than ten days after their approval.

Sec. 8 A copy of all minute books and treasurer reports closed out at the end of the fiscal year shall be filed with the City Clerk by February 1 each year following their approval.

Article VI

Disciplinary Actions

Sec. 1 Expulsions and Suspensions- Any member may be expelled by 2/3 vote of the members present at any regular or special Department meeting for:

1. Negligence of Duty
2. Disorderly conduct
3. Willful disobedience of an Officer in Command
4. Discrimination, Harassment, or Intimidation of a member of the Department or the Public
5. Violation of any of the Articles of this Constitution and Bylaws
6. Failure to attend meetings and practices of the Department as outlined in Article I

Before expulsion or suspension, charges against a member must be presented in writing at a regular meeting, signed by one or more members and same shall be referred to a Committee to be appointed by the President for investigation and the Secretary shall notify the accused and furnish them a copy of the charges. The member shall have a right to be heard before the committee and before the entire Department present at the next regular meeting and present their case in full and no member shall be expelled or suspended without an opportunity for a full hearing. The Committee will provide a report to the Department which may then call for a vote to expel or suspend the member in question.

Sec. 2 Grievances- If any member who has had disciplinary action taken against them, would like to have the decision reviewed by the department, the member in question, must request a review in writing at a regular meeting. The President will then appoint a Committee to review the member's grievance and report back at the next regular department meeting. The member may then address the Department. The Department can then by a vote of 2/3 of the

members present reverse or lift any disciplinary actions against the member in question.

Article VIII

Voting/Balloting

Sec. 1 Voting- Every member present shall be required to cast his/her vote for or against any question presented to the Department and submitted to a vote unless excused by the Department or unless said member is directly interested in the question, in which case they shall not vote.

Sec. 2 Balloting - In balloting for any membership, or the Election of Officers the ballot shall be by Secret Australian ballot.

Article IX

Amendments

Sec. 1 Bylaw Amendments-These bylaws may be altered or amended or added to at any regular or special meeting by a vote of 2/3 of the members present, previous notice having been given at the last regular meeting of such intended change. No bylaws shall be altered or amended at the meeting at which it is introduced.

6-337 Fireworks; hours of sale.

(1) Conditioned upon payment of the occupation tax required to be paid by section 10-901, fireworks permitted within the Municipality may be sold at retail from June 28 through July 4 of each year, during the following times:

June 28 through July 2	8:00 A.M. to 10:00 P.M.
July 3	8:00 A.M. to Midnight
July 4	8:00 A.M. to 11:00 P.M.

(2) Any person or business operating as a retailer of permissible fireworks shall prominently post a sign at or near each cash register at the retailer's location displaying the fireworks sale and discharge periods specified in this section and in section 6-338.

6-338 Fireworks; discharge.

(1) The discharge, exploding, or use of fireworks within the Municipality on any dates or times other than set out in this section shall be unlawful.

(2) The discharge, exploding, or use of fireworks within the Municipality shall be permitted only on the following dates and during the following hours:

- (a) June 28 through July 2 - 8:00 A.M. to 10:00 P.M.
- (b) July 3 - 8:00 A.M. to Midnight.
- (c) July 4 - 8:00 A.M. to 11:00 P.M.

(3) It shall be unlawful, regardless of the date or time, for any person to discharge, fire, launch, or throw any fireworks or any object that is lighted to explode or that explodes upon contact with another object:

- (a) From or onto any motor vehicle;
- (b) Onto any street, highway, or sidewalk;
- (c) At or near any person;
- (d) Into or upon any building;
- (e) Into or at any group of persons; or,
- (f) At the location of and during the time of any pyrotechnics display authorized at a designated location by special permit under the ordinances of the Municipality, except by personnel authorized by said special permit