

Emergency Management Ordinance Of the Town of West Gardiner

Enacted March 24, 2007

1. Short Title: This Ordinance shall be known and maybe sited and referred to as the "Emergency management Ordinance of The Town of West Gardiner." Authorized under Title 37-B M.R.S.A., Section 782.

2. Definition: Emergency Management Director (EMD) shall mean the appointed town official responsible for performing the four phases of Emergency Management (preparedness, response, recovery and mitigation) and for liaison with the Kennebec County Emergency Management Agency.

3. Establishment: The Town of West Gardiner Office of Emergency Management (OEM) and the Position of Emergency Management Director for the Town of West Gardiner is hereby created. The Selectmen may appoint additional OEM staff members as needed.

4. Appointment, Term and Removal: The Selectmen shall appoint the EMD. This appointment shall be annual and made by April 1st of each year. The Selectmen may remove the EMD for cause.

5. Oath of the Emergency Management Director: Once the EMD has been appointed, the EMD shall take an oath of office before assuming any duties, pursuant to Title 30-A M.S.R.A., Section 2526.

6. Duties of the Emergency Management Director: The EMD shall:

- A. Prepare and update a Hazard Risk and Vulnerability Assessment.
- B. Prepare and maintain the West Gardiner Emergency Operations Plan.
- C. Organize, activate and operate the West Gardiner Emergency Operations Center (EOC)
- D. Prepare and maintain a list of disaster resources.
- E. Develop procedures for the operation of the West Gardiner EOC.
- F. Coordinate and maintain written disaster Mutual Aid Agreements with approval of the Board of Selectmen.
- G. Provide Emergency Management training to town officials, planners, and responders.
- H. Attend County, Local Emergency Managers meetings
- I. Provide Disaster preparedness information to town residents.
- J. Complete and report Damage Assessments to KCEMA
- K. Complete and submit applications for FEMA disaster funds and grants.

7. Membership of the Emergency Operations Center: When directed by any one of the Selectmen or by the EMD, the EOC will be established and manned. At the discretion of the Selectmen or the EMD, the following town officials may be included on the EOC staff:

- A. Selectman
- B. Emergency management Director
- C. Town Clerk and Treasurer
- D. Code Enforcement Officer

- E. Town Constable
- F. Fire Chief or Deputy
- G. Fire Warden
- H. Road Commissioner
- I. Animal Control Officer

8. Establishment of the National Incident Management System: the town of West Gardiner hereby establishes the National Incident Management System (NIMS) as the municipal standard for incident management. This systems provides a consistent approach for Federal, State, and municipal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size for complexity. NIMS will utilize standardized terminology, standardized organizational structures, uniformed personnel qualification standards, interoperable communications, consolidated action plans, unified standards for planning, training and exercising, comprehensive resource management, designated facilities during emergencies and disasters. The NIMS Incident Command system (ICS) will be utilized by all West Gardiner emergency and disaster responders for incident management.

9. Compensation: The EMD shall be compensated for duties rendered by an annual stipend as determined by the Board of Selectmen and as appropriated at town meeting.

10. Training: The EMD may take necessary training as provided by the Kennebec County Emergency Management Agency (KCEMA), Manie Emergency Management Agency (MEMA), and FEMA.

Board of Selectmen

Victor Goodwin, Chairman

Merton Hickey

Gregory Couture