

Emergency Management Ordinance of the Town of Belgrade, Maine
(Enacted 3/17/07)

1. **Short Title:** This Ordinance shall be known and may be cited and referred to as the "Emergency Management Ordinance of the Town of Belgrade, Maine". This ordinance is 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, recover, and mitigation) and for liaison with the Kennebec County Emergency Management Agency (KEMA).

3. **Establishment:** The Town of Belgrade Office of Emergency management (OEM) and the position of EMD for the Town of Belgrade is hereby created.

4. **Appointment, Term and Removal:** The Selectmen shall appoint the EMD. This appointment shall be annual and made by June 1st of each year. The Selectpersons may remove the EMD for cause. The Selectpersons may appoint additional OEM staff members as needed.

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

6. **Duties:** The EMD shall work with the Town Manager and Board of Selectpersons to:

- a. Prepare and annually update a Hazard Risk and Vulnerability Assessment.
- b. Prepare and maintain the Town's Emergency Operations Plan.
- c. Organize, activate, and operate the Town's Emergency Operations Center (EOC).
- d. Prepare and maintain a list of disaster resources.
- e. Develop procedures for the operation of the Town's EOC.
- f. Coordinate and maintain written disaster Mutual Aid Agreements with the approval of the Selectpersons.
- g. Coordinate Emergency Management training to town official, planners, and responders.
- h. Develop, implement, and annually update a Disaster Exercise program.
- i. Attend County Local Emergency Managers meetings.
- j. Provide Disaster Preparedness information to town residents.
- k. Complete and report Damage Assessments to the Kennebec County EMA.
- l. Complete and submit applications for FEMA disaster funds and grants as available and appropriate.

7. **EOC Membership:** When directed by the Town Manager, the EMD, or the Chair of the Board of Selectpersons, the EOC will be established and manned. At the discretion

of the Town Manager, Chair of the Board of Selectpersons, or the EMD, the following town officials will be included on the EOC Staff:

- a. Selectpersons
- b. Town Manager
- c. Town Clerk
- d. Town Treasurer
- e. Code Enforcement Officer
- f. Fire Chief
- g. Deputy Fire Chief
- h. Fire Wardens
- i. Road Commissioner
- j. Animal Control Officer
- k. Town Health Officer

8. Establishment of the National Incident Management System: The Town of Belgrade hereby establishes the National Incident Management System (NIMS) as the municipal standard for incident management. NIMS provides a consistent approach for Federal, State, and Municipal government to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS uses standardized terminology, organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualifications, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. The NIMS Incident Command System (ICS) will be used by all of the Town's emergency and disaster responders for incident management.

9. Compensation: The EMD shall be compensated for duties rendered by an annual stipend appropriated at the town meeting.

10. Training: The EMD may take necessary training provided by the Kennebec County Emergency Agency (KEMA), the Maine Emergency Management Agency (MEMA), or the Federal Emergency Management Agency (FEMA). The Town of Belgrade will provide funding for this training and requests for training must be approved by the Town Manager prior to the training event.