

NNS Ordinance

Ann T. Chadwick
Ann T. Chadwick Town Clerk

Emergency Management Ordinance of the Town of Pittston

1. **Short Title:** This Ordinance shall be known and may be cited and referred to as the "Emergency Management Ordinance of the Town of Pittston". 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 Pittston Office of Emergency Management (OEMO) and the position of Emergency Management Director for the town of Pittston 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 June 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.R.S.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 Pittston Emergency Operations Plan.
 - C. Organize, activate, and operate the Pittston Emergency Operations Center (EOC).
 - D. Prepare and maintain a list of disaster resources.
 - E. Develop procedures for the operation of the Pittston EOC.
 - F. Coordinate and maintain written disaster Mutual Aid Agreements with the approval of the Selectmen.
 - G. Provide Emergency Management training to town officials, planners, and responders.
 - H. Develop and implement a Disaster Exercise program.
 - I. Attend County and Local Emergency Managers meetings.
 - J. Provide Disaster Preparedness information to town residents.
 - K. Complete and report Damage Assessments to KEMA.
 - L. 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 EMD, the following town officials may be included on the EOC staff:
 - Selectmen
 - Emergency Management Director
 - Town Clerk and Town Treasurer
 - Code Enforcement Officer
 - Town Constable
 - Fire Chief or Deputy
 - Fire Warden
 - Road Commissioner
 - Animal Control Officer
 - Administrative Assistant

8. **Establishment of the National Incident Management System:** The Town of Pittston hereby establishes the National Incident Management System (NIMS) as the municipal standard for incident management. This system 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 or complexity. NIMS will utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualifications standards, 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 utilized by all Pittston emergency and disaster responders for incident management.
 9. **Compensation:** The EMD shall be compensated for duties rendered by an annual stipend as appropriated at town meeting.
 10. **Training:** The EMD may take necessary training as provided by the Kennebec County Emergency Management Agency (KEMA), Maine Emergency Management Agency (MEMA), and FEMA.
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Websites

Maine Emergency Management - www.maine.gov/mema

Federal Emergency Management Authority - www.fema.gov/fima

ATTEST

Dated August 2, 2006

James P. Chadwick

Town Clerk

Wanda Burns-Macomber
Theodore D. Sparrow
Stanley E. Byrne