

Emergency Management Ordinance of the Town of Friendship
March 15, 2010

1. **Short Title:** This Ordinance shall be known and may be cited and referred to as the "Emergency Management Ordinance of the Town of Friendship". Authorized under Title 37-B MRSA § 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 Knox County Emergency Management Agency.
3. **Establishment:** The Friendship Office of Emergency Management (OEM) and the position of Emergency Management Director for the town of Friendship is hereby created. The Select Board may appoint additional OEM staff members, Assistants or Deputies, as needed.
4. **Appointment, Term and Removal:** The Select Board shall appoint the EMD pursuant to Title 37-B MRSA § 782. This appointment shall be annual and made by the Friendship Select Board with one week of the Town Meeting held in March of each year. The Select Board 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 as described in Title 30-A MRSA § 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 Friendship Emergency Operations Plan.
 - C. Prepare and maintain a list of locally available disaster resources.
 - D. Develop procedures for the organization, staffing, activation and operation of the Friendship Emergency Operations Center (EOC).
 - E. Coordinate and maintain written emergency and disaster Mutual Aid Agreements with the approval of the Select Board.
 - F. Provide Emergency Management training to town officials, planners, and emergency responders.
 - G. Develop and implement a Disaster Exercise program.
 - H. Attend County Local Emergency Managers meetings.
 - I. Maintain records and submit information as required for compliance with county, state and federal regulations and/or guidelines.
 - J. Provide Disaster Preparedness information to town residents.
 - K. Complete and report Initial Damage Assessments (form 7's) to Knox EMA.
 - L. When necessary, serve as liaison between the town and county/state/federal officials during disaster recovery.
 - M. Complete and submit applications for grants which may become available and beneficial for improving emergency management and response capability for the town of Friendship.
 - N. Serve as NIMS Coordinator for the town of Friendship
7. **Membership of the Emergency Operations Center (EOC):** When directed by any one of the Select Board or by the EMD, the EOC will be established and manned. The EOC may be co-located with the Knox County EOC when operations dictate. At the discretion of the Select Board or EMD, the following town officials may be included on the EOC staff:

- A. Select Board member
- 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. EMS Service Chief
- I. Road Commissioner
- J. Animal Control Officer

8. **Adoption of the National Incident Management System:** The Town of Friendship hereby establishes the National Incident Management System (NIMS) as the municipal standard for all hazards 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 qualification 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 Friendship emergency and disaster responders for all hazards incident management.
9. **Disasters and States of Emergency:** The local EMD is empowered to make any reasonable request for assistance from adjacent towns pursuant to established Mutual Aid Agreements. The EMD may recommend to the Select Board that a State of Emergency be declared for the town when appropriate. The EMD shall coordinate request's for assistance from other regional, county, state or federal agencies through the County EMA Director during emergencies or disasters. The select board will approve the spending of all transactions in a declared emergency and appropriate the money from the undesignated reserve fund. The EMD has a spending limit of \$2,000 in the case of an emergency situation in the absence of permission from a member of the select board. Persons appointed by the EMD in the time of a declared emergency will be protected by Title 37-BM RSA &784-A, &822and & 823.
10. **Compensation:** The EMD shall be compensated for duties rendered by an annual stipend as appropriated at town meeting. Mileage reimbursement for the duties relating to official business of the Friendship EMD shall be at the rate agreed to by the town.
11. **Training:** The EMD shall attend training provided by the Knox County Emergency Management Agency (KXEMA), Maine Emergency Management Agency (MEMA), or FEMA relating to the duties required by this ordinance. The EMD is expected to pursue and receive qualification as a State of Maine Basic Emergency Manager.