



Town of South Thomaston, Maine  
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Selectmen:  
Jan Gaudio  
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Cheryl Waterman

## EMERGENCY MANAGEMENT ORDINANCE

1. **Short Title:** This Ordinance shall be known and may be cited and referred to as the "*Emergency Management Ordinance of the Town of South Thomaston*". Authorized under Title 30-A MRSA §2101 and 3001.
2. **Definition:** Emergency Management Agency (EMA) Director 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 position of Emergency Management Agency Director for the town of South Thomaston is hereby created. The Select Board may appoint additional staff members, Assistants or Deputies, as needed.
4. **Appointment, Term and Removal:** The Select Board shall appoint the EMA Director pursuant to Title 37-B MRSA § 782. This appointment shall be made within 30 days after the date of the Annual Town Meeting for a term of 1 year. The Select Board may remove the EMA Director for cause.
5. **Oath of the Emergency Management Director:** Once the EMA Director has been appointed, the EMA Director shall take an oath of office as described in Title 30-A MRSA § 2526.
6. **Duties of the Emergency Management Agency Director:** The EMA Director shall:
  - A. Direct the planning, organizing and execution of local Emergency Management and Homeland Security activities, conferring as necessary with the County and State Emergency Management agencies and with neighboring Emergency Management Directors to assure that its activities are an integral and coordinated part of the overall County, State and National programs.
  - B. Develop and maintain an Emergency Operation Plan (EOP) to include hazard mitigation, emergency response, recovery plans and mutual aid agreements with neighboring communities.

- C. Keep the Select Board fully informed on all Emergency Management matters, act as their representative in dealing with other governmental and private organizations concerned with Emergency Management and maintain regular communication/ coordination with other town public safety department Supervisors.
- D. Coordinate with Library Director (Shelter Manager) to establish a cold weather warming shelter at the public library or other designated shelter location. Work closely with the Fire Chief to ensure the EMA generator remains fully operational and ready.
- E. Direct a public information and education program to keep all Town residents informed about Disaster Preparedness activities.
- F. In coordination with other Department Supervisors organize regular disaster exercises to test local emergency response capabilities.
- G. When necessary, establish, maintain and manage an Emergency Operations Center (EOC).
- H. Complete and submit municipal disaster reports to County EMA.
- I. Direct a training program to prepare the Emergency Management Agency for emergency operations. Attend Emergency Management training courses, workshops and County facilitated Local EMA Director meetings while providing the County EMA with reports and /or local information.
- J. Complete and report Initial Damage Assessments (form 7's) to Knox County EMA.
- K. When necessary, serve as liaison between the town and county/state/federal officials during disaster response and recovery.
- L. Complete and submit applications for grants (EMPG) which may become available and beneficial for improving emergency management and response capability for the Town.
- M. Advise the Select Board of Emergency Management requirements and prepare the annual budget for EMA.
- N. Serve as NIMS coordinator for the Town.

**7. Membership of the Emergency Operations Center (EOC):** When directed by any member of the Select Board or by the EMA Director, 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 EMA Director, the following town officials may be included on the EOC staff:

- A. Select Board members
- B. Emergency Management Director and/or deputies, assistants
- C. Town Clerk and Treasurer
- D. Code Enforcement Officer
- E. Town Constable
- F. Fire Chief or Deputy

- G. Fire Warden
- H. EMS Supervisor and /or designated appointees
- I. Road Commissioner
- J. Animal Control Officer
- K. Shelter Manager

8. **Adoption of the National Incident Management System:** The Town of South Thomaston 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 South Thomaston emergency and disaster responders for all hazards incident management.

9. **Disasters and States of Emergency:** The local EMA Director is empowered to make any reasonable request for assistance from mutual aid partner jurisdictions pursuant to established Mutual Aid Agreements. The EMA Director may recommend to the Select Board or Town Administrator that a State of Emergency be declared for the town when appropriate. The Select Board or Town Administrator, when acting under the recommendation of the EMA Director, may make such a declaration and/or order evacuations necessary to protect lives and property. The EMA Director shall coordinate requests for assistance from other regional, county, state or federal agencies through the County EMA Director during emergencies or disasters.

10. **Compensation:** The EMA Director shall be compensated for duties rendered by an annual stipend as appropriated at town meeting.

11. **Training:** The EMA Director shall attend trainings 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 EMA Director is expected to pursue and receive qualification as a State of Maine Basic Emergency Manager.

12. **Expenditure of funds/resources:** Under a locally declared State of Emergency, the EMA Director is authorized to commit town resources, including funding, to the extent necessary to prevent the loss of life, stabilize incidents or minimize loss or damage to public or private property. Whenever possible, these actions will be taken at the direction of the Select Board unless obtaining that authority would unnecessarily delay emergency actions.

**South Thomaston Select Board:**

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Jan Gaudio, Chair

  
Cheryl Waterman

  
Walter Reitz

Attest: A true copy of an ordinance entitled "Emergency Management Ordinance," as certified to me by the municipal officers of South Thomaston on the 21st day of March, 2017.

  
Terri-Lynn Baines, Town Clerk