

## **Emergency Management Ordinance of the Town of Otisfield**

**Enacted June 21, 2008**

**Short Title:** This Ordinance shall be known and may be cited and referred to as the “Emergency Management Ordinance of the Town of Otisfield”. Authorized under Title 37-B M.R.S.A., Section 782.

- 1. 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 Oxford County Emergency Management Agency.
- 2. Establishment:** The Otisfield Office of Emergency Management (OEM) and the position of Emergency Management Director for the Town of Otisfield are hereby created. The Selectman may appoint additional OEM staff members, as needed.
- 3. Appointment, Term and Removal:** The Selectmen shall appoint the EMD. This appointment shall be annual and be made before June 30<sup>th</sup> to start on July 1<sup>st</sup> of each year. The Selectmen may remove the EMD for cause.
- 4. 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.
- 5. Duties of the Emergency Management Director:**
  - a. Prepare and update a Hazard Risk and Vulnerability Assessment.
  - b. Prepare and maintain the Otisfield Emergency Operations Plan.
  - c. Organize, activate and operate the Otisfield Emergency Operations Center (EOC).
  - d. Prepare and maintain a list of disaster resources.
  - e. Develop procedures for the operation of the Otisfield 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. Attend County and Local Emergency Managers meetings.
  - i. Provide Disaster Preparedness information to town residents.
  - j. Complete and report Damage Assessments to Oxford County EMA.
  - k. Complete and submit applications for FEMA disaster funds and grants.
- 6. Membership of the Emergency Operations Center:** When directed by the EMD, or in his absence, the Fire Chief or his Deputy or Assistant Chief, or the Otisfield Board of Selectmen, the EOC will be established and manned. At the

discretion of the EMD, in his absence, the Fire Chief or BOS, certain citizens and the following town officials may be included on the EOC staff:

- a. Selectmen
- b. Emergency Management Director
- c. Town Clerk and Treasurer
- d. Code Enforcement Officer
- e. Town Constable
- f. Fire Chief, Deputy or Assistant Chief
- g. Road Commissioner
- h. Animal Control Officer
- i. Selectmen's Administrative Assistant

- 7. Establishment of the National Incident Management System:** The Town of Otisfield 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 planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. All Otisfield emergency and disaster responders for incident management will utilize the NIMS Incident Command System (ICS).
- 8. Compensation:** The EMD shall be compensated for duties rendered by an annual stipend as appropriated at town meeting.
- 9. Training:** The EMD may take necessary training, e.g. Oxford County Emergency Management Agency (OCEMA), Maine Emergency Management Agency (MEMA), and FEMA.

**TANYA TAFT**  
**06.21.08**