

The purposes of the Montville Town EMA Ordinance are:

1. Establish the Town Emergency Management program as an official part of the town government
2. Establish the details and responsibilities of the Town Emergency Management Director
3. Establish the Town Emergency Operations Center and its membership
4. Codify that the Town utilizes the National Incident Management System (NIMS) – needed for FEMA grants

EMERGENCY MANAGEMENT ORDINANCE OF THE TOWN OF MONTVILLE

1. **Short Title:** This Ordinance shall be known and may be cited and referred to as the “Emergency Management Ordinance (EMO) of the Town of Montville”. 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 Waldo County Emergency Management Agency (WOEMA).
3. **Establishment:** The Montville Office of Emergency Management (OEM) and the positions of Emergency Management Director and Deputy for the town of Montville are 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 April 30th 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 Montville Emergency Operations Plan.
 - C. Organize, activate and operate the Montville Emergency Operations Center (EOC).
 - D. Prepare and maintain a list of disaster resources.
 - E. Develop procedures for the operation of the Montville Emergency Operations Center (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 Local Emergency Managers meetings.
 - J. Provide Disaster Preparedness information to town residents.
 - K. Complete and report Damage Assessments to WOEMA.

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:
 - A. Selectmen
 - 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. Road Commissioner
 - I. Animal Control Officer

8. **Establishment of the National Incident Management System:** The Town of Montville here by 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 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 Montville emergency and disaster responders for incident management.

9. **Compensation:** The Emergency Management Director/Deputy shall be compensated for duties rendered with an annual stipend as determined by a majority vote of the Selectmen.

10. **Training:** The EMD may take necessary training as provided by the Waldo County Emergency Management Agency (WOEMA), Maine Emergency Management Agency (MEMA), and Federal Emergency Management Agency (FEMA).