



TOWN OF KITTERY

REPORT TO COUNCIL

Date: July 5, 2011

By: Jonathan Carter, Town Manager

Subject: Adoption of the Town's EMA Checklist Plan and York County Hazard Mitigation Plan

Executive Summary:

At the request of the Town's Emergency Management Director, Sgt. Gary Eaton, the Town Council is requested to sign two pro forma letters following the adoption of the new Town EMA Checklist Plan and the adoption and the inclusion of the 2011 York County Hazard Mitigation Plan as a part of the EMA Checklist Plan. Both plans are required by FEMA for consideration on receiving FEMA funding and can be found from the below links. The third letter is a Promulgation statement required by FEMA which pledges the Town EMA to comply with the National Response Framework and undertake an annual plan review.

Both Plans : http://www.kittery.org/Pages/KitteryME_WebDocs/2011%20EMA%20Plans/

Statement of Need:

FEMA requires through the State and County EMA the adoption by communities of their County Hazard Mitigation Plan and to update their Emergency Checklist Plan for continued eligibility of FEMA funding. In addition FEMA requires a new Promulgation Statement to be signed. The Town's EMA Director has completed the 2011 Checklist Plan in addition to the County completing their update of the Hazard Mitigation Plan allowing for the Council to move forward and adopting both.

Background:

FEMA and the State Emergency Management Agency require the Counties to develop a County Hazard Mitigation Plan and have the towns and cities within the County adopt them and also develop through the use of a plan template, a Town Emergency Checklist Plan. The local plan is to be reviewed and replaced on a regular basis requiring the Town Council to adopt the 2011 plan and also the inclusion in the plan of the County Plan. The County Mitigation Plan list two Kittery projects within the Plan for completion to eliminate hazards which makes it eligible for FEMA or other funding when available only if the Town adopts the local and County Plan.

Facts Bearing on the Equation and Current Situation:

FEMA and State Emergency Management Agency required for compliance purposes.

Proposed Solution / Recommendation:

The Town Council is requested to undertake the following:

1. Adopt the 2011 Kittery Community Emergency Checklist Plan
2. Adopt the York County Hazard Mitigation Plan through the enclosed prepared resolution
3. Town Council authorizes its Chairperson to sign the Promulgation Statement required by FEMA which is submitted with the adopted plans and promises that the Town will comply with the National Response Framework and undertake a annual review of the Plan.

Rationale for the Proposed Solution (including costs)

To bring the Town into compliance with Federal and State EMA requirements and procedure which then allows eligibility for future funding to implement listed mitigation projects (corrected drainage work behind the Water District lot and drainage work on Payne Road in addition to receiving other FEMA / EMA funding.

Memo

To: Jonathan Carter
From: Sgt. Gary P. Eaton
CC: none
Date: 7/1/2011
Re: Council adoption of updated checklist plan

Jon,

Attached is the newest edition of the Town's Emergency Operations plan. Also enclosed are two adoption letters and one Promulgation Statement for Council to sign:

The first adoption letter simply states that the Council on behalf of the Town has adopted the Checklist plan.

The Promulgation statement is required by FEMA. It is essentially the same type of letter signed in the past by Council, but follows FEMA's newest format and includes our pledge to comply with the National Response Framework and an annual plan review.

The second adoption letter attaches the County's mitigation plan to our Checklist Plan. This saves the Town the expense and time required to create it's own mitigation annex. All other Towns in the County are expected to use this annex and most have already adopted it. The Executive summary of the Annex is attached to the Plan, the full version may be seen at the Southern Maine Regional Planning Committee's website at www.smrpc.org

The new checklist plan replaces the current Emergency Operations Plan, the template is the newest format recommended by FEMA and was provided by York County Emergency Management Agency. The format is more user friendly during emergencies and includes several checklists for responders to use. The topics covered are the same as those covered in the previous EOP.

This new checklist plan is in the same format expected to be used by the other communities in the County.

It is essential that all three documents are signed as they will keep the Town in compliance with State Law and Federal requirements. If we fail to make the adoptions and the Promulgation, the Town will become ineligible for certain Federal Grant Funds.

KITTERY

COMMUNITY EMERGENCY CHECKLIST PLAN

The Community Emergency Checklist Plan for KITTERY has been adopted.

Council Chair Date

Councilor Date

Councilor Date

Councilor Date

Councilor Date

 Date

Councilor Date

 Date

Councilor Date

 Date

YORK COUNTY
HAZARD MITIGATION PLAN

RESOLUTION OF ADOPTION

Whereas, natural and man-made disasters may occur at any time, we recognize that to lessen the impacts of these disasters we will save resources, property and lives in York County;

And whereas the creation of a Hazard Mitigation Plan is necessary for the development of a risk assessment and effective mitigation strategy;

And whereas, the 27 towns and 2 cities of York County are committed to the mitigation goals and measures as presented in this plan;

Therefore, the **Town of Kittery** hereby adopts the 2011 York County Hazard Mitigation Plan.

AUTHORIZING SIGNATURES

Council Chair Date

Councilor Date



TOWN OF KITTERY, MAINE

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Website : www.kittery.org

PROMULGATION STATEMENT

To All Recipients:

Transmitted herewith is the revised Comprehensive Emergency Management Plan for Kittery. This plan supersedes any previous plans promulgated for this purpose. It provides a framework to use in performing emergency functions during a disaster.

This Comprehensive Emergency Management Plan includes four phases of emergency management, (1) mitigation: those activities which eliminate or reduce the probability of disaster; (2) preparedness: those activities developed to save lives and minimize damage; (3) response: immediate activities which prevent loss of lives and property and provide emergency assistance; and (4) recovery: short and long-term activities which return all systems to normal or improved standards.

This plan and related Standard Operating Procedures (SOP's), Standard Operating Guidelines (SOG's) shall incorporate NIMS and National Response Framework components and will be tested, evaluated, revised, and updated as required. All recipients are requested to advise the York County Emergency Management Agency regarding recommendations for improvement. The Plan shall be reviewed annually for completeness and correctness.

Chairman
Town Council

Date