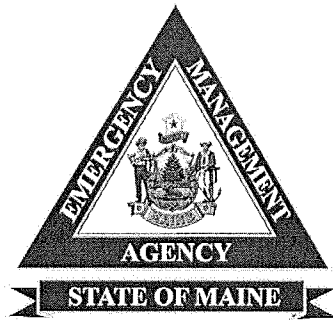


# MAINE STATE LEGISLATURE

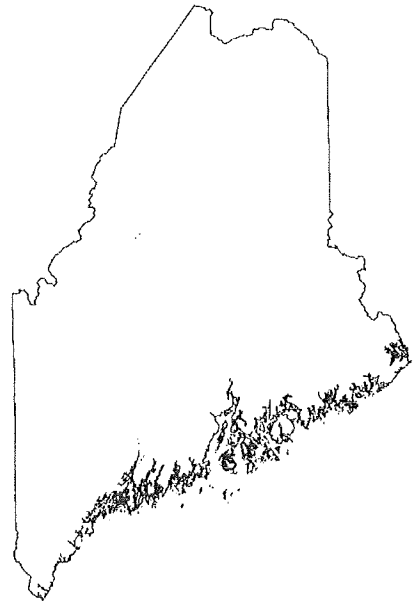
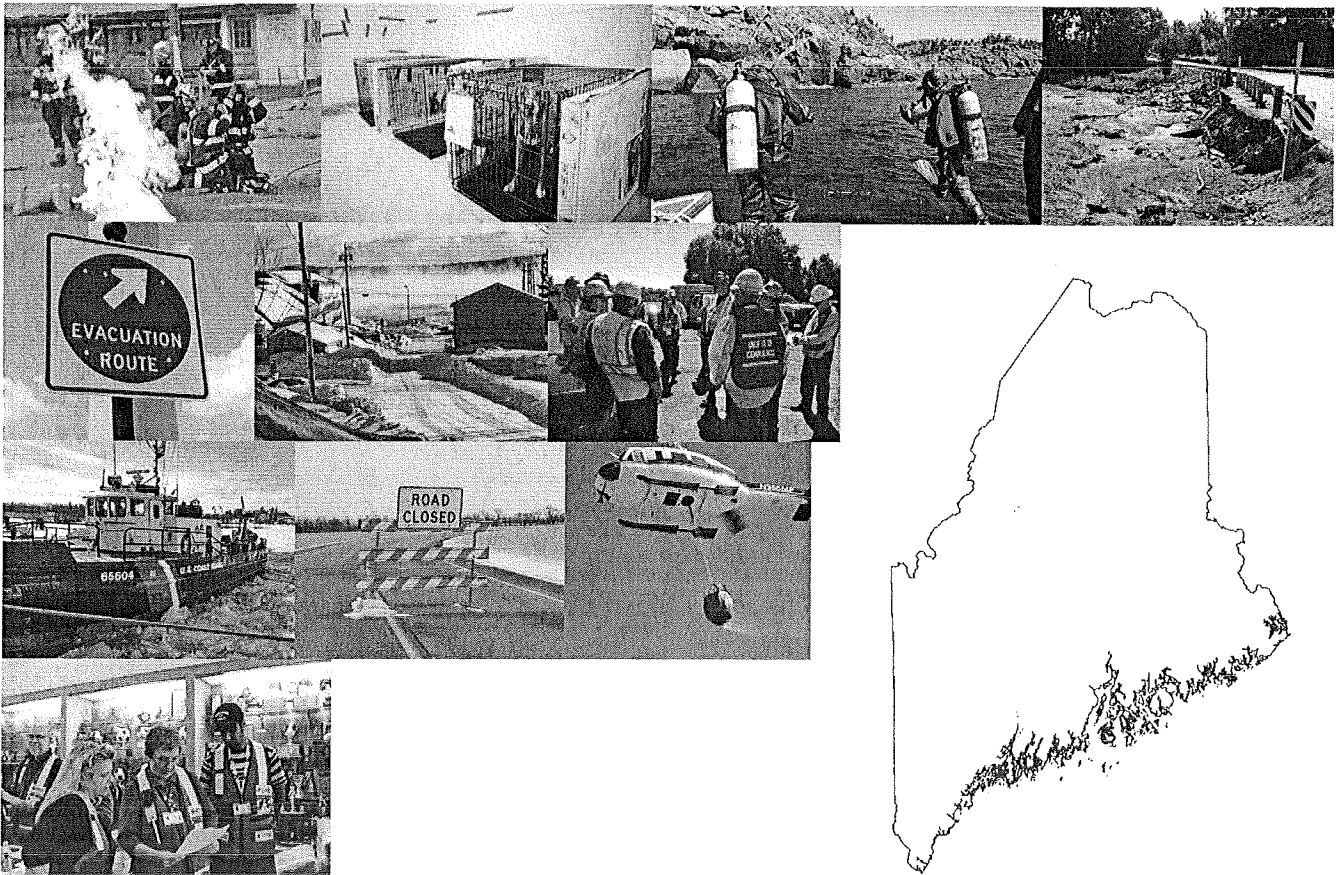
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# Program Reference



2017

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## Section I: Overview

This document outlines MEMA's programs. Maine State Government's budget system defines programs as specific funding categories or budget lines.

The Programs outlined in this document in some cases align with budgetary programs, but most are initiatives that are funded from more than one budget line.

We have included information on the primary personnel assigned to each program. However, it is important to note that all MEMA staff members contribute to multiple initiatives within the agency. In particular, all staff is dual-trained both in their day-to-day responsibilities and in emergency response and recovery roles.

### Mission

Lessen the effects of disaster on the lives and property of the people of Maine through leadership, coordination, and support in the four phases of emergency management: mitigation, preparedness, response, and recovery (Title 37 B Chapter 13 §701).

## Section II: Programs

### American Red Cross of Maine Partnership

*Purpose:* This partnership increases Maine's capability to prepare, mitigate, respond and recover when disaster strikes. This partnership is strengthened by having a full-time American Red Cross employee assigned to the Maine Emergency Management Agency. Significant advancements in creating more resilient communities have resulted from the relationships formed by working together every day. The partnership focuses on an inclusive approach to addressing the wide range of challenges associated with mass care planning, preparedness and response. Initiatives supported by this partnership are the establishment of a regional shelter program, mass care trainings at the community level and whole community involvement in disaster preparedness education throughout the State of Maine. Progress continues to be made in areas related to safe sheltering of residents and their pets, feeding plans for affected areas, and accommodations for individuals with disabilities and other functional and access needs during all phases of emergency management - preparedness, mitigation, response and recovery. Partnerships with numerous private and not-for-profit agencies are included in each of the initiatives.

*Personnel Assigned:* Laurie Levine, American Red Cross of Maine, State Relations Disaster Liaison

*Funding:* No general fund money is used for this program. It is funded through Federal Homeland Security and American Red Cross funds.

## **Critical Infrastructure/Key Resources (CI/KR) Protection Program**

*Purpose:* This program is designed to develop an information-sharing relationship with Critical Infrastructure asset owners to ensure that the important goods and services that these companies and entities provide are better protected. We use guidelines established in the National Infrastructure Protection Plan (NIPP) to build a tailored infrastructure protection and resilience program for Maine. Primarily this program is used to:

- Identify public and private sector resources that meet the definition of critical infrastructure.
- Determine thresholds for each sector that define when a particular asset is considered critical.
- Develop a methodology for prioritizing resources and create a ranked list of critical infrastructure.
- Identify vulnerabilities and dependencies in critical infrastructure sectors and methods for security protection planning.
- Be aware of other locations of interest throughout the state that may not meet the specific Department of Homeland Security guidelines.
- Liaise with critical infrastructure owners and operators.
- Perform site risk and vulnerability assessments.
- Answer data calls from the Department of Homeland Security.
- Liaise with various first responder agencies and federal officials.
- Ensure that information provided by private companies is appropriately protected under the Protected Critical Infrastructure Information (PCII) Act of 2007.

### *Personnel Assigned:*

- Daisy Mueller, Critical Infrastructure Program Officer
- Cameron Wellman, Cybersecurity Coordinator

*Funding:* No General Fund money is used to fund this program; it is funded entirely through Homeland Security Grant Program (HSGP) funds.

## Cybersecurity

*Purpose:* The goal of MEMA's cybersecurity effort is to lessen the impact of a cyber incident on the communities of Maine. Malicious cyber activity represents a serious and ever-increasing threat to our state's computer systems and critical infrastructure networks. Because of this it is vital to incorporate cybersecurity into our state all hazards planning. MEMA's cybersecurity efforts will assist communities through educational outreach, information sharing, coordination, and response. In January 2016, MEMA added a full-time cybersecurity coordinator.

The state's cyber threat level is monitored by the Multi-State Information Sharing and Analysis Center (MS-ISAC), which continuously monitors cybersecurity threats and calculates a daily threat level. The MS-ISAC is designated by the US Department of Homeland Security as the focal point for cyber threat prevention, protection, response and recovery for the nation's state, local, tribal and territorial (SLTT) governments. There are five threat levels: low, guarded, elevated, high and severe.

Because MEMA's cyber resources are limited to a single full-time coordinator and others playing part time roles, the Agency depends on strong partnerships with Federal, State, County, Local and higher education to build awareness, conduct important training and exercises for public and private sector officials, and to participate in research projects aimed at improving Maine's readiness for a cyber event. MEMA works especially closely with the US Coast Guard and Maine Office of Information Technology on a variety of cybersecurity related programs. The MEMA Director is a member of the Executive Board of the University of Maine's Cybersecurity Cluster, and the agency recently signed an MOU to cooperate on training and awareness programs with Thomas College in Waterville.

### *Personnel Assigned:*

- Cameron Wellman, Cybersecurity Coordinator
- Daisy Mueller, Critical Infrastructure Program Officer
- Bruce Fitzgerald, Director

*Funding:* No General Fund money is used to fund this program; it is funded entirely through Homeland Security Grant Program (HSGP) funds. MEMA receives \$5K in the form of a State Homeland Security Planning Grant (SHSPG) to fund its cybersecurity efforts.

## **Dam Safety Program**

*Purpose:* This program is designed to ensure the safety of the State's 31 high, 73 significant and 497 low hazard dams, as well as monitoring 162 FERC dams and 59 dams in New Hampshire with potential to impact Maine. During emergency situations such as flooding or ice jams the dam inspectors are available to respond to requests from municipalities, first responders or any location where a public safety threat may exist. Primarily this program is used to:

- Assist with planning for emergency actions associated with dam failure
- Identify, inspect and classify dams and potential hazards
- Respond to requests for concerns for potential dam failure
- Ensure life safety is a primary consideration when constructing, operating or repairing any dam in the state

*Personnel Assigned:*

- Tony Fletcher, State Dam Inspector (Engineer)
- Daniel Taylor, Assistant State Dam Inspector
- Tara Ayotte, Administrative Support

*Funding:* Combination of EMPG, Federal Dam Safety (\$58K) and State General Funds



## **Emergency Management Assistance Compact**

Purpose: EMAC allows member States of the National Emergency Management Association (NEMA) to request and provide resources on a reimbursable basis to/from one another during times of a Governor's Declared State of Emergency.

There is a similar agreement involving the six New England States and the five Eastern Canadian Provinces and Quebec that form the International Emergency Management Group (IEMG). The International Emergency Management Assistance Compact (IEMAC) provides for the exchange of resources for the IEMG. No Governor's Declaration is required to activate this arrangement.

Both the EMAC and IEMAC are addressed in Title 37B, the state law regulating dams in Maine.

### *Personnel Assigned:*

- Mark Hyland, EMAC Coordinator and A-Team Member
- Lea Saunders , Senior Grant Specialist, EMAC Finance Coordinator
- Faith Mayer, EMAC Coordinator and A-Team Member.

*Funding:* The Federal Government provides funding annually to support the administration of EMAC. Funding support to cover expenses incurred through a request for support would be 75% Federal and 25% State as part of the disaster declaration.

## **Emergency Management Performance Grants (EMPG) Program**

*Purpose:* This FEMA grant program provides core funding to state, county and local governments to enhance and sustain their all-hazards emergency management capabilities. This program (under various names) has provided funding to states for more than 20 years. EMPG funds support core positions at MEMA and also provide 50% of the funding for the 16-County Emergency Management Agencies in Maine. Core functions include planning, training, exercise, public information and education, communications and overall program administration.

The EMPG Program requires a 50 percent federal and 50 percent state/local cost share, cash or in-kind match, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288). The FY2016 EMPG allocation for Maine was just under \$3.5 million and has been largely flat funded for the past four years.

In the past several years, funding levels for EMPG have allowed Maine to extend funding availability to municipalities with emergency management programs, non-profit organizations participating in emergency management activities and tribal emergency management programs. However, due to increased costs in personnel and operations at MEMA as well as in County EMA offices, MEMA was forced to suspend the local EMPG program for the first time in nearly a decade. MEMA has been forced to maintain a flat General Fund budget for many years, while maximizing the use of other federal funds such as the Homeland Security Grant and other programs. County EMA spending from EMPG has been capped for the last three years. Even with these drastic measures, by the time state and county EMA functions were funded there was not a sufficient amount of EMPG dollars left available to host a practical local program. The hope is for the local EMPG program to resume in the future if state or other funding increases.

Because of limited local budgets, MEMA focuses on optimizing in-kind matches to leverage EMPG funding. This approach allows towns, counties, tribes and non-profits to assign a value to the work-hours of the hundreds of volunteers in emergency management across the state and use the value of those donated hours to match the federal funds. This approach also increases the reimbursement funds going back to participating organizations.

### *Personnel Assigned:*

- Garret Hubbard, Homeland Security Senior Planer/Program Manager
- Naomi Petley, Contract/Grant Specialist
- Angela Molino, Planning and Research Assistant

*Funding:*

- Currently, 23 positions within MEMA are partially funded through EMPG.
- Approximately 45 positions at the county level are partially funded by EMPG.

**Note:** State budget contractions over the past few years have shifted funding of several core positions within MEMA from 50% EMPG/50% State to 100% Federal funds under the Homeland Security Grant Program. This reduced the HSGP funding available to state agencies and left MEMA staffing levels vulnerable to cuts in HSGP funds.

## Emergency Operations Center

The EOC is the state coordination center for emergency situations which require the utilization and commitment of state assets and/or services. This is the central point where decision-makers and response activity representatives are co-located in order to effectively respond to emergencies.

The EOC contains 45 work stations and can accommodate 50 staff. It also has additional rooms for the Governor and senior officials, a joint information room for coordination of media and public outreach of priority information. There is also a communications center with connectivity to county EOC's, MDOT, HAM radio, FEMA and others including Central Maine Power.

Emergency Response Team (ERT) members relay information to their personnel in the field, receive information from field units, and can commit their agencies' resources.

The ERT is established by Executive Order. The following agencies are named in the Order, but additional members may be added at the discretion of the MEMA Director:

- The Governor's Office
- Department of Defense, Veterans and Emergency Management
- Maine Emergency Management Agency
- Department of Transportation
- Department of Labor
- Department of Environmental Protection
- Department of Education
- Department of Agriculture, Conservation and Forestry
- Department of Inland Fisheries and Wildlife
- Department of Marine Resources
- Department of Health and Human Services
- Public Utilities Commission
- Department of Administrative and Financial Services
- Maine Turnpike Authority

- Department of Public Safety
- American Red Cross

The State Disaster Recovery Team (DRT) assists with the preparation of the State Interagency Recovery Plan, responds to area or statewide emergencies and assists in appropriate short, mid and long-term recovery efforts. The DRT is also established by Executive Order. The following agencies are named in the Order, but additional members may be added at the discretion of the MEMA Director:

- The Governor's Office
- Department of Defense, Veterans and Emergency Management
- Maine Emergency Management Agency
- Department of Transportation
- Department of Labor
- Department of Environmental Protection
- Department of Education
- Department of Agriculture, Conservation and Forestry
- Department of Inland Fisheries and Wildlife
- Department of Marine Resources
- Department of Health and Human Services
- Maine State Archives
- Department of Administrative and Financial Services
- Maine Turnpike Authority
- Maine Historic Preservation Commission
- Maine State Library
- Maine State Museum
- Department of Economic and Community Development
- Department of Professional and Financial Regulation

- Governor's Office of Independence and Security
- Finance Authority of Maine
- Maine State Housing Authority
- Maine Commission for Community Service
- Office of the Attorney General

The Executive Order can be found here: [http://www.maine.gov/mema/incident/mema\\_im\\_ert.shtml](http://www.maine.gov/mema/incident/mema_im_ert.shtml)

*Funding:* MEMA allocates approximately \$240K per year Federal funding to cover EOC operating costs which include telecommunications costs, insurance and generator costs. No State funding is currently received.

## **Comprehensive Emergency Management Plan Development and Maintenance**

*Purpose:* The state of Maine is vulnerable to a host of natural, technological, and human-caused hazards, from winter storms, tornados, and hurricanes to pandemics, hazardous materials spills, and acts of terrorism. State Government has a responsibility to safeguard the general public by planning for these and other hazards.

In accordance with Maine Revised Statute, Title 37-B, §704, MEMA has developed the Comprehensive Emergency Management Plan (CEMP) to provide a framework for state-level emergency management activities and to define how State Government interfaces with other emergency management stakeholders, including local, county, and tribal governments, nongovernmental organizations, other states, the Federal Government, and the private sector.

The CEMP is comprised of three parts:

- Volume I - Preparedness Strategy
- Volume II - Emergency Operations Plan (EOP)
- Volume III - Interagency Disaster Recovery Plan (IDRP)

MEMA recently revised and promulgated the State's EOP. This revision aligns state and federal response planning with the inclusion of Emergency Support Functions for the State of Maine. It is available at <http://www.maine.gov/mema/planning/>

*Personnel Assigned:*

- Dwane Hubert, Director-MPR Division
- Joe Legee, Senior Planner
- General Planners: Remaining MEMA staff, selected state agency representatives, and various other federal government, for-profit and not-for-profit representatives.

*Funding:* Dedicated planning money is available from a variety of federal grants (EMPG, HSGP, etc.). Salaries for selected state level planners are funded through the State General Fund and various Federal Grants.

## Donations Coordination Team

*Purpose:* This team plans for and manages unaffiliated volunteers, unsolicited in-kind donations, and undesignated cash in times of disaster. The State Donations Coordination Team (DCT), led by MEMA and the Maine Commission for Community Service (MCCS), developed the State Donations and Volunteer Management Plan and protocols for managing the State Disaster Relief Fund. It is activated in times of disaster to execute the volunteer and donations management plan. The plan calls for the use of:

- Volunteer Reception Centers
- Multi-agency warehouse(s) for in-kind donations
- Points of distribution or local distribution centers for in-kind donations a web-based donations management tool
- State of Maine Disaster Relief Fund administered by United Way-Kennebec Valley

The DCT, co-chaired by the DC and a senior member from the Maine Commission for Community Service (MCCS), includes the following members:

- The chair(s) of Maine VOAD or a senior representative
- The administrator(s) of the state's web-based donations management technology
- The director of 2-1-1 Maine, Inc. or a senior representative
- A director of a county Emergency Management Agency
- A director of a Maine-based chapter of the United Way or a senior administrator

Up to three adjunct members may be added at the discretion of the core members of the DCT.

*Funding:* No General Fund money is used to fund this program. Members of the DCT serve in a volunteer capacity. Expenses, less labor, incurred by voluntary agencies active in implementing this plan may be reimbursed directly or indirectly with Federal assistance during presidentially declared disasters. Volunteer hours will be used as soft-match for the state's share.



## Exercise Program

*Purpose:* The goal of the exercise program is to improve the overall readiness and capabilities of emergency response by validating training, emergency plans, and procedures to identify strengths and areas for improvement, demonstrate operational capabilities, and to prepare personnel to respond to real-world incidents, regardless of the threat or hazard. This is accomplished through the implementation of the building-block approach for exercises, including seminars, workshops, tabletop exercises, drills, functional exercises, and full-scale exercises. The program also fosters the building of strong partnerships among first response and emergency management agencies, organizations and communities. Primarily this program is used to:

- Provide technical, planning and training support to state, county and local EMA offices and response agencies
- Assist with the direct planning, training and delivery of exercises and trainings that prepare for an exercise
- Ensure federal grant funding guidelines are followed
- Address any shortfalls or deficiencies demonstrated during the exercise process in a no-fault learning environment
- Share lessons learned during exercises or real-world events

*Personnel Assigned:* Kevin Rousseau, State Exercise Coordinator

*Funding:* Program is funded through Homeland Security Grant funds in addition to FEMA direct support grant fund opportunities. Total is approximately \$75K set aside by MEMA. Counties may use a portion of their allocation for additional exercises.

## Individuals and Households Assistance Program

Purpose: This program is designed to provide individual assistance to disaster survivors in the wake of an Individual Assistance (IA) Presidential Declaration. The IHP consists of the following components:

### A. Housing Assistance

- Temporary Housing
  - Financial (lodging or rental expenses)
  - Direct (mobile home/travel trailer-new manufactured designs in development)
- Repair (the cost of the home repair is not covered by insurance) \*
  - Goal: Repair to safe, sanitary, and functioning living condition.
  - If located in a special flood hazard area it must comply with flood insurance purchase requirements, local flood codes/requirements.
  - Individual/Household may apply for a Small Business Administration loan to cover costs beyond what FEMA grant will cover.
- Replacement (the cost of replacing or rebuilding) \*
- Repair and Replacement Items
  - Structural parts (foundation, outside walls, roof)
  - Windows, doors, floors, walls, ceilings, cabinetry
  - Septic or sewage system
  - Well or other water system
  - HVAC
  - Utilities (electric, plumbing, gas)
  - Entrance & exit ways from home (includes privately owned access roads)
  - Blocking, leveling and anchoring of mobile home & reconnecting or resetting sewer, water, electrical, fuel lines.)

- Permanent Housing Construction (Direct assistance or grants to rebuild, in remote locations only)

**Note:** Funding is not sufficient to return the home to pre-disaster condition. The maximum amount of assistance under the Individuals and Households Program (including Other Needs Assistance) for FY2017-18 is \$33,300.00

#### B. Other Needs Assistance

- Personal Property
- Transportation
- Moving and Storage
- Group Flood Insurance
- Medical & Dental
- Funeral & Burial
- Child Care

#### C. Additional Programs Under Individual Assistance

- Disaster Legal Services
- Disaster Unemployment Assistance
- Crisis Counseling Assistance (Immediate Services; Regular Services)
- Disaster Case Management (Immediate; State Grant)
- Disaster Survivor Assistance
- Personal Assistance Services

#### D. SBA Loans

- Home Disaster Loans (long-term/low interest for real and personal property, transportation, moving/storage for homeowners and renters.)
- Economic Injury Disaster Loans (for business not physically damaged, but financially impacted by disaster)
- Business Physical Disaster Loans

*Personnel Assigned:*

- Kathryn McGloin, Individual Assistance Officer
- Dwane Hubert, Director MPR Division

*Funding:* IHP is administered by FEMA with oversight by MEMA. Federal money is used almost exclusively for assistance to survivors with the exception of a state share for selected ONA items.

## Joint Information Center (JIC)

*Purpose:* The Joint Information Center (JIC) is a central location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

Through the JIC, MEMA coordinates emergency public information activities to provide comprehensive safety, recovery and event status information to the general public. JIC operations include dissemination of critical information through all communications channels, supporting and advising the policy group, development of key messaging, and activating the Media Center in the Emergency Operations Center.

Key initiatives to support JIC Operations include:

- Providing ongoing training and exercise opportunities to JIC support staff, partner agencies, and county and municipal public information officers.
- Developing and sustaining partnerships with communications staff at all state agencies to share best practices and ensure coordination of critical information during state-wide emergencies.
- Developing and sustaining partnerships with FEMA Region One External Affairs Division and communicators in New England to share best practices and ensure coordination of critical information during regional emergencies.
- Facilitating development of regional public information teams to support a statewide Joint Information System.
- Develop new and/or enhance existing channels for communicating with the public, including but not limited to media outlets, emergency alerting systems, traditional Internet sites, social media outlets, and 211 Maine.
- A special focus in the last two years has been planning and implementing Maine's transition to a new Digital Emergency Alerting System (EAS) and interface with the Federal Integrated Public Alert and Warning System (IPAWS). Partners include the Department of Public Safety, Maine Association of Broadcasters, Maine cable providers, and the National Weather Service.
- Dissemination of timely information via social media and monitoring of sentiment on social media to identify issues or clarify misinformation.

*Personnel Assigned:* Staff assigned to the JIC during emergencies includes MEMA personnel and public information professionals from other State agencies and relevant private sector organizations.

- Susan Faloon, Special Projects Coordinator/Public Information Officer

- Kathleen Rusley, Outreach Specialist and Alternate Public Operations Officer

*Funding:* There is no dedicated funding associated with the JIC Operations.

## **Mass Care – Functional Needs Support Services Committee**

*Purpose:* Coordinate the planning by all levels of government for the provision of functional needs support services for those with disabilities, functional and access needs in general population shelters during an emergency. The committee is comprised of several state and non-profit agencies.

*Personnel Assigned:*

- Kathryn McGloin, Individual Assistance Officer
- Laurie Levine, State Relations Disaster Liaison (Red Cross employee)

*Funding:* No General Fund money is used for this program. It is funded through Federal Grant and American Red Cross funds.

## **Mass Care – Maine Multi-Agency Feeding Task Force**

*Purpose:* The purpose of the Maine Multi-Agency Feeding Task Force is to plan for and coordinate the full spectrum of resources required for mass care feeding during disaster response and recovery operations. The task force will identify resources available to the state of Maine, identify resources to meet shortfalls, prepare a Multi-Agency Feeding Plan, and staff a task force that will implement the plan during an event. The task force is anchored by three voluntary organizations active in disasters – the American Red Cross, Southern Baptist Convention, and the Salvation Army – and is comprised of several other state, for-profit, and non-profit agencies.

*Personnel Assigned:* Laurie Levine, State Relations Disaster Liaison

*Funding:* No General Fund money is used for this program. It is funded through Federal Grant and American Red Cross funds.



## **Mass Care – National Shelter System (NSS)**

*Purpose:* The NSS is a web-based application used to document and monitor the sheltering capacity for the United States. Maine currently has 354 shelters entered into this database. The information that can be gathered in real-time during an event has proven to be extremely useful for preparedness planning and response and recovery operations. The American Red Cross, Federal Emergency Management Agency and Maine Emergency Management Agency partner in the maintenance and use of the Maine portal to this application.

*Personnel Assigned:* Laurie Levine, State Relations Disaster Liaison

*Funding:* No General Fund money is used for this program. It is funded through Federal Grant and American Red Cross funds.

## **Mass Care – State of Maine Animal Resources Team (SMART)**

*Purpose:* The mission of this group is to increase the disaster pet sheltering capacity in the State of Maine through identifying available resources, supporting existing County Animal Response Teams and the fostering additional CART human and material resources. SMART works to ensure that disaster pet sheltering needs are met and promotes public awareness regarding personal pet disaster preparedness.

*Personnel Assigned:*

- Kathryn McGloin, Individual Assistance Officer
- Laurie Levine, State Relations Disaster Liaison

*Funding:* No General Fund money is used for this program. It is funded through Federal Grant and American Red Cross funds.

## Operation Stonegarden

*Purpose:* This program provides grant dollars to tribal, state, county and local law enforcement agencies that have partnered with U.S. Customs and Border Patrol (USCBP) to enhance border security in Maine's border counties. The grant money is primarily used to pay for overtime law enforcement details, but can also be used to purchase mission-critical equipment. Operation Stonegarden details occur in Washington, Aroostook, Somerset, Franklin, Oxford, and sometimes Piscataquis Counties. USCBP stations work with law enforcement partners to construct enforcement details that support USCBP's National Strategies. Our responsibilities under this program are to:

- Apply for Stonegarden grants
- Reimburse jurisdictions for grant expenditures
- Monitor jurisdictions to ensure compliance with grant rules
- Complete required federal reporting
- Answer Stonegarden grant-related questions
- Liaise with U.S. Customs and Border Patrol and other Federal officials

### *Personnel Assigned:*

- Garret Hubbard, Homeland Security Senior Planner
- Angela Molino, Planning and Research Assistant

*Funding:* No General Fund money is used to fund this program, it is funded entirely through Homeland Security Grants. In FY2008, Maine received \$5.1M for Operation Stone Garden. In FY2016 the total received was \$800,111. MEMA is not permitted to retain any funding for administration of the program. All funding is passed through to participating agencies.

## Public Outreach/Citizen Preparedness

*Purpose:* To help achieve its mission of lessening the effects of disaster on the lives and property of the people of Maine through leadership, coordination and support of the four phases of emergency management: mitigation, preparedness, response and recovery, MEMA launched a comprehensive Citizen Preparedness 12-month campaign in 2016 which includes increased public outreach through social and traditional media.

The goal is to empower citizens to take steps to prepare for disaster and to help build the brand and reputation of the agency so that we are the go-to subject matter experts for a variety of emergency preparedness topics. Outreach includes a regular interview segment called Maine Prepares Monday on ABC 7/Fox 22 Bangor, fairly regular interviews on WVOM FM as well as a variety of other broadcast, print and social media outlets.

Target populations for messaging are Maine's emergency management community, homes and families, schools, businesses, communities, service organizations and other non-profit voluntary organizations active in disasters.

Public outreach also includes:

- Planning and hosting the Annual Maine Partners in Emergency Preparedness Conference
- Tip of the day on Maineprepares.com and social media, which are often picked up by traditional media outlets
- Developing and maintaining the MainePrepares.com website
- Coordinating Public Speaking engagements for large groups at major events or forums
- Developing and procuring emergency preparedness materials in a variety of forms and distribute them at a variety of venues directly or through partner agencies
- Supporting law enforcement through campaigns such as the If You See Something, Say Something, this was rolled out in September to encourage suspicious activity reporting

To help gauge the level of preparedness of Maine citizens, MEMA will work with the Communications Research Methods class as well as the Marketing and Communications class at Husson University in 2017 to prepare and execute a citizen preparedness survey and preparedness campaign. The class will then make recommendations based on the survey findings.

*Personnel Assigned:*

- Kathleen Rusley, Outreach Specialist
- Susan Faloon, Special Projects Coordinator
- Dwane Hubert, Director – Mitigation, Preparedness and Recovery (MPR) Division

*Funding:* No General Fund money is used to fund this program. Funding is provided by federal grants: Approximately (\$97.5K) HSGP and (\$97.5K) EMPG

## Emergency Management Response Teams Program

*Purpose:* The purpose of the specialized Emergency Management Response Teams administered through MEMA is to fill a void and provide specialty resources needed during disasters of any type or size.

Incident Management Assistance Team (IMAT): IMATs are prepared to respond with people and equipment to major emergencies in the state, to support the local Incident Commander. Their role is to assist in the coordination of a complex response. Maine currently has ten county level IMAT teams based in Aroostook, Hancock, Waldo, Kennebec/Somerset, Sagadahoc, Lincoln, Cumberland, Franklin, Oxford and Knox counties.

The state is also capable of fielding an advanced State Type 3 team comprised primarily of Forest Rangers. This team can also be augmented by trained personnel from Inland Fisheries and Wildlife and the State Police. This team is available to respond and assist at any level incident in or outside of the state and sustain itself for long periods.

Community Emergency Response Teams (CERT): The CERT Program educates members about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community. All of the teams in Maine have the standard training in basic emergency response support. Additionally some specialize in Animal Rescue, Search and Rescue, Amateur Radio Emergency Communications and Shelter Management.

Maine currently has a total of 33 teams with various specialties throughout the State.

### *Personnel Assigned:*

- IMAT: Mark Hyland, Operations and Response Division Director
- CERT: Kevin Rousseau, CERT and Exercise Coordinator
- Michael Grant, IMAT and Training Coordinator

### *Funding:*

- IMAT: 100% Homeland Security Grant (\$9K)
- CERT: 100% Homeland Security Grant (\$22K)

## State Hazard Mitigation Program

*Purpose:* This program administers federal grant program funds operating under the guidance of the Federal Emergency Management Agency (FEMA), the State Administrative Plan, and the MEMA Director, who also has the appointed responsibility as the Governor's Authorized Representative (GAR). The program operates under strict federal grant regulations that dictate applicant and project eligibility, cost effectiveness and the cost shares of 75percent federal and 25 percent non-federal, local.

The grant funds are used primarily to improve public infrastructure to avoid future damage losses due to severe storm events and for the acquisition and/or demolition of repetitively flooded primary homes. FEMA policy changed recently so generators are now eligible projects for critical facilities. Several fire departments have installed generators with these funds. The grants have also funded the development and revision of the State and County Hazard Mitigation Plans that keep the towns eligible for project funding.

In 2009, the Federal Government designated approximately two-thirds of the State as salmon habitat or potential habitat. As a result, many mitigation projects must meet the stringent requirements of the Endangered Species Act (ESA). These requirements have included biological assessments, project re-designs and prolonged permitting that have significantly added to project timelines and costs. Additionally, drainage projects are usually restricted to the brief period that salmon are minimally impacted, which is July 15 – September 30. Effective 2016, the long-eared bat and Canada Lynx became two more animals whose habitat must be protected against adverse effects from project implementation.

### *Personnel Assigned:*

- JoAnn Mooney, State Hazard Mitigation Officer
- Thomas Redstone, Deputy Hazard Mitigation Officer

### *Funding:* Three federal grant types: HSGP, PDM and FMA

- HSGP (Homeland Security Grant Program)=15 percent of disaster totals (dependent upon presidential disaster declarations)
- PDM (Pre-Disaster Mitigation)=\$4M cap on projects; annual opportunity; nationally competitive; funding unstable (\$63,000,000 nationally in 2014; anticipated \$25,000 in 2015)
- FMA (Flood Mitigation Assistance)=\$120,000 approximately; annual opportunity for insured properties w/ repetitive claims

Grants over the last fourteen years have ranged from \$8,000 - \$1,200,000 for drainage projects and totaled more than \$8,000,000 in flooded home acquisitions. In the process, the affected communities better understand the cause and effect of hazards and risk, tracking costs and steps needed to protect life and safety. The community and/or homeowners provide the 25% cost share for projects. Depending upon the project type and associated activities, the community can provide a non-cash or in-kind match.



## State Homeland Security Program (SHSP)

*Purpose:* This is an all-hazards preparedness grant issued annually by the Federal Emergency Management Agency (FEMA) to the states. The intent of the grant is to build and sustain core capabilities within the state to deal with potential terrorist incidents or other hazards. MEMA acts as both the State Administrative Agency (SAA), recipient and pass-through agency. The grant performance period is generally for three years. The grant has a requirement that a minimum of 25 percent of the grant must be awarded for law enforcement terrorism prevention activities and 80 percent passed through to local organizations.

In addition to the sixteen counties, MEMA dedicates a certain portion of its SHSP allocation to the six largest metropolitan areas in Maine (Portland, South Portland, Lewiston, Auburn, Augusta, and Bangor) to assist those cities in supporting their unique homeland security programs. Primarily this program is used to:

- Apply for Federal Homeland Security Program Grant money
- Build policies and guidance that support the SHSP and Operation Stonegarden (MEMA receives no Management and Administration funding from the Operation Stonegarden award)
- Budget grant money to support various state-level programs
- Allocate grant funds to local/county/state/tribal jurisdictions
- Reimburse jurisdictions for grant expenditures
- Monitor jurisdictions to ensure compliance with grant rules
- Complete required federal reporting
- Answer grant-related questions
- Participate in audits
- Liaise with federal officials

### *Personnel Assigned:*

- Garret Hubbard, Homeland Security Senior Planner
- Angela Molino, Planning and Research Assistant

*Funding:* No General Fund money is used to fund this program, it is funded entirely through Homeland Security Grants. Maine typically receives the baseline funding allocation which was reduced to \$3.4M

in FY 2014. In FY 2010, MEMA's allocation was \$6.3M. Grants in the early 2000's were in the \$15-20M range. In Federal Fiscal Year 2016, MEMA received a total of \$3.73M.

## River Flow Advisory Commission

*Purpose:* The River Flow Advisory Commission is co-chaired by the MEMA Director and the District Chief of the US Geological Survey (USGS) Maine Water Science Center. The Commission monitors factors affecting spring flood potential, including current stream flow, snow pack, reservoir storage, river ice cover and weather outlook, as well as factors affecting the stream gage network.

The Commission's statutory membership includes eight state agencies, the USGS, the two National Weather Service Forecast offices in Maine, the University of Maine, a member of the public and representatives of hydroelectric producers operating in the State. Other agencies may participate on an ad hoc basis.

An annual contract with the USGS provides state funding to support the operation of 18 stream gages, as well as a portion of the cost of 18 ground water monitoring stations (which supply critical data during droughts), and the annual snow survey. The 18 stream gages supported are critical to flood forecasting.

Commission members receive no compensation. Typically, the Commission formally meets once only in the spring, to assess flood potential, although members share information and collaborate on projects throughout the year. In times of severe flood or drought threat, the Commission meets as needed and will involve additional agencies. For example, the group convened as the Drought Task Force in August 2016 for the first time since the drought of 2001-2002. Water utility representatives and affected state agencies, including the Maine State Housing Authority and Department of Agriculture attended meetings and were actively involved in identifying resources and developing recommendations and public information.

Commission reports are available at <http://www.maine.gov/rfac>.

### *Personnel Assigned:*

- Bruce Fitzgerald, Director, MEMA, co-chair of the River Flow Advisory Commission
- Thomas Redstone, Natural Hazards Planner and Liaison to the USGS
- Susan Faloon, Director Special Projects, staff to the Commission

*Funding:* This program is funded through the General Fund in the amount of \$175,005 for FY 2017. The entire appropriation is dedicated to the stream gaging contract; no personnel costs or other expenses are included. State funds leverage a federal contribution from the USGS, substantially increasing the amount available to operate the network. While the costs of running the network have risen despite efforts by the USGS to keep them stable, the Agency was successful in adding about \$43,000 in General Fund dollars during the FY16-17 biennium to cover the increased costs in

maintaining the network. The budget is held flat funded for the upcoming FY18-19 biennium, which causes the risk of losing gages in the future if operational costs continue to increase each year.

## Technological Hazards Program – HAZMAT/State Emergency Response Commission (SERC)

*Purpose:* This program exists to protect human health and the environment, to protect emergency responders during hazardous materials incidents and to ensure the state is prepared to handle serious hazardous materials incidents. SERC provides training to approximately 2,000 first responders annually. This includes normal hazmat response courses along with specialized areas such as ammonia response, tank truck rollover response and other trainings that allow first responders to be better educated and operate safely.

Staff monitors more than 2,500 facilities that provide information on an annual basis. About 20 percent of these facilities possess a category of hazardous materials known as Extremely Hazardous Substances (EHS). These are facilities that store 10,000 pounds or more of chemicals except in the case of EHS's, which may be anywhere from one to 500 pounds based on the hazard level of the chemical.

The SERC recently instituted a proactive outreach program to those facilities that have chemicals that if released in large quantities would have consequences to off-site residents, business and the environment. It is a volunteer program where MEMA staff will go to the facility and review safety plans, safety equipment and assist in ensuring there is positive coordination between the facility and local public safety.

### *Personnel Assigned:*

- Robert Gardner, Program Coordinator
- Faith Mayer, Assistant Program Coordinator
- Ann Antz, Financial Administrative Assistant

*Funding:* This is one of the most expensive programs that MEMA administers. We use approximately \$300K from facility storage fees, \$128K from the Federal DOT in the form of Hazardous Materials Emergency Preparedness (HMEP) Grants and \$370K from the Hazard Mitigation Grant Program (HSGP) to cover staff, training, team stipends, equipment recapitalization and consumable costs. No State funding is used to support the program.

## Training Program

**Purpose:** To address the critical need of providing advanced, up-to-date training for Maine's public safety professionals, the training program was established to provide innovative and professional training to state and local emergency management personnel, elected and appointed officials, emergency responders, members of volunteer organizations active in disasters and other professionals who prepare for and respond to emergencies.

MEMA offers an extensive array of training and certification opportunities for state and local emergency managers, public officials, members of volunteer relief organizations and professionals in related fields. The MEMA training program is a comprehensive and effective vehicle to train state and local officials in disaster mitigation, preparedness, response and recovery. Jurisdictions across Maine prepare in advance through training activities and by using the skills learned to build local teams and coalitions that respond to emergencies. Primarily this program is used to:

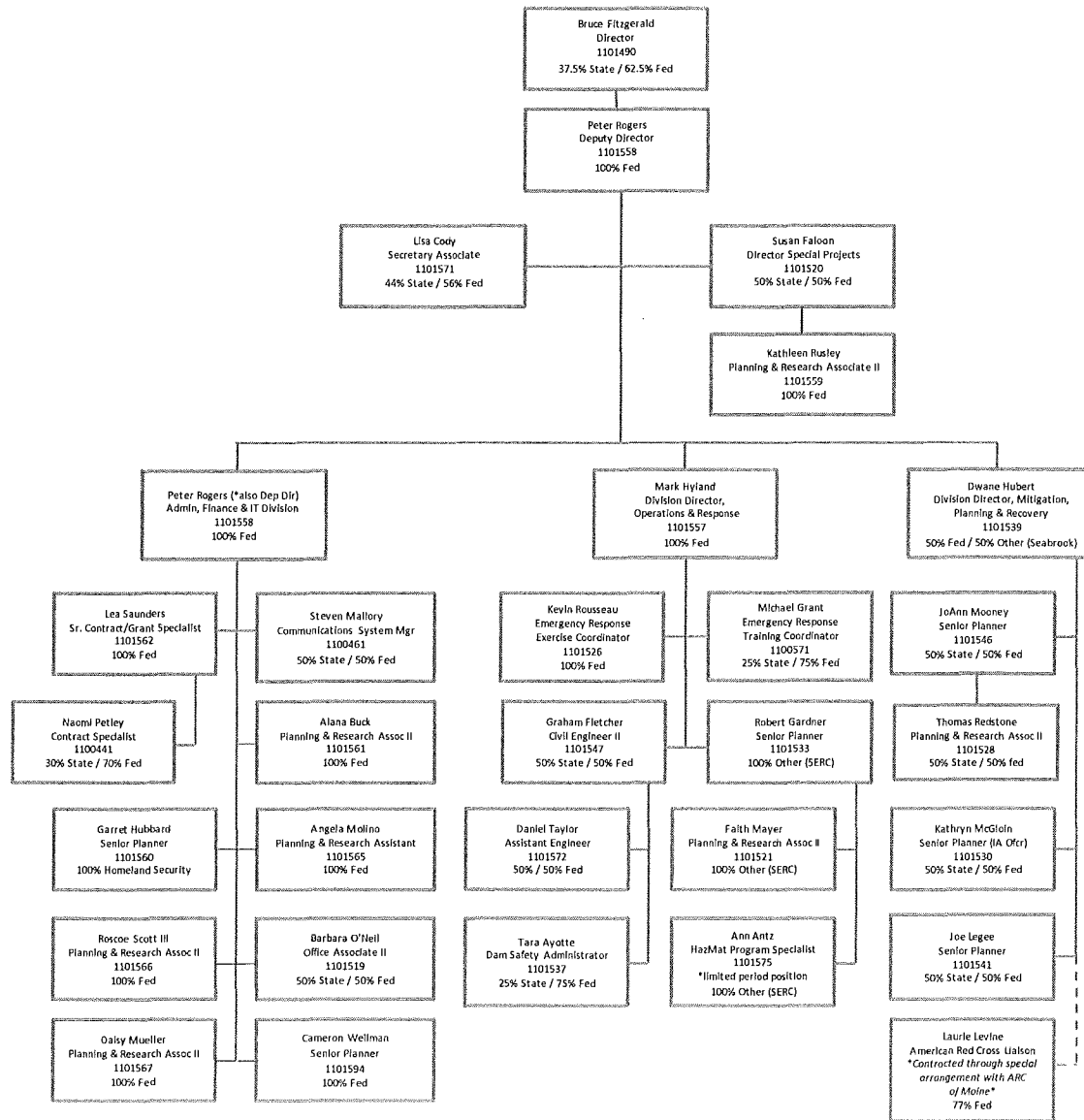
- Introduce emergency management concepts to first responders
- Develop incident management capabilities statewide
- Provide continuing education opportunities for emergency managers and partners
- Align training programs to meet national standards and initiatives
- Ensure National Incident Management System (NIMS) compliancy for state, county and local agencies
- Assess training needs and develop and instruct programs to meet the needs on a continuing and consistent basis
- Collaborate with other regional states to address cross border issues and maintain open partnerships for training and response to actual emergencies

*Personnel Assigned:* Mike Grant, State Training Coordinator

*Funding:* The program is funded by \$25K of Homeland Security grant funds in addition to FEMA direct support grant opportunities.

## Section III: Appendices

### Appendix A. Organizational Chart



## Appendix B. Staff Salary Funding Sources

Name	Position	Funding Source 1	Funding Source 2 (if applicable)	Funding Source 3 (if applicable)
Garret Hubbard	Homeland Security Senior Planner	100% HSGP		
Peter Rogers	Deputy Director MEMA	100% HSGP		
Alana Santos	Planning and Research Associate II (Technology Planner)	100% HSGP		
Kathleen Rusley	Planning and Research Associate I	100% HSGP		
Angela Molino	Contract/Grant Specialist	100% HSGP		
Mike Grant	Staff Development Specialist IV, Training Coordinator	100% HSGP		
Rocky Scott	Planning and Research Associate I, Fusion Center Analyst	100% HSGP		
Mark Hyland	Operations and Response Division Director	100% HSGP		
Faith Mayer	Planning and Research Associate I (Hazmat)	100% SERC		
Robert Gardner	Planning and Research Associate II, Hazmat Program Coordinator	100% SERC		
Lea Saunders	Contract/Grant Manager	50% HSGP	50% EMPG	
Dwane Hubert	Preparedness, Mitigation, Recovery Div Director	50% Seabrook	50% EMPG	
Tara Ayotte	Planning and Research Association I, Dam Safety Administrator	50% Dam Safety	25% EMPG	25% State
Joe Legee	Senior Planner	50% EMPG	50% State	
Kathryn McGloin	Planning and Research Associate II/Individual Assistance Officer	50% EMPG	50% State	
Lisa Cody	Executive Associate	56% EMPG	44% State	
Steven Mallory	Communications Manager	50% EMPG	50% State	
Susan Faloon	Communications and Special Projects	50% EMPG	50% State	
Joanne Mooney	Planning and Research Associate II, State Hazard Mitigation Officer	50% EMPG	50% State	
Barbara O'Neil	Office Assistant	50% EMPG	50% State	
Tony Fletcher	Civil Engineer II, State Dam Safety Officer	50% EMPG	50% State	
Daniel Taylor	Assistant Engineer, Dam Safety	50% EMPG	50% State	
Kevin Rousseau	Exercise Coordinator	50% HSGP	25% EMPG	25% State
Bruce Fitzgerald	Director MEMA	25% HSGP	37.5% EMPG	37.5% State
Naomi Petley	Senior Contract/Grant Specialist	40% HSGP	30% EMPG	30% State
Ann Antz	Planning and Research Associate I	50% SERC	25% EMPG	25% State
Thomas Redstone	Natural Hazards Planner/Assist. SHMO	50% EMPG	50% State	
Laurie Levine	State Relations Disaster Liaison	70% EMPG		ARC special contract
Daisy Mueller	Critical Infrastructure Coordinator	100% EMPG		
Cameron Wellman	Cyber Security Coordinator	100% EMPG		