



Board of Selectmen

June 2, 2022

Regular Meeting

4:00 P.M.

The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting.

<https://www.youtube.com/watch?v=lfq8sgtu6hM>

Jean Speck, Rufus deRham and Glenn Sanchez.

Also present:

Zanne Charity, Melissa Cherniske, Bonnie Donzella, Jen Dubray, Eric Epstein, Lynn Harrington, Leila Hawken, Donna Hayes, Alice Hicks, Gary Hock, Julia Neff, Patricia Oris, Rick Osborne, Matt Starr, and Lynn Worthington.

Call to order:

Jean Speck called the meeting to order at 4:01 p.m.

Jean Speck made a motion to add the following item to the agenda:

3.2. Karen Chase resignation letter

Glenn Sanchez seconded the motion and the motion carried.

Approval of Minutes:

Jean Speck made a motion to approve the following minutes, as presented:

May 5, 2022 Regular BoS meeting

May 19, 2022 Regular BoS meeting

Rufus deRham seconded the motion and the motion carried.

Correspondence:

- May 19 and May 20, 2022, Email from Andrea Schoeny, "Flag Pole" (attached).
 - Jean Speck:
 - Will look into the cost of relocating the current pole and adding two additional poles.
 - Keep on the agenda.
- Memo from Karen Chase, "Resignation letter effective June 30, 2022 (attached).

- Jean Speck made a motion to accept Karen Chase's letter of resignation, with great thanks from the Board of Selectmen and the towns people for her work, she's done while she's been here. Glenn Sanchez seconded the motion and the motion carried.

Public Comment:

Lynn Harrington:

- At May 19, 2022 BoS meeting Jean stated Parks & Rec would take over the Memorial Day Parade. That decision needs to be approved by the Parks and Rec Commission.
 - Jean confirmed. That no motion has been made to date. Lynn suggested the fire department or the Lions as better alternatives to manage the parade.
- Noted that several Sustainable Team meeting Zoom links are missing. She also asked how many members are on the Sustainability Team?
 - Jean confirmed five.

Tax Refunds:

None.

Approval of ASP Director:

Jean Speck made a motion to accept the Parks and Rec Commission to hire Tom Ford as the ASP Director at an hourly rate of \$19.00 per hour. Glenn Sanchez seconded the motion and the motion carried.

Approval of Camp Kent Director:

Jean Speck made a motion to accept the recommendation of the Parks and Rec Commission to hire Christopher Heller as camp director at an hourly rate of \$19.00 per hour. Rufus deRham seconded the motion and the motion carried.

Electric mower proposal:

Rick Osborne presented two estimates for mowers, one electric and one gas (attached). He noted the electric is almost double in price. There is not enough money in the Capital Plan, he would have to use some funds from the operating budget if the board wants to pursue getting an electric mower. After a brief discussion the board authorized Rick to move forward with obtaining bids for an electric mower.

Assessor & Tax Collector computer issue update:

Jean Speck:

- Spectrum speed has been increased from 600 mg to 1 gig, effective June 1, 2022.
- Have been in contact with CEN and Town Hall will be participating in a free municipality fiber connection program. It will take a little longer but enormous savings to the Town.

Jen Dubray:

- Ran reports yesterday that took 25 minutes in Kent but the same report only took 13 minutes in Sharon.
- The report was run at 4:30 p.m.
- Was unaware of the speed upgrade.
- Did not notice an improvement.
- Would recommend moving forward with the installation of fiber sooner rather than later.

Schaghticoke/BIA update:

An emailed brief from Attorney Jeff Sienkiewicz is attached to the minutes.

Swift House:

Jean Speck:

- Follow-up on the motion made by the Swift House Task Force at the last BOS meeting (attached):
 - Extending the town's liability insurance to cover complimentary use of the Swift House by Kent civic organizations, has already been reviewed by CIRMA and discussed at several meetings.
 - It would be feasible and possible to create some sort of fund or give them a grant to help with some operating expenses which could include a liability policy.
 - The ADA coordinator:
 - Joe Manley declined the offer to be the ADA coordinator.
 - Asked other COG towns how they handle the position, no standard amongst the towns that responded.
 - Will follow-up and set a meeting with John Worthington.
 - Will create a job description.

Donna Hayes reviewed the information on the Swift House file in the building department (attached).

Salary review – Management Review:

Jean Speck:

- Schedule a special meeting.
- Found an additional report.
- Need more time to consume.

Rufus deRham:

- No need for a special meeting.
- Keep on the agenda.
- Should not just focus on the past studies.
- Look at comparable towns in the present.

Donna Hayes:

- The actual report is not that long, the bulk of that report are the draft job descriptions.

Town Hall large meeting room video conference system update:

Joyce Kearns provided a written report (attached).

When asked about setting up the second-floor conference room with an OWL, Jean Speck responded that with Karen Chase retiring and Parks and Rec growing the building is running out of space. Before the next meeting Jean will rethink the space issues on the second floor which possible include using the meeting room for personnel.

Emergency Management Director and Deputy Emergency Management Director job descriptions:

The board discussed the proposed job descriptions, the other town's job descriptions and the draft Rufus submitted. After a discussion on what should be included in a job description, Jean and Eric will redraft the job descriptions for the next meeting.

COVID -19 pandemic update:

Jean Speck:

- The numbers continue to trend in a much better way.
- Still keeping our eyes on it.
- The Town has plenty of masks.
- The Town still has some home tests.

B.E.T.T.Y. update:

Jean Speck had nothing new to report.

Flag policy:

Jean Speck:

- Reached out to Randy and asked him to draft something.
- Will get pricing on relocation and additional flag poles.

Selectmen Reports:

Jean Speck:

- KVFD is holding a vigil on Friday night at 8:00 p.m.

Adjourn:

Jean Speck made amotion to adjourn the meeting at 5:27 p.m. Glenn Sanchez seconded the motion and the motion carried.

Joyce Kearns

Joyce Kearns

Administrative Assistant

These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.



BOARD OF SELECTMEN
Regular Meeting Agenda
June 2, 2022 @ 4:00 P.M.

Join Zoom Meeting: <https://us02web.zoom.us/j/85377781937>
Meeting ID: 853 7778 1937
One tap mobile: +16465588656,,85377781937# US (New York)

Supporting documentation for this meeting:

<https://drive.google.com/drive/folders/1hUg8G78GZyXY31g0iFiFOanZM4SmUdee>

1. **Call to order**
2. **Approval of Minutes**
 - 2.1. May 5, 2022 Regular BoS meeting
 - 2.2. May 19, 2022 Regular BoS meeting
3. **Correspondence**
 - 3.1. May 19 and May 20, 2022 Email from Andrea Schoeny, "Flag Pole"
4. **Public Comment**
5. **Tax Refunds**
6. **New Business**
 - 6.1. Approval of ASP Director
 - 6.2. Approval of Camp Kent Director
 - 6.3. Electric mower proposal
7. **Old Business**
 - 7.1. Assessor & Tax Collector computer issue update
 - 7.2. Schaghticoke/BIA update
 - 7.3. Swift House
 - 7.4. Salary review – Management Review
 - 7.5. Town Hall large meeting room video conference system update
 - 7.6. Emergency Management Director job description
 - 7.7. Deputy Emergency Management Director job description
 - 7.8. COVID -19 pandemic update
 - 7.9. B.E.T.T.Y. update.
 - 7.10. Flag policy
8. **Selectmen Reports**
9. **Adjourn**



Joyce Kearns <adminassist@townofkentct.org>

Re: Flag Poles

1 message

Andrea Schoeny <andreaschoeny@gmail.com>
To: Rufus DeRham <Rufuspderham@townofkentct.org>
Cc: selectmen@townofkentct.org

Fri, May 20, 2022 at 6:39 AM

Good morning Rufus,

I am not sure how or where I said that you unhappy flying a Pride flag. That is not what I wrote; it is apparent by the previous meeting's vote that all 3 of you want to fly it.

I am referring to Debbie's email (the one that started this whole discussion) that SHE is unhappy that the Pride flag would be on the same pole as the US flag. That's what her email said, right? She doesn't want any flags—the Pride flag included—on the same pole as the US flag. As a compromise, she is asking the town to spend only (ha!) \$3,000 to get a new flag pole for other flags and dedicate it to Johnny.

It is HER email that has set the Board of Selectmen out on this task, with an arbitrary deadline of this coming Flag Day.

Rufus, I kindly ask that you reread my email and reconsider your strongly-worded response.

Thank you,

Andrea

On Fri, May 20, 2022, 00:24 Rufus DeRham <Rufuspderham@townofkentct.org> wrote:
Andrea,

I resent your flawed logic that I am unhappy about flying a Pride flag in the month of June. You know nothing about my position on that issue or on any other organization that wants to raise a flag. What was an otherwise thoughtful and well stated letter was diminished significantly by that statement and the disdain garnered by that offensive insinuation.
Rufus

On Thu, May 19, 2022 at 10:26 PM Andrea Schoeny <andreaschoeny@gmail.com> wrote:
Hello Jean, Glenn, and Rufus,

I couldn't get my thoughts together clearly enough during tonight's meeting, while it was still the public comment section. You may understand that I was preoccupied with my nerves for presenting my subcommittee report and wrestle-nursing an over-tired toddler. I should also be in bed, but I can't stop thinking about this issue.

I am surprised (dismayed?) that the Board would entertain an idea so quickly to spend \$3,000++ dollars to add, replace, or move, flag poles. Flag poles!

As a town resident and taxpayer, I am concerned that this idea is clearly rushed. We went from discussing an email correspondence from earlier in the week asking for ONE more flag pole, to all of a sudden thinking of buying TWO more flag poles and MOVING the existing one. The discussion got more expensive by the second, seriously!

And to be pressured into doing it quickly, before next month's Flag Day (less than a month from today), is pretty ridiculous. I know I am newish to town, but I have watched a LOT of your meetings and nothing ever gets done that fast, even much more important things (and believe me, there are MUCH more important things to be discussing). I feel that perhaps your emotions regarding dedicating a new flag pole to a dear friend and town employee were stronger than your rationality regarding the situation as a whole.

Let's be clear, then, about what the situation actually is. The email was NOT about the flag pole or a special dedication to Johnny. It was about being unhappy with your decision to fly a Pride flag for June. This is just one way to try to stop it.

Is installing a second (or third?) flag pole the only way to solve the issue that was brought forth? No.

There is actually nothing against flying many flags on the same pole, as long as the US flag is at the top and biggest. Jean said that herself. She looked into flag protocols. The "problem" that was brought up is not actually a problem. The Pride flag that you proposed to fly for the month of June can go under the US, CT, and Kent flags. Nothing wrong with 2, 3, or 4 flags flying... right?

Could a Pride flag be suspended from another place at Town Hall? The foyer/stairs? Two pride flags from upper window ledges, displayed symmetrically, one on each side of the front of the building? These ways perhaps solve the "problem" of flying a flag on the same pole as the US flag.

You're a creative group. Don't rush your problem-solving skills because of someone else's deadline (that is rather arbitrary, to be honest).

Regarding dedicating the new flag pole to John Lindsay... There's no reason why you can't dedicate the EXISTING flag pole to him. It's the one he actually used, after all, and that could be done rather quickly, with very minimal expense to the town, perhaps even by Flag Day 2022.

However, it's not just about the cash expense, it's about the time cost as well. You asked Rick what it would take to move the existing pole: an added expense of time and money. But, not even 2 Board of Selectmen meetings ago, he essentially shrugged and said, "We'll get to it when we get to it," about the crumbling bridge that goes to Kent Common Park. You've got to be kidding me if you think it's important enough to put town resources and person-hours into moving flag poles, but we can't find the time to fix up other infrastructure that already has money dedicated to it.

I can think of at least a dozen things to use \$3,000+ dollars for around town (flashing crosswalk signs come to mind) that would have a bigger bang for the buck regarding safety and quality of life in town. The budget process was so tight this year and we're thinking we can just "come up" with extra money for this? This doesn't feel right.

Please, please, consider what this situation is actually about when you discuss this at the next special meeting. Please don't rush into spending \$3,000++ based on one disgruntled person's arbitrary deadline.

I know I won't be able to attend the next special meeting or the 1st Thursday of the month meeting, since they are during work hours.

I look forward to hearing from you about this matter.

Andrea
(505) 205-3021

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Andrea Schoeny
Private Tutor
Occupational Therapist, MOT, OTR/L
Registered Occupational Therapist (NBCOT)
Licensed Occupational Therapist (CT & VA)

RECEIVED
JUN 01 2022

To: Kent First Selectman Jean Speck
41 Kent Green Blvd.
Kent, CT 06757

BY:

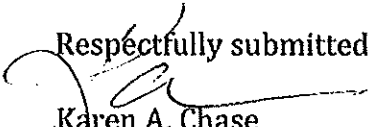
Cc: Patricia Oris
Chairman Kent Democratic Town Committee

Denise Merrill
Connecticut Secretary of State

From: Karen A. Chase
Democratic Registrar of Voters
Kent, CT

I am tendering my resignation as the Democratic Registrar of Voters for Kent, CT effective Thursday, June 30, 2022 with my last official work day being Monday, June 27, 2022. The Democratic Deputy Registrar, Therese Duncan will assume my position on July 1, 2022.

Respectfully submitted



Karen A. Chase
Democratic Registrar of Voters
Kent, Connecticut



Joyce Kearns <adminassist@townofkentct.org>

Mower for Highway Dept.

1 message

Rick Osborne <publicworks@townofkentct.org>

Thu, Jun 2, 2022 at 2:32 PM

To: Board of Selectmen <bos@townofkentct.org>

Attached are prices for an electric powered lawn mower. They cannot be compared accurately because one is list price and the other is with Sourcewell pricing. I requested the same pricing from both but have not received it yet. If you look at just the mower price and assume the same discount from Sourcewell it will bring the list price to \$28,313.00. The actual bid price will be different but this can be used to compare the price to that of a gasoline powered unit which would be about \$15,000.00.

Rick

--

J. Rick Osborne

Road Foreman Kent, Ct.

Office 860-927-4627

Garage 860-927-3491

Cell 860-488-4648

**electric mower.pdf**

305K



Proposal

151 Mt. Pleasant Rd
 Newtown, CT 06470
 P: 203.270.0699 / F: 203.270.3718
k.hardy@NewtownPowerEquipment.com

5/26/2022

Rick Osborne
 Town of Kent, CT
 38 Maple St
 Kent, CT 06757

860-488-4648

QTY	ITEM	DESCRIPTION	MSRP	SALE PRICE
1	997009	Gravely Pro-Turn EV Rear Discharge w/ 52" X-Factor Deck and four Lithium-Ion batteries and overnight charger.	\$ 35,051.00	\$ 27,339.78
		Price valid for 30 days. Sourcewell Contract # 031121-ACO		
Total				\$ 27,339.78

Quotation prepared by: Kim Hardy

This is a quotation on the goods named, subject to the conditions noted below:
 (Describe any conditions pertaining to these prices and any additional terms of the agreement.
 You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

THANK YOU FOR THE OPPORTUNITY TO SERVE YOU!

Bacher Corp. of Conn.
 7 Thompson Road
 PO Box 733
 East Windsor, CT 06088-0733

Voice: 860-627-5924
 Fax: 860-292-6393

QUOTATION

Quote Number: 4043
 Quote Date: Jun 1, 2022
 Page: 1

Quoted To:
KENT, TOWN OF (DPW) P.O. BOX 678 KENT, CT 06757

Ship To:
38 MAPLE STREET KENT, CT 06757

Customer ID	Good Thru	Payment Terms	Sales Rep
K00001	7/1/22	Net 20 Days	OLIS

Quantity	Item	Description	Unit Price	Amount
1.00		Mean Green, Commercial Electric Zero Turn, Rival 52" Rear Discharge, Mulching deck. Model RVL52R220, RVL-52 RD 22.kWh Package includes high back suspension seat, battery and solid front yokes w/ Michelin front caster Tweels.	36,299.99	36,299.99
1.00		Solar Canopy (Factory Installed) FI-SAM	1,980.00	1,980.00
1.00		USB Port, 12 Volt, USB-12V	110.00	110.00
1.00		Plastic Front Receiver for ZTR Jack & ORV Blower, AMGUPN12	66.00	66.00
1.00		220V 50A Charger, 220V, MGELC128-1, Requires 220 V 10.9A Outlet	880.00	880.00
1.00		Incoming Frt, set-up, delivery, training and manuals	695.00	695.00
Rick Osbourne, T: 860-488-4688, E: publicworks@townofkentct.org This quote is for budget purposes only. The manufacturer has the right to change models, specs and prices at any time without notice. Before processing a purchase order, please check with John Olisky at 860-627-5924 to confirm the information on this quote is current. Thank you.				

IT'S ALL ABOUT THE SERVICE AFTER THE SALE!

Subtotal	40,030.99
Sales Tax	
Shipping & Handling	
TOTAL	40,030.99



Joyce Kearns <adminassist@townofkentct.org>

Fwd: Schaghticoke Indians

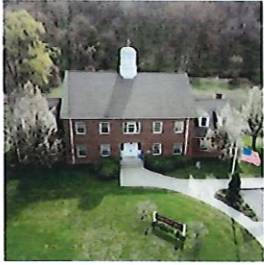
1 message

Jean Conlon Speck <firstselectman@townofkentct.org>

Thu, Jun 2, 2022 at 2:07 PM

To: Joyce Kearns <adminassist@townofkentct.org>

Could you put this in the meeting folder?

**Jean Speck (she, her, hers)**

First Selectman, Town of Kent

860.927.4627 | firstselectman@townofkentct.org | www.townofkentct.org

41 Kent Green Boulevard

PO Box 678

Kent, CT | 06757



Click here to schedule a meeting with me!



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Create your own email signature

----- Forwarded message -----

From: Jeff Sienkiewicz <jsienkiewicz@allinghamlaw.com>

Date: Thu, Jun 2, 2022 at 11:36 AM

Subject: Schaghticoke Indians

To: firstselectman@townofkentct.org <firstselectman@townofkentct.org>Cc: Rep. Horn, Maria <Maria.Horn@cga.ct.gov>

Dear Jean,

Please accept this email as a brief report on the status of several matters concerning the Schaghticoke Indians.

1. Repetitioning Ban: As you know, there were two fairly recent court cases that struck down the regulation banning previously denied petitioners the right to repetition for federal acknowledgment as an Indian tribe. In prior correspondence to the Secretary of the Interior, the Town requested that the repetitioning ban be reinstated. From the Towns' perspective, the repetitioning ban prevents the Schaghticoke Tribal Nation (STN) from again seeking federal acknowledgment as an Indian tribe through the regulatory process. The ban preserves the finality of the prior administrative and judicial decisions respecting the Schaghticoke Tribal Nation. The Department of Interior has proposed maintaining the ban with stronger

reasoning. The public comment period expires, I believe, on June 30. I will have a letter for you to submit supporting the ban.

2. Schaghticoke Indian Tribe: The Schaghticoke Indian Tribe (SIT) has submitted a documented petition for acknowledgment as an Indian tribe. The public comment period expires on July 5. Based upon the history of the Schaghticoke, the Schaghticoke Indian Tribe does not appear to be entitled to federal recognition as an Indian tribe for the following reasons. 1) the SIT claims to share the same history as the STN until about 1986, after which it claims that the STN broke off as a splinter group. As such the SIT itself does not appear to represent the entire historical Schaghticoke community; 2) The BIA previously determined the Schaghticoke did not exist as a political community for approximately 165 years of its history since 1801. In other words, there existed no bilateral political relationship between members and leaders during a vast portion of its history. Instead of addressing this deficiency with new evidence, the SIT appears to rely upon evidence and arguments previously rejected by the BIA in the STN proceedings. 3) Similarly, the BIA previously determined that the evidence failed to show the existence of a Schaghticoke tribal community between 1920 and 1967 and after 1996. To be a tribe, the group must be united in one community. The SIT does not appear to present any new evidence supporting the existence of a tribal community for the periods in question.

I continue to work with the attorneys for the Kent School and the Attorney General's Office and expect that we will submit a joint statement in opposition to the petition for acknowledgment. We have a partial draft on several issues, but it is still quite rough and much additional work remains.

3. The Department of the Interior is proposing new rules governing the procedures to be followed for taking land into trust for the benefit of acknowledged Indian tribes – 25 CFR Part 151 & 25 CFR Part 293. If the SIT or the STN were acknowledged, the proposed new rules would have a significant impact on Kent. First the Schaghticoke would be considered to have been under federal jurisdiction as of 1934, thereby making the land into trust act applicable to the Schaghticoke. Second, consideration of local concerns is virtually eliminated from criteria being considered for taking land into trust. The proposed rule may have an impact on Indian gaming as well, but I have yet to analyze.

The proposed new regulations are in the "tribal consultation" stage, but the Town may submit written comments by June 30. As time permits, I will examine in greater detail.

Sincerely,

Jeffrey B. Sienkiewicz

860-350-5454

Allingham, Readyoff & Henry, LLC

54 Bridge Street,

New Milford, CT 06776



Joyce Kearns <adminassist@townofkentct.org>

Swift House

1 message

Donna Hayes <landuseadmin@townofkentct.org>

Fri, May 20, 2022 at 10:36 AM

To: zanne.charity@gmail.com, Jean Conlon-Speck <firstselectman@townofkentct.org>, Rufus DeRham

<Rufuspderham@townofkentct.org>, Glenn Sanchez <Glennsanchez@townofkentct.org>

Cc: Joyce Kearns <adminassist@townofkentct.org>, Joe Manley <ManleyJ2@optonline.net>, Sharon Town Building and Zoning <sharonlanduse@gmail.com>

Good morning,

As discussed last night, I found the following information:

1. The property was sold to the Town on January 15, 1973 for \$60,000 by Mr. Noble. The warranty deed does not list any requirements for its use as part of the sale.
2. The building file has the following information:
 1. a permit dated 1989 for a re-roof
 2. a permit dated 10/01/98 to relocate the electric meter and service
 3. a permit dated 7/9/98 to do restoration work on the sills and siding
 4. a permit dated 4/12/01 for a new porch deck and railing; repair some windows, repair rotten sills.
 5. a walk-thru report by Stan MacMillan dated 11/14/03 which identifies the property as **MIXED USE**. He notes a main meeting room on the main floor and an apartment in the second floor attic space.
 6. a notation on a set of plans dated December 5, 2008 stating "**change of use 2nd floor to storage**"
 7. a permit dated 4/7/2009 to insulate the basement ceiling and attic floor; reglaze window sash, scrape, prime and paint building.
 8. a permit dated 4/8/2009 to pour a cement floor
 9. a permit dated 8/18/2016 to strip and re-roof the OLD AMBULANCE BUILDING
 10. a permit dated 9/20/21 to strip and re-roof
 11. a Certificate of Approval dated 9/22/2021 for the strip and re-roof.
 12. a letter dated 2/16/22 to the BOS regarding Swift House ADA Compliance.
3. There is no zoning folder since the Town of Kent is exempt from zoning. This was determined by a special town meeting May 9, 1975.

Based on the information in the file, I would ask Joe Manley and/or Stan MacMillan for a classification of the building.

If you have any other questions, feel free to reach out.

Regards,

Donna M. Hayes, CZEO

Land Use Administrator

Town of Kent

Land Use Office

41 Kent Green Boulevard

P.O. Box 678

Kent, CT 06757

(860) 927-4625

landuseadmin@townofkentct.org

SWIFT HOUSE TASK FORCE MOTION
TO BE READ AT BOARD OF SELECTMAN'S MEETING on 5/19/22:

We, the Swift House Task Force subcommittee of the Kent Board of Selectmen, respectfully request that the Board of Selectmen resolve all outstanding issues currently impeding the full or partial reopening of Swift House for continued use by the Kent Chamber of Commerce and Kent Garden Club, in particular, and by others as appropriate, by the next regular Board of Selectmen's meeting on June 2nd, and to facilitate that objective by :

- Consulting with an authorized ADA Coordinator trained to explain ADA rules, interpret requirements, and advise on whether immediate implementation is necessary, or not, and by
- Investigating possible extension of Town's liability insurance to cover complementary use of Swift House by Kent's civic organizations for membership meetings, work sessions, and other gatherings not open to the public, or by grants to those organizations to cover the cost of liability insurance, if necessary.

It should be noted that the issues regarding ADA regulations and liability coverage have been pending since early February, and those affected would be grateful for a speedy resolution.



To: Board of Selectmen

From: Joyce Kearns

Date: June 1, 2022

Re: Large Meeting Video Conferencing System Update

This report is to provide an update on the status of the long overdue large meeting room video conferencing system. The completion of this project will be contingent upon the availability of the equipment and vendors.

Summary of work completed:

May 25, 2022

On-site meeting with Ted Orr of Yucatech, Joyce Kearns and Donna Hayes.

- Discussed proposed equipment.

- Room layout for meetings.

- Minimum audio needs.

- Minimum video needs.

Zoom meeting with a representative from Logitech, Ted Orr, Joyce Kearns and Donna Hayes.

- Proposed equipment specifications for audio.

- Proposed equipment specifications for video.

May 27, 2022

I sent an email to all department heads, board and commission chairs and BoS.
requesting construction input and/or suggestions.

Tasks:

Ted:

- Produce a list of equipment to be purchased with pricing and forward to Joyce.

- Reach out to electrician.

 - Discuss need for electrical work.

 - Discuss pricing.

- Need for carpenter will be decided once information on equipment is received and approved by Joyce.



Joyce Kearns <adminassist@townofkentct.org>

EMD Job description

1 message

Rufus DeRham <Rufuspderham@townofkentct.org>

Tue, May 31, 2022 at 2:32 AM

To: Glenn Sanchez <Glennsanchez@townofkentct.org>, Jean Conlon Speck <firstselectman@townofkentct.org>, Joyce Kearns <adminassist@townofkentct.org>

Hi Glenn and Jean and Joyce,

I have written up (with liberal borrowing from other towns and Donna Hayes' suggestions) a Job description which I think is more in line with what the town is than the draft version passed down by the state. We are not the State of Connecticut. We are a small town of barely 3,000 folks. In looking over the job descriptions of Roxbury and Washington, two communities more closely aligned with us, I felt more strongly to simply accept the State proposed job description is not representative of who we are as a small town. We can be as efficient and professional with a more relaxed, less overbearing manner.

If we adopt this job description, then the Deputy EMD can easily follow suit with a little editing of this document.

Joyce, would you please include this in the packet for the upcoming selectmen's meeting.

Thank you,

Rufus

**Town of Kent Volunteer Job Description VEMD.docx**

15K

Town of Kent Volunteer Job Description

POSITION: Volunteer Emergency Management Director

- The Volunteer Emergency Management Director (VEMD) is appointed by the Board of Selectmen and reports to the First Selectman.

HOURS: Hours of work are dependent on emergency situations and conditions.

GENERAL STATEMENT OF DUTIES:

- Advises the First Selectman on all emergency management matters and related laws, rules, regulations, and requirements of Title 28 and Public Act 87-535, as amended, of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121 et seq), Rev. 1998.
- Develops, organizes, directs and coordinates the Town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster.
- During emergencies, the VEMD assumes the overall responsibility for the operation of the Emergency Operating Center (EOC) and for advising the First Selectman on local government emergency operations, including the execution of (1) appropriate increased readiness measures should a local, state, national or international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) necessary coordination among the operating departments of town government.
- Coordinates, prepares, and executes local state or federal programs which involve the training and education of volunteer citizens and of business, industry, and private organizations for individual and collective emergency response.
- Supervises the Volunteer Deputy Emergency Management Director, Volunteer CERT Team Leader, and various other volunteers.
- Prepares reports as required by federal, state and regional agencies in regard to emergency preparation and response.
- Maintains and updates the Town's Emergency Operations Plan and mutual aid agreements with other municipalities.
- Attends regional emergency management meetings.
- Develops and executes a program budget for CIVIL PREPAREDNESS (line 260) in the Town Budget.

GENERAL REQUIREMENTS:

- Ability to evaluate situations and exercise sound judgment in making decisions.
- Working knowledge of local, state and federal regulations, statutes and laws governing Emergency Management
- Excellent communication skills and ability to work effectively with others.
- Valid driver's license and availability of a personal vehicle.
- Working knowledge of Incident Command System (ICS) and National Incident Management System (NIMS).

- Excellent working computer knowledge including use of Microsoft and Google Suite of applications, email, use of internet browsers and search engines.
- Good written and oral skills.
- Must be over 18 years of age, a citizen of the United States and should be available to respond to emergencies 24 hours a day, seven (7) days a week.
- No less than three (3) years of experience in Emergency Management or related fields.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Emergency Management or related field
- Working knowledge of software platforms Veoci, Everbridge, and WebEOC.

WORKING DEMANDS:

- Long, stressful hours, including working in hazardous conditions during emergency situations
- Repetitive motion due to extensive computer work, written reports and documentation.
- Some physical lifting (no more than 50 lbs).

Roles and Responsibilities of Chief Elected Officials and Emergency Management Directors in Emergencies



Kendall Bobula, *All Hazards Planning Manager*
CT Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security

March 31, 2022



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Overarching Goals Of Emergency Management

- Prevention/Mitigation
- Planning/Preparedness
- Response
- Recovery

AT ALL TIMES:

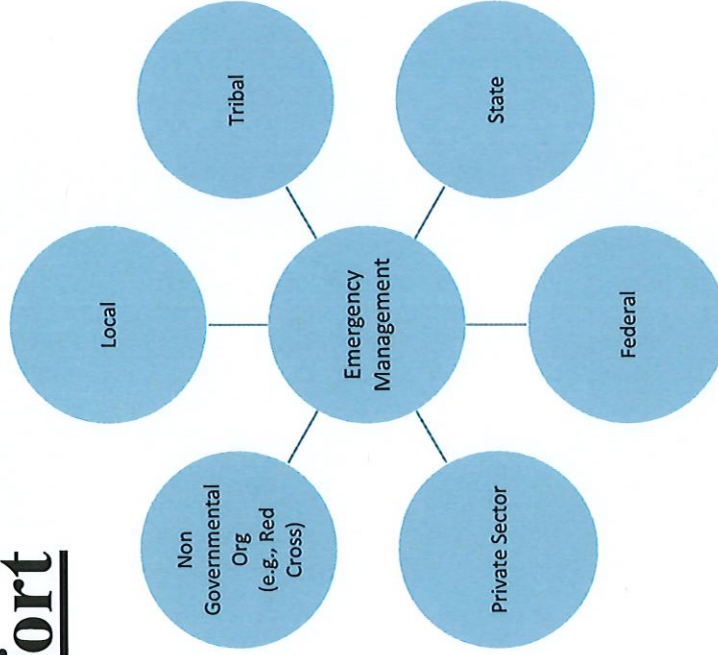
Resiliency—the ability to withstand, adapt, and recover



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Emergency Management is a Team Effort

- National Response Framework
- State Response Framework
- Regional Emergency Response Plan
- Local Emergency Operations Plan



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Local Responsibilities identified in the National Response Framework

- *Municipal Chief Executive Officer (e.g., mayor or city manager)* is responsible for ensuring public safety and welfare of the people of that jurisdiction.
- *Municipal Emergency Manager* has the day-to-day authority and responsibility for overseeing emergency management programs and activities.
- *Emergency Support Functions*



Emergency Support Functions—

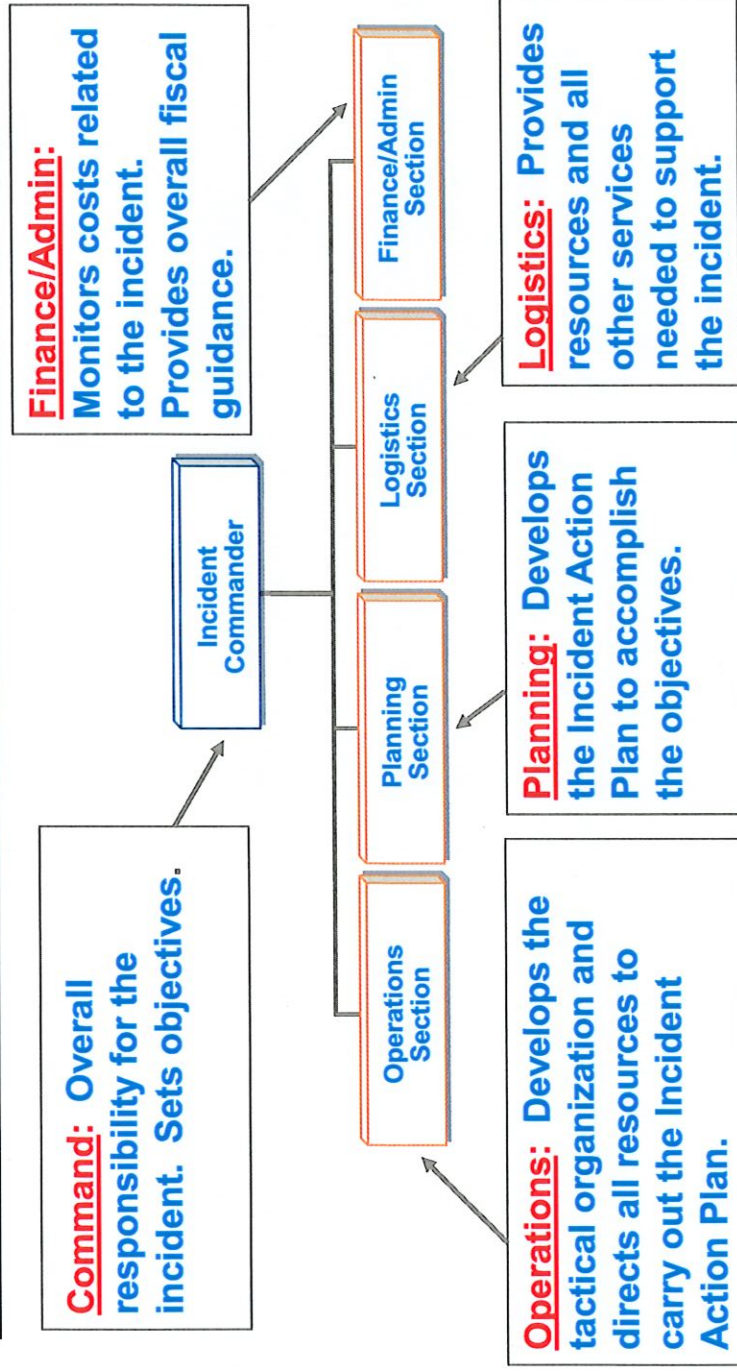
State ESFs

- ESF 1: Transportation
- ESF 2: Communications
- ESF 3: Public Works
- ESF 4: Fire
- ESF 5: Emergency Management
- ESF 6: Mass Care
- ESF 7: Resource Support/Private Sector
- ESF 8: Public Health
- ESF 9: Search and Rescue
- ESF 10: Hazardous Materials Response
- ESF 11: Agriculture and Natural Resources
- ESF 12: Energy and Utilities
- ESF 13: Law Enforcement/Homeland Security
- ESF 14: Long Term Recovery and Mitigation
- ESF 15: External Affairs/Emergency Communications



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Basic Incident Command: Who Does What?



Division of Emergency Management and Homeland Security/ DESPP

CT General Statutes Titles 28 and 29

- Coordinated, integrated program for... state-wide emergency management and homeland security.”
- The words “coordinated,” “sharing,” “cooperation,” and “assistance” are used at least six times in the Title 28.
- Statute also describes local responsibilities, and powers of the Governor in an emergency.
- CT Intelligence Center—State’s Fusion Center



State Emergency Management

- State Emergency Operations Center
 - DEMHS as coordination lead, other state agency may be the subject matter lead
 - Governor's Unified Command
- State Response Framework
 - Outlines roles and responsibilities
 - Plans, Resources, and Assets
 - Pre-Activation Framework
 - State Emergency Operations Center
- Standard Operating Procedures (SOPs)



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Local Emergency Management

Roles and Responsibilities

- **Municipal Chief Executive Officer**

- Take actions necessary to mitigate a major disaster or emergency: “Deputize” help
- Request Governor or DESPP/DEMHS to authorize the temporary use of civil preparedness forces.
- Declare an emergency/convene Unified Command
- Appoint Local Emergency Management Director
- Serve on Regional Emergency Planning Team
- Broad Powers under Title 7
- Work with DEMHS to implement funding—Resolutions and MOUs



Example of Municipal Responsibility: **SHELTERING**

Title 7: Municipality to do all things necessary or desirable to secure and promote health of residents

Title 28:

- Local Emergency Operations Plan (LEOP) must be approved by CEO and EMD, and DESPP/DEMHS.
- LEOP must address all civil preparedness activities
- “Construction and preparation of shelters, shelter areas, and control shelters” is a required civil preparedness activity.



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Local Emergency Management Director (EMD): the CEO's Go-To Person

- Responsible for local emergency preparedness; *Does at the local level what DEMHS does at the state level*
- Reviews and approves annual Local Emergency Operations Plan
- Serves on CEO's Unified Command
- Administer oaths, maintains roster of volunteers; requests approval of activations



Local Emergency Operations Plan

- LEOP review-- Funding is contingent on approval. DEMHS sought legislation which passed to make it a two-year review, rather than annually. Updated template, more fillable.
- Make sure your LEOP reflects your town's capabilities.
- Review your plans before the emergency, be aware of what they say, have them available at your EOC—what other plans does your town have? (for example, School Security, which is annex to LEOP)
- Have all segments of your community involved in your planning—functional needs, social services, schools, diverse languages, cultures.



Declarations of Emergency

- Local
- State
- Presidential

- ***Why Initial Damage Assessments and Preliminary Damage Assessments are so important:***

- The data collected in IDA and then PDA affects what counties will receive aid, and which federal thresholds are met in order to activate certain FEMA disaster assistance programs.





CEO's Unified Command/Opening the EOC:

(You can use this for any event, planned or emergency)

- Allows municipal leaders to jointly provide managerial direction through a common set of incident objectives and strategies
- Joint Incident Action Plan
- Make sure you have the right people at the table
 - EMD, Fire, Police, EMS, Public Health, Public Works, Social Services, Utilities, Schools, Information Technology, who else?



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Elements of an Incident Action Plan

Every IAP must have four elements:

What do we want to do?

Who is responsible for doing it?

How do we communicate with each other?

What is the procedure if someone is injured?



Municipal CEO, Local EMD, DEMHS Regional Coordinator: A Collaboration

- Information flow/Communication is key
- Regional Emergency Support Plan
 - Some regions have regional coordination centers
 - Can provide coordination of mutual aid from within the DEMHS Region
 - Keep your Regional Coordinator informed of the Regional Mutual aid
- Your Regional Coordinator is your link to State EOC
 - If you want state, federal assistance, or mutual aid from outside your DEMHS region, local EMD contacts Regional Coordinator



Resources Available in an Emergency

Work through your EMD to the Regional Coordinator

- Civil Preparedness Forces and Assets
- Mutual Aid
- Federal Assets



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Overview of Grant Programs

- Federal Non-Disaster Grants – Homeland Security Grant Program (HSGP), Emergency Management Grant Program (EMPG), Nonprofit Security Grant Program (NSGP), and others
- Federal Disaster Grants – Hazard Mitigation Grant Program (HMGP), Individual Assistance (IA), Public Assistance (PA)
- Private Grant – Nuclear Safety Emergency Funding (NSEF)
- State Bonding Funded Grants – School Security Grant Program (SSGP), Nonprofit Security Grant Program (NSGP), and others



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Emergency Management Grant Program (EMPG)

- **Eligible Recipients:** All Connecticut municipalities and Tribal Nations
- **Purpose:** The EMPG provides state, local, and tribal emergency management agencies with the resources required for implementation of the National Preparedness System and works toward the National Preparedness Goal of a secure and resilient nation. The EMPG's allowable costs support efforts to build and sustain core capabilities across the prevention, protection, mitigation, response and recovery mission areas.
- **Range of Eligible Projects/Example of past successful projects:** Municipal and Tribal governments utilize EMPG funding to support their local Emergency Operations Centers. This support includes a 50% reimbursement of payroll for the Emergency Management Director and their staff, IT and communications equipment and recurring services such as high-speed internet, phones and radios.
- **Source:** Federal Funding provided by DHS / FEMA



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Homeland Security Grant Program

- **Eligible Recipients:** The Five DEMHS Regions – Managed by the Regional Fiduciaries and various State Agencies
- **Purpose:** Support Planning, Training, Equipment, and Exercise activities with a Terrorism nexus
- **Range of Eligible Projects:** Personal Protective Equipment, Incident Management Training Special Team Training, Bomb Squad training and equipment, Hazardous Materials Team training and equipment, Shelter supplies, Variable message signs, light towers, Cyber Security training
- **Grant Best Practices:** Guidance obtained from the Homeland Security Working Group
- **Source:** Federal Funding provided by DHS / FEMA



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

School Security Grant Program (SSGP)

- **History:** The SSGP was established by Public Act 13-3 following the events of Sandy Hook Elementary School in 2012. Public Act 20-1 established funding for Multi-Media Interoperable Communications Systems (MM SSGP) funds in addition to Round 5 (2021) SSGP funds
- **Eligible Recipients:** Public, Non-Public, and State Technical schools, as well as preschools and daycares
- **Purpose:** The purpose of the SSGP is to assist schools in improving security infrastructure
- **Range of Eligible Projects/Example of past successful projects:** Schools utilize SSGP funding to enhance security by improving upon the infrastructure of their facilities. Projects may include window film, bollards, interior or exterior camera systems, access control systems, and interoperable systems of communication or information sharing with law enforcement.
- **Source:** State Bonding Funds. The application period opens when the bonded funds are approved by the State Bond Commission.



Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security

Tools to Assist in Local Emergency Management

- Local Emergency Management Director and Municipal Official Handbook, including Quick Reference Guide and Recovery Guide
- Participation in Regional Emergency Planning Team and Regional Emergency Support Functions Groups
- Participation in Training and Exercises
 - Basic ICS Courses, both online and as a community
 - Annual Statewide Exercise (“EPPI”)





STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



TOWN OF _____, CONNECTICUT

JOB DESCRIPTION

EMERGENCY MANAGEMENT (CIVIL PREPAREDNESS) DIRECTOR

GENERAL STATEMENT OF DUTIES

The Emergency Management Director (EMD) is appointed by and serves at the pleasure of the Chief Executive Officer (CEO). He or she advises the Chief Executive on all Emergency Management matters and related laws, rules, regulations and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 *et seq*), Rev. 1998. She or he develops, organizes, directs and coordinates the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The Emergency Management Director is responsible for accomplishing all of the following Emergency Management functions: (1) Emergency Organization, Planning and Management, (2) Direction, Control and Warning, (3) Population Protection, and (4) Training and Exercises. However, those emergency responsibilities assigned to department chiefs by charter or standard procedures remain the responsibilities of department chiefs.

EXAMPLES OF DUTIES

Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies.

Develops and executes a program operating budget.

Plans, organizes, and coordinates the Emergency Management activities of those operating departments, agencies and offices of local government which are responsible for carrying out response operations in an emergency.

Coordinates planning and organization for the use of all public and private resources available to local government to provide the capability of dealing with the effects of peacetime and national security (wartime) disasters.

Updates and conforms the town's Emergency Operations Plan to state and federal criteria including national security (nuclear attack/weapons of mass destruction) risk assumptions.

Maintains a continuous review of the warning system and warning procedures.

Serves as the communications planning coordinator for all town emergency direction and control communications insuring proper design, coordination, maintenance and suitability for emergency operations.

Develops and maintains a training and exercise program to prepare the Emergency Management organization for emergency operations.

Prepares requests for federal financial assistance for emergency management programs.

During emergencies, the Emergency Management Director assumes the overall responsibility for the operation of the Emergency Operating Center (EOC) and for advising the Chief Executive on local government emergency operations, including the execution of (1) appropriate Increased Readiness measures should an international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) necessary coordination among the operating departments of town government.

Coordinates, prepares and executes local government programs which involve the training and education of individual citizens and of business, industry, and private organizations in individual and collective response in an emergency.

Maintains the Emergency Operations Plan, Annexes, and operating procedures (SOP's) updated as required by the Commissioner of the Department of Emergency Services and Public Protection or his designee.

Prepares and submits Emergency Management reports to appropriate town, state and federal agencies as required.

Serves as the liaison between town, state and federal agencies on Emergency Management matters.

Maintains a reference file of general emergency preparedness, emergency response, national security (attack preparedness/weapons of mass destruction), and similar emergency management publications as guidance documents.

MINIMUM QUALIFICATIONS

The minimum qualifications of the Emergency Management Director shall be determined by the appointing authority in accordance with local civil service and personnel policies and procedures as well as by the statutory responsibilities and duties found in Connecticut General Statutes Title 28."

SPECIAL REQUIREMENTS

The Emergency Management Director must be over 18 years of age, a citizen of the United States and should be available to respond to emergencies 24 hours a day, seven days a week.

APPROVED BY CHIEF EXECUTIVE OFFICER:

Signature _____

Date _____

ACKNOWLEDGED BY EMERGENCY MANAGEMENT DIRECTOR:

Signature _____

Date _____

Town of Kent Office of Emergency Management Emergency Management Director Job Description

Nature of work:

Under the direction of the Board of Selectmen, the chief elected officials of the community, the Emergency Management Director plans, organizes and directs the Emergency Management programs for the jurisdiction; acts as the community's representative on all Emergency Management matters; and coordinates activities of the local Office of Emergency Management Agency with other local agencies having Emergency Management responsibilities.

Essential Duties and Responsibilities:

- Directs 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.
- Keeps the Board of Selectmen fully informed on all Emergency Management matters and acts as their representative in dealing with other governmental and private organizations concerned with Emergency Management.
- Maintains and updates hazard mitigation, emergency response and recovery plans for community and mutual aid agreements with neighboring communities.
- Directs a public information program to keep all residents of the local jurisdiction informed about Disaster Preparedness activities.
- Organizes annual disaster exercises to test local emergency response agencies.
- Establishes, maintains, and runs an Emergency Operations Center.
- Completes and submits municipal disaster reports to DEMHS.
- Attends Emergency Management training courses and workshops.
- Secures and maintains information, contacts and plans regarding facilities and resources of the local jurisdiction, including private schools, private camps, nursing homes and drug and alcohol rehab for use in emergency situations.
- Attends Local EM Director's Meetings sponsored by the State of Connecticut, and provides the Area 5 coordinator with reports and/or local information.
- Advises the chief executive(s) of needs of the EOC; prepares the agency budget.
- Maintains and emergency notification system and

General Requirements:

- Knowledge of the structure, functions, and interrelationships of State and local governments.
- NIMS requirements IS-700, IS-701a, IS-703a, IS-704 IS,800, ICS-100, ICS-200 and ICS-300
- Knowledge of the background and objectives of the Federal, State, County, and Local Emergency Management programs.
- Ability to evaluate situations and work with multiple agencies and the general public and exercise good judgment in making decisions.

***Town of Litchfield Office of Emergency Management
Emergency Management Director Job Description***

Nature of work:

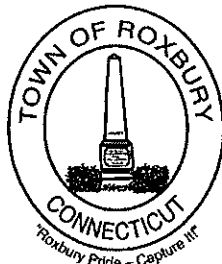
Under the direction of the First Selectman, the Emergency Management Director plans, organizes and directs the Emergency Management program for the jurisdiction.

Essential Duties and Responsibilities:

- Ensures the integration of the local emergency management plan and program, to the greatest extent practical, with the emergency management programs of the State and Federal government.
- Keeps the First Selectman fully informed on all emergency management matters.
- Acts as the Town's liaison with other governmental and private organizations concerned with emergency management; Coordinates closely with the Regional Office of the State Department of Emergency Management and Homeland Security.
- Maintains and updates the Town's Emergency Operations Plan and mutual aid agreements with other municipalities; Oversees implementation of the Town EOP and mutual aid agreements.
- Directs a public information program to keep all residents of the Town informed about disaster preparedness activities and appropriate response/recovery measures.
- In conjunction with local department heads, organizes and conducts periodic disaster drills and exercises to test local emergency response capabilities; Coordinates local participation in regional, State and federal drills and exercises.
- Establishes, maintains, and directs operations in the local Emergency Operations Center.
- Completes and submits Situation Reports and Damage Assessment Reports to the State.
- Directs a training program to prepare the emergency management organization of the Town for emergency operations. Attends emergency management training courses and workshops.
- Develops and maintains information regarding facilities and resources of the local jurisdiction and of neighboring mutual aid jurisdictions for use in emergency situations.
- Attends regional emergency management meetings.
- Advises the First Selectman of needs of the Town's emergency management program; prepares the agency budget.

General Requirements:

- Knowledge of the structure, functions, and interrelationships of the federal, State, local and private emergency response and recovery organizations.
- Knowledge of the methods of organization, planning, management, and supervision.
- Ability to evaluate situations and exercise sound judgment in making decisions.
- Excellent communications skills and ability to work effectively with others.
- Knowledge of ICS and NIMS preferred
- Previous emergency management and/or emergency services experience preferred.
- Must be willing to obtain an amateur radio Technician Class license within 1 year.



Town Of Roxbury

Job Description - Emergency Management Director

Job Title: Emergency Management Director

Reports to: First Selectman, Board of Selectman, Region 5 Coordinator, Division of Emergency Management and Homeland Security

Job Description: Working under the direct supervision of the First Selectman, the Emergency Management Director performs the functions in compliance with Connecticut General Statutes. The Emergency Management Director has the day-to-day authority and responsibility for overseeing emergency management programs and activities.

Mandatory Requirements: Understand and abide-by all safety work practices for yourself and your volunteers. Use customer service "best practices" when dealing with the public, peers, and volunteers by treating everyone fairly, with understanding, empathy, and professionalism. Maintain confidentiality.

Knowledge and Skills Required:

- 1)Ability to deal diplomatically and effectively with the general public
- 2)Ability to cooperate with Town and State officials, local police, fire, and ambulance officials
- 3)Ability to receive guidance and supervision; follow procedures and meet deadlines
- 4)Knowledge of Incident Command Systems and National Incident Management Systems
- 5)Operation of communication devices; radios, telephones, internet and email services

Qualifications: To perform the job successfully, an individual should possess the following qualifications:

No Less than 2 years' experience in emergency management or related fields

Successful completion of National Incident Management System Courses: ICS-100, ICS-200, ICS-300, ICS-400, & ICS-700

Must possess a valid CT driver's license

Duties and Responsibilities: The E.M.D. is to perform the following duties and responsibilities including but not limited to:

- 1) Develop, maintain, and review annually the Town's Emergency Operation Plan
- 2) Report to First Selectman, Board of Selectman, Department of Emergency services and Protection, Division of Emergency Management and Homeland Security
- 3) Consult and Coordinate with the First Selectman, Police Department, Ambulance Association, Fire Department, Newtown Health District, Division of Emergency Management and Homeland Security, and Regional Emergency Planning Team
- 4) Coordinate, train, prepare, and exercise to assure that the town is prepared for emergencies as in the Town's Emergency Operation Manual
- 5) Provide a copy of the local declaration of emergency to the State Office of Emergency Management (OEM)
- 6) Maintain the Emergency Operations Center, making sure it is always ready and operational
- 7) Activate and Manage Emergency Operations Center when directed by the First Selectman or when the situation warrants such action. Duties in managing the EOC include:
 - Maintaining a significant event log, message handling, aggregating damage information from all available sources, identifying resource needs, preparing summaries on status of damage, preparing briefings for senior management officials, preparing and submitting reports locally as well as to State OEMS office, coordinating logistical support and response personnel and disaster victims, and when directed by Chief Executive Officer, terminating operations and closing EOC.
- 8) Prepare reports as required by federal, state and regional agencies in regards to emergency preparation and response. Document for possible reimbursements from governmental agencies
- 9) Submit detailed monthly report to First Selectman concerning activities and routine updates
- 10) Attend or assure Town representation at Regional and State meetings and conferences regarding emergencies
- 11) Attends meetings as necessary, with Town boards, commissions, committees, etc.
- 12) Travel as required for State of CT and Regional Meetings on monthly or quarterly basis.
- 13) On call and responds as required

Physical Demands: During emergency situations, long stressful hours, operating vehicles and working in hazardous conditions, and extensive paperwork and communication efforts with other officials. Must be able to lift up to 50lbs. and work in outdoor conditions.

Town of Washington

Job Description – Emergency Management Director

Job Title: **Emergency Management Director**

Reports to: **First Selectman**

Board of Selectmen

CT Region 5 Coordinator, Division of Emergency Management and Homeland Security

Objective of the job

Follow the legal authority and guidance of the CT General Statutes, Title 28 and 29; With guidance established by CT Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security.

The Local Emergency Management Director has the day-to-day authority and responsibility for overseeing emergency management programs and activities.

The EMD is the CEO's "go-to" official in emergencies, to assist in overseeing the management of the emergency.

Essential Functions of the Job:

- Develops and executes management policies and procedures related to the functioning of emergency services during emergencies
- Develops and executes a program budget
- Plans, organizes and coordinates the Emergency Management activities for all local departments
- Updates and conforms the town's Emergency Operations Plan
- Serves as the communications planning coordinator for all town emergencies
- Develops and maintains a training and exercise program for the town.
- Prepares and submits reports as required
- Serves as the liaison between town, state and federal agencies

List the various competencies required to perform the essential functions.

- FEMA, National Response Framework, Federal Stafford Act; National Incident Management System(NIIMS); Emergency Support Functions, Incident Command System(ICS); School Safety training and plans. Phases of Emergency Management Principles, Preparedness/Protection, Response, Recovery, Mitigation
- CT Emergency Management System, Regions and Role of Regional Coordinator and staff. State Response Framework and the Regional Emergency Support Plan.
- CT School safety planning guidance and liaison with local school to implement.

- Knowledge and working liaison with Regional and Local partners; organizations, responders, utilities, and others as needed.
- College level courses in related field would be an asset, other on line courses offered by FEMA Institute; and related training sessions offered by CT DEMHS.

Physical Demands

- During Emergency situations, long hours and stressful
- Operating vehicles and working in hazardous conditions
- Extensive paper work and communication efforts with other officials.

Required Education and Experience

- Extensive education; training and experience in the Emergency Management
- Minimum Qualifications as by the statutory responsibilities and duties described in the CT General Statutes Title 28.
- College level courses in related fields, Technical School classes in related fields, would be an asset. Computer on line courses available from FEMA Institute or other training sessions offered by CT DEMHS

Travel

- Travel for State of CT and Regional Meetings on monthly or quarterly basis.
- On call and respond as required.

Supervises:

- During each phase of Emergency Management; planning/preparedness, response, recovery and mitigation; requires coordination, cooperation and communication with all departments, agencies and services.

Hours per week: Flexible Hours, on call 24/7
Must be able to work hours as needed in an emergency

This job description is not intended to be a comprehensive list of job responsibilities, nor does it cover or describe all job activities, duties, functions or responsibilities required by the Employee and shall not be construed as exhaustive. Activities, duties, functions and/or responsibilities may change as a result of changing needs of the Town, State or Federal Statutes and/or regulations or because of other matters as circumstances dictate.

September 2020

TOWN OF REDDING, CONNECTICUT

JOB DESCRIPTION

EMERGENCY MANAGEMENT (CIVIL PREPAREDNESS) DIRECTOR

GENERAL STATEMENT OF DUTIES

The Emergency Management Director (EMD) is appointed by and serves at the pleasure of the Chief Executive Officer (CEO). He or she advises the Chief Executive on all Emergency Management matters and related laws, rules, regulations and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 *et seq*), Rev. 1998. She or he develops, organizes, directs and coordinates the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The Emergency Management Director is responsible for accomplishing all of the following Emergency Management functions: (1) Emergency Organization, Planning and Management, (2) Direction, Control and Warning, (3) Population Protection, and (4) Training and Exercises. However, those emergency responsibilities assigned to department chiefs by charter or standard procedures remain the responsibilities of department chiefs.

DUTIES

Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies.

Develops and executes a program operating budget.

Plans, organizes, and coordinates the Emergency Management activities of those operating departments, agencies and offices of local government which are responsible for carrying out response operations in an emergency.

Coordinates planning and organization for the use of all public and private resources available to local government to provide the capability of dealing with the effects of peacetime and national security (wartime) disasters.

Updates and conforms the town's Emergency Operations Plan to state and federal criteria including national security (nuclear attack/weapons of mass destruction) risk assumptions.

Maintains a continuous review of the warning system and warning procedures.

Serves as the communications planning coordinator for all town emergency direction and control communications insuring proper design, coordination, maintenance and suitability for emergency operations.

Develops and maintains a training and exercise program to prepare the Emergency Management organization for emergency operations.

Prepares requests for federal financial assistance for emergency management programs.

During emergencies, the Emergency Management Director assumes the overall responsibility for the operation of the Emergency Operating Center (EOC) and for advising the Chief Executive on local government emergency operations, including the execution of (1) appropriate Increased Readiness measures should an international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) necessary coordination among the operating departments of town government.

Coordinates, prepares and executes local government programs which involve the training and education of individual citizens and of business, industry, and private organizations in individual and collective survival in an emergency.

Maintains the Emergency Operations Plan, Annexes, and operating procedures (SOP's) updated as required by the Commissioner of the Department of Emergency Management and Homeland Security.

Prepares and submits Emergency Management reports to appropriate town, state and federal agencies as required.

Serves as the liaison between town, state and federal agencies on Emergency Management matters.

Maintains a reference file of general emergency preparedness, emergency response, national security (attack preparedness/weapons of mass destruction), and similar emergency management publications as guidance documents

MINIMUM QUALIFICATIONS

The minimum qualifications of the Emergency Management Director shall be determined by the appointing authority in accordance with local civil service and personnel policies and procedures as well as by the statutory responsibilities and duties found in Connecticut General Statutes Title 28."

SPECIAL REQUIREMENTS

The Emergency Management Director must be over 18 years of age, a citizen of the United States and should be available to respond to emergencies 24 hours a day, seven days a week.

Date: May, 2022

Town of Bethel

Title: Fire Marshal/Emergency Management Director

Department: Fire Marshal

Position Goal To plan, organize, and administer a comprehensive fire inspection, investigation, and prevention program in accordance with the CT State Statutes. To assure fire code compliance, and identify and eliminate fire hazards. As Emergency Management Director plans and directs disaster response/crisis management activities

Primary Functions: Serve as a principal inspector of buildings and facilities to assure conformance of building structures with the Fire Code. Participates with the Building Official in the technical review of, and provides commentary on, all building and development proposals, including reviewing plans and specifications for new construction to ensure compliance with the applicable codes.

Performs code enforcement inspections of all properties. Recommends enforcement action when necessary.

Investigates all fires and community disasters within the Town and prepares appropriate reports for the State Fire Marshal.

Prepares annual budget for Fire Marshal's Office and administers the approved budget.

Works closely with the Town Engineer, Building Official, Director of Health, and the Planning and Zoning Official.

Works closely with Police, Fire Chiefs, and emergency services in relation to emergency management operations.

Emergency Management Director directs the development, periodic testing and ongoing improvement of a disaster response/crisis management plan.

Develops a system of emergency response training

Leads a team of emergency personnel

Assists and works in conjunction with local fire and police departments, utility companies and health care providers to facilitate emergency operations.

Additional Responsibilities:

Provides technical assistance on fire prevention matters to all Town Departments, Boards and Commissions.

Works with local utility companies to review, prepare recommendations, and improve same in order to provide a safe environment for Town citizens.

Occasionally works during the night hours on specific assignments such as 1) fire investigations, 2) special inspections, and 3) place of assembly capacity checks.

Acts as Town's Open Burning Official.

Participates in professional fire prevention and firefighting organizations to remain current on activities in fire service.

Prepares information on fire safety and prevention. Speaks to school, civic and private organizations on fire safety and prevention.

Serves on Safety Committee and acts as Town's Safety Officer.

As Emergency Management Director develops and implements a preventive maintenance plan for emergency equipment.

Supervises periodic emergency drills

Performs related work, as required.

Supervision Exercised: Assistant Fire Marshal(s) and clerical staff.

Supervised By: Receives general supervision and direction from the First Selectman.

Qualifications Profile: The skills and knowledge required would generally be acquired with an Associate's degree in firefighting technology or related field from an accredited college or university, plus 5 years of experience in firefighting and inspection activities; OR an equivalent combination of experience and training which provides the knowledge, skills and abilities required. As Emergency Management Director a Bachelor's Degree is preferred with experience in emergency management, public safety or disaster recovery OR, an equivalent combination of experience and training which provides the knowledge, skills and abilities required.

Thorough knowledge of modern fire prevention principles, procedures, techniques and equipment. Thorough knowledge of all codes, rules, regulations, and policies related to fire safety. Thorough knowledge of building, electrical, mechanical and fire codes.

Knowledge of construction. Ability to read blueprints, plans, specifications, and drawings.

Considerable ability to establish and maintain effective and courteous working relationships with other Town officials, public officials, other departments, and agencies, the general public, and office staff. Ability to relate to the public in a helpful, friendly and professional manner.

Demonstrated ability to lead a team of emergency personnel.

Ability to work well with people at all levels and backgrounds is essential.

Ability to perform multiple tasks (with interruptions), meet deadlines, perform duties promptly with attention to detail and accuracy, and remain current with laws, codes and regulations.

Basic knowledge of computers and computer programs.

Ability to communicate effectively both in oral and written form.

Physical Demands for Fire Marshal/Emergency Management Director

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Employee must have the mental and physical ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

Ability to communicate clearly and concisely with employees, emergency services workers, and others is crucial.

Work is performed frequently in office settings with the duties of the job requiring hand-eye coordination, sitting, standing, walking, lifting and/or moving up to 70 pounds, close vision , distance vision, peripheral vision, depth perception, color perception, and the ability to adjust focus.

Work is also performed regularly in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, hazardous waste materials, fumes, airborne particles, and risk of electrical shock. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.

License or Certificate: Must be a Connecticut Certified Fire Marshal. Must have a valid Connecticut driver's license.
Certification in emergency management by International Association of Emergency Managers preferred.

TOWN OF RIDGEFIELD CONNECTICUT
JOB DESCRIPTION
EMERGENCY MANAGEMENT (CIVIL PREPAREDNESS) DIRECTOR

GENERAL STATEMENT OF DUTIES

The Director of Emergency Management and Civil Preparedness (EMD) is appointed by and serves at the pleasure of the First Selectman.

He or she advises the First Selectman on all Emergency Management and Civil Preparedness matters and related laws, rules, regulations and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 et seq), Rev. 1998.

The Emergency Management Director develops, organizes, directs and coordinates the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster.

The Emergency Management Director is responsible for accomplishing all of the following Emergency Management functions:

- (1) Emergency Organization, Planning and Management,
- (2) Direction, Control and Warning,
- (3) Population Protection, and
- (4) Training and Exercises.

However, those emergency responsibilities assigned to department chiefs by charter or standard procedures remain the responsibilities of department chiefs.

DUTIES INCLUDE

- Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies.
- Develops and executes a program operating budget.
- Plans, organizes, and coordinates the Emergency Management activities of those operating departments, agencies and offices of local government which are responsible for carrying out response operations in an emergency.
- Coordinates planning and organization for the use of all public and private resources available to local government to provide the capability of dealing with the effects of peacetime and national security (wartime) disasters.
- Updates and conforms the town's Emergency Operations Plan to state and federal criteria including national security (nuclear attack/weapons of mass destruction) risk assumptions.
- Maintains a continuous review of the warning system and warning procedures including CTAlert, Ridgefield Alert, NWS radio and social media warning nets.
- Serves as the communications planning coordinator for all town emergency direction and control communications insuring proper design, coordination, maintenance and suitability for emergency operations.
- Chairs the public safety Communication Technical User Group
- Develops and maintains a training and exercise program to prepare the Emergency Management organization for emergency operations.
- -Assists in the preparation of requests for federal financial assistance for emergency management programs.
- Sponsors and directs the Ridgefield Community Emergency Response Team (CERT) that provides incident management personnel for for EOC operations.

- Coordinates with cognizant state and federal agencies including the Division of Emergency Management and Homeland Security (DEMHS), the Region 5 Coordination Center (RCC), FEMA and NGOs.
- Coordinates power and utility post-disaster recovery/restoration operations.

During emergencies, the Emergency Management Director assumes overall responsibility for the operation of the Emergency Operating Center (EOC) and for advising the First Selectman on local government emergency operations, including the execution of (1) appropriate Increased Readiness measures should an international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) necessary coordination among the operating departments of town government.

Coordinates, prepares and executes local government programs which involve the training and education of CERT members and individual citizens and of business, industry, and private organizations in individual and collective response in an emergency.

Maintains the Emergency Operations Plan, Annexes, and operating procedures (SOP's) updated as required by the Commissioner of the Department of Emergency Services and Public Protection or his designee.

Prepares and submits Emergency Management reports to appropriate town, state and federal agencies as required.

Serves as the liaison between town, state and federal agencies on Emergency Management matters.

Maintains a reference file of general emergency preparedness, emergency response, national security (attack preparedness/weapons of mass destruction), and similar emergency management publications as guidance documents.

Servers on the School Security and Safety Committee, monitors lockdown drills and submits reports on that activity as directed by the Division of Emergency Management and Homeland Security

MINIMUM QUALIFICATIONS

The minimum qualifications of the Emergency Management Director shall be determined by the appointing authority in accordance with local civil service and personnel policies and procedures as well as by the statutory responsibilities and duties found in Connecticut General Statutes Title 28."

At a minimum, the EMD will have completed FEMA IS 100, 200, 300, 400, 700, 800 training and have five years of experience in public safety management or a demonstrably related field.

SPECIAL REQUIREMENTS

The Emergency Management Director must be over 21 years of age, a citizen of the United States and should be available to respond to emergencies 24 hours a day, seven days a week.

APPROVED BY THE FIRST SELECTMAN

Signature Date

ACKNOWLEDGED BY EMERGENCY MANAGEMENT DIRECTOR:

Signature Date

TOWN OF RIDGEFIELD

Job Title	Emergency Management (Civil Preparedness) Director		
Reports To	The First Selectman		
FLSA	Exempt – Stipend Only	Date	September 2021
Supervises	EOC Volunteers and staff based on situational emergencies		
Job Class	N/A	Job No.	Reviewed by R. Marconi

BASIC FUNCTION

The EM Director advises the First Selectman on all Emergency Management and Civil Preparedness matters and related laws, rules, regulations and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 et seq), Rev. 1998. The Emergency Management Director develops, organizes, directs and coordinates the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. These responsibilities are for emergency directives not currently under the command of the Fire or Police Chiefs, as those responsibilities remain within their command under Town Charter and Standard operating procedures but work in coordination with them during incidents of an Emergency nature involving all disciplines of the Town Government.

ESSENTIAL JOB FUNCTIONS

- Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies.
- Develops and executes a program operating budget.
- Plans, organizes, and coordinates the Emergency Management activities of those operating departments, agencies and offices of local government which are responsible for carrying out response operations in an emergency.
- Coordinates planning and organization for the use of all public and private resources available to local government to provide the capability of dealing with the effects of peacetime and national security (wartime) disasters.
- Updates and conforms the town's Emergency Operations Plan to state and federal criteria including national security (nuclear attack/weapons of mass destruction) risk assumptions.
- Maintains a continuous review of the warning system and warning procedures including CTAlert, Ridgefield Alert, NWS radio and social media warning nets.
- Serves as the communications planning coordinator for all town emergency direction and control communications insuring proper design, coordination, maintenance and suitability for emergency operations.
- Chairs the public safety Communication Technical User Group
- Develops and maintains a training and exercise program to prepare the Emergency Management organization for emergency operations.
- Assists in the preparation of requests for federal financial assistance for emergency management programs.
- Sponsors and directs the Ridgefield Community Emergency Response Team (CERT) that provides incident management personnel for EOC operations.
- Coordinates with cognizant state and federal agencies including the Division of Emergency Management and Homeland Security (DEMHS), the Region 5 Coordination Center (RCC), FEMA and NGOs.
- Coordinates power and utility post-disaster recovery/restoration operations.

- During emergencies, the Emergency Management Director assumes overall responsibility for the operation of the Emergency Operating Center (EOC) and for advising the First Selectman on local government emergency operations, including the execution of (1) appropriate Increased Readiness measures should an international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) necessary coordination among the operating departments of town government.
- Coordinates, prepares and executes local government programs which involve the training and education of CERT members and individual citizens and of business, industry, and private organizations in individual and collective response in an emergency.
- Maintains the Emergency Operations Plan, Annexes, and operating procedures (SOP's) updated as required by the Commissioner of the Department of Emergency Services and Public Protection or his designee.
- Prepares and submits Emergency Management reports to appropriate town, state and federal agencies as required.
- Serves as the liaison between town, state and federal agencies on Emergency Management matters.
- Maintains a reference file of general emergency preparedness, emergency response, national security (attack preparedness/weapons of mass destruction), and similar emergency management publications as guidance documents.
- Serves on the School Security and Safety Committee, monitors lockdown drills and submits reports on that activity as directed by the Division of Emergency Management and Homeland Security

OTHER JOB FUNCTIONS

- ♦ Performs other duties as assigned.

PHYSICAL REQUIREMENTS

Normal office environment with typical business equipment; basic computer skills; ability to operate keyboard and answer telephone calls; ability to interface and problem-solve with the public. During emergency situations may have to be in closed quarters for extended periods of time, with limited movement. May also be outdoors during weather emergencies, coordinating and moving items. Must be able to read, hear, move about when needed. Must be able to stand, sit, walk for extended periods of time.

EXPERIENCE/QUALIFICATIONS

The minimum qualifications of the Emergency Management Director shall be determined by the appointing authority in accordance personnel policies and procedures as well as by the statutory responsibilities and duties found in Connecticut General Statutes Title 28.

Must have completed FEMA IS 100, 200, 300, 400, 700, 800 training

Must have five (5) years of experience in public safety management or a demonstrably related field.

Must be at least 21 years of age, a citizen of the United States and should be available to respond to emergencies 24 hours a day, seven days a week.



TOWN OF KENT JOB DESCRIPTION

POSITION: Emergency Management Director

RATE: NONE

PURPOSE OF JOB CLASS (NATURE OF WORK):

The Emergency Management Director (EMD) is appointed by and serves at the pleasure of the Chief Executive Officer (CEO). They advise the Chief Executive Officer on all Emergency Management matters and related laws, rules, regulations and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 *et seq*), Rev. 1998. They develop, organize, direct and coordinate the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The Emergency Management Director is responsible for accomplishing all of the following Emergency Management functions:

- (1) Emergency Organization, Planning and Management,
- (2) Direction, Control and Warning,
- (3) Population Protection, and
- (4) Training and Exercises.

SUPERVISION RECEIVED:

Reports directly to the First Selectman.

DIRECT REPORTS:

Supervises Deputy Emergency Management Director, CERT Team Leader and various volunteers.

HOURS OF WORK:

There are no set office hours for this position. Hours of work are dependent on emergency situations and conditions as described in this job description.

EXAMPLES OF DUTIES:

- Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies.
- Develops and executes a program operating budget.
- Plans, organizes, and coordinates the Emergency Management activities of those operating departments, agencies and offices of local government which are responsible for carrying out response operations in an emergency.
- Coordinates planning and organization for the use of all public, private and non-governmental resources available to local government to provide the capability of dealing with the effects of peacetime and national security (wartime) disasters.

- Updates and conforms the town's Emergency Operations Plan to state and federal criteria including national security (nuclear attack/weapons of mass destruction) risk assumptions.
- Maintains a continuous review of the public notification system, database and procedures.
- Serves as the communications planning coordinator for all town emergency direction and control communications insuring proper design, coordination, maintenance and suitability for emergency operations.
- Develops and maintains a training and exercise program to prepare the Emergency Management organization for emergency operations.
- Prepares requests for State and Federal financial assistance for emergency management programs.
- During emergencies, the Emergency Management Director assumes the overall responsibility for the operation of the Emergency Operating Center (EOC) and for advising the Chief Executive on local government emergency operations, including the execution of (1) appropriate Increased Readiness measures should a local, state, national or international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) necessary coordination among the operating departments of town government.
- Coordinates, prepares and executes local government programs which involve the training and education of individual citizens and of business, industry, and private organizations in individual and collective response in an emergency.
- Maintains the Emergency Operations Plan, Annexes, Continuity Of Operation Plan (COOP), Cybersecurity Plan, and operating procedures (SOP's) updated as required by the Commissioner of the Department of Emergency Services and Public Protection or his designee.
- Prepares and submits Emergency Management reports to appropriate town, state and federal agencies as required.
- Serves as the liaison between town, state and federal agencies on Emergency Management matters.
- Maintains a reference file of general emergency preparedness, emergency response, national security (attack preparedness/weapons of mass destruction), and similar emergency management publications as guidance documents.
- Documentation and records management – is responsible for all documentation and records.
- Other duties as assigned.

KNOWLEDGE, SKILL AND ABILITY:

- Excellent working computer knowledge including use of Microsoft and Google suite of applications, email, use of internet browsers and search engines.
- Independent judgment and initiative in planning, organizing and directing the work of the office.
- Good written and oral skills.
- Good organizational skills and understanding of office procedures; good interpersonal skills; ability to work with the general public in a collegial, polite

manner. Ability to work collaboratively is essential.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

- Working knowledge of local, state and federal regulations, statutes and laws governing Emergency Management.
- Minimum five (5) years' experience in Emergency Management.
- Valid driver's license and availability of a personal vehicle.
- Certification in the following National Incident Management System (NIMS) courses:
 - FEMA Incident Command System (ICS) Core Curriculum Series:
 - IS-100.c | Introduction to the Incident Command System
 - IS-200.c | Basic Incident Command System for Initial Response
 - ICS-300 | ICS 300: Intermediate Incident Command System for Expanding Incidents
 - ICS-400 | ICS 400: Advanced Incident Command System for Command and General Staff - Complex Incidents
 - IS-700.b | An Introduction to the National Incident Management System
 - IS-800.d | National Response Framework, An Introduction|
 - FEMA Professional Development Series:
 - IS-120.c | An Introduction to Exercises
 - IS-230.e | Fundamentals of Emergency Management
 - IS-235.c | Emergency Planning
 - IS-240.c | Leadership and Influence
 - IS-241.c | Decision-Making and Problem-Solving
 - IS-242.c | Effective Communication
 - IS-244.B | Developing and Managing Volunteers
 - IS-1300 | Introduction to Continuity of Operations

MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED

- n/a

PREFERRED QUALIFICATIONS:

- Working knowledge of software platform Veoci
- Working knowledge of mass notification software platform Everbridge.
- Working knowledge of software platform WebEOC.
- Bachelor's degree in Emergency Management or related field.

SPECIAL REQUIREMENTS:

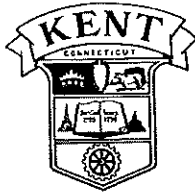
- Must be over 18 years of age.
- Must be a citizen of the United States.
- Must be available to respond to emergencies 24 hours a day, seven days a week on short or no notice.

WORKING CONDITIONS:

- Office environment.

- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require working in austere, outdoor conditions during weather and other emergencies.

DRAFT



TOWN OF KENT JOB DESCRIPTION

POSITION: Deputy Emergency Management Director

RATE: NONE

PURPOSE OF JOB CLASS (NATURE OF WORK):

The Deputy Emergency Management Director (DEMD) is appointed by and serves at the pleasure of the Chief Executive Officer (CEO). They provide support to the Emergency Management Director, and in the absence of an EMD, they step in and act as Interim EMD, performing all duties of the EMD. They assist in advising the Chief Executive Officer on all Emergency Management matters and related laws, rules, regulations and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 *et seq*), Rev. 1998. They assist the EMD to develop, organize, direct and coordinate the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The Deputy Emergency Management Director is responsible for supporting the EMD in, and have the capability to, in the absence of an EMD, accomplish all of the following Emergency Management functions:

- (1) Emergency Organization, Planning and Management,
- (2) Direction, Control and Warning,
- (3) Population Protection, and
- (4) Training and Exercises.

SUPERVISION RECEIVED:

Reports directly to the Emergency Management Director. In the absence of an EMD, they report directly to the First Selectman.

DIRECT REPORTS:

May have supervision of CERT Team Leader and various volunteers.

HOURS OF WORK:

There are no set office hours for this position. Hours of work are dependent on emergency situations and conditions.

EXAMPLES OF DUTIES:

- Working collaboratively with the EMD to assist in:
 - Formulating emergency management policies and procedures related to the functioning of emergency services during emergencies.
 - Development of a program operating budget.

- Planning, organization, and coordination of the Emergency Management activities of those operating departments, agencies and offices of local government which are responsible for carrying out response operations in an emergency.
- Coordination of planning and organization for the use of all public and private resources available to local government to provide the capability of dealing with the effects of peacetime and national security (wartime) disasters.
- Updating and conforming the town's Emergency Operations Plan to state and federal criteria including national security (nuclear attack/weapons of mass destruction) risk assumptions.
- Maintaining a continuous review of the public notification system, database and procedures.
- Communications planning coordination for all town emergency direction and control communications insuring proper design, coordination, maintenance and suitability for emergency operations.
- Development of a training and exercise program to prepare the Emergency Management organization for emergency operations.
- Prepares requests for State and Federal financial assistance for emergency management programs.
- During emergencies, the Deputy Emergency Management Director assists the EMD with management of the operation of the Emergency Operating Center (EOC) and for assisting the EMD in advising the Chief Executive Officer on local government emergency operations, including the execution of (1) appropriate Increased Readiness measures should a local, state or international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) assist with any necessary coordination among the operating departments of town government.
- Support and assist the EMD in the coordination, preparation and execution of local government programs which involve the training and education of individual citizens and of business, industry, and private organizations in individual and collective response in an emergency.
- Assists the EMD in maintaining the Emergency Operations Plan, Annexes, Continuity Of Operation Plan (COOP), Cybersecurity Plan, and standard operating procedures (SOP's) updated as required by the Commissioner of the Department of Emergency Services and Public Protection or his designee.
- Prepares and submits Emergency Management reports to appropriate town, state and federal agencies as required.
- At the direction of the EMD, serves as the designee liaison between town, state and federal agencies on Emergency Management matters.
- Maintains a reference file of general emergency preparedness, emergency response, national security (attack preparedness/weapons of mass destruction), and similar emergency management publications as guidance documents.
- Documentation and records management.

- Other duties as assigned.
- In the absence of an EMD, the DEMD shall assume the duties of the EMD.

KNOWLEDGE, SKILL AND ABILITY:

- Excellent working computer knowledge including use of Microsoft and Google suite of applications, email, use of internet browsers and search engines.
- Independent judgment and initiative in planning, organizing and directing the work of the office.
- Good written and oral skills.
- Good organizational skills and understanding of office procedures; good interpersonal skills; ability to work with the general public in a collegial, polite manner. Ability to work collaboratively is essential.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

- Working knowledge of local, state and federal regulations, statutes and laws governing Emergency Management.
- Minimum two (2) years' experience in Emergency Management.
- Valid driver's license and availability of a personal vehicle.
- Certification in the following National Incident Management System (NIMS) courses:
 - FEMA Incident Command System (ICS) Core Curriculum Series:
 - IS-100.c | Introduction to the Incident Command System
 - IS-200.c | Basic Incident Command System for Initial Response
 - ICS-300 | ICS 300: Intermediate Incident Command System for Expanding Incidents
 - ICS-400 | ICS 400: Advanced Incident Command System for Command and General Staff - Complex Incidents
 - IS-700.b | An Introduction to the National Incident Management System
 - IS-800.d | National Response Framework, An Introduction|
 - FEMA Professional Development Series:
 - IS-120.c | An Introduction to Exercises
 - IS-230.e | Fundamentals of Emergency Management
 - IS-235.c | Emergency Planning
 - IS-240.c | Leadership and Influence
 - IS-241.c | Decision-Making and Problem-Solving
 - IS-242.c | Effective Communication
 - IS-244.B | Developing and Managing Volunteers
 - IS-1300 | Introduction to Continuity of Operations

MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED

n/a

PREFERRED QUALIFICATIONS:

- Working knowledge of software platform Veoci
- Working knowledge of mass notification software platform Everbridge.

- Working knowledge of software platform WebEOC
- Bachelor's degree in Emergency Management or related field

SPECIAL REQUIREMENTS:

- Must be over 18 years of age.
- Must be a citizen of the United States.
- Must be available to respond to emergencies 24 hours a day, seven days a week on short or no notice.

WORKING CONDITIONS:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require working in austere environments and outdoor conditions during weather and other emergencies.