

# 2024 2025

# Maine Emergency Management Agency

PROGRAM REFERENCE



**OVERVIEW**  
Vision & Mission

**PROGRAMS**  
Staff & Initiatives

**APPENDICES**  
Charts & Funding

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# Agency Profile

MISSION, VISION & OVERVIEW



MEMA staff at the  
2024 Maine Partners in Emergency  
Preparedness Conference

## OUR MISSION

Through leadership, coordinate the protection of life, property, environment, and economy across all hazards by managing preparedness, mitigation, response, and recovery efforts with the State.

## OUR VISION

A Ready and Resilient Maine



# Overview

The Maine Emergency Management Agency (MEMA) was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorized the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. Anecdotal evidence holds that the formation of MEMA came about after the great fires of 1947, when it was recognized that better State coordination during major emergencies could greatly assist the affected counties and towns. A 1972 amendment, the Maine Civil Defense Act redesignated MEMA as the Bureau of Civil Defense within the Department of Military. In 1974, the Department of Military was redesignated as the Department of Defense and Veterans Services and MEMA changed names yet again – this time to the Bureau of Civil Preparedness. In 1987, our name was changed for a final time to what we all know today - Maine Emergency Management Agency – and while agency structure and name have remained unchanged since, the Department of Defense and Veterans Services was renamed in 1996 to the Department of Defense, Veterans and Emergency Management.

Today, MEMA is a team of subject matter experts who each provide a critical function for the State. Each of the units: Business; Mitigation and Recovery, Preparedness and Homeland Security; Operations and Response; Communications; and External Affairs, play a key role in promoting the readiness and resilience of the state and its population.



The **Maine Civil Defense and Public Safety Agency** is established. Anecdotal evidence holds that this was at least partly in response to the great fires of 1947.

The Department of Military is re-designated as the Department of Defense and Veterans Services and MEMA changed names yet again – this time to the **Bureau of Civil Emergency Preparedness**.

1941-1945

The **Maine Civilian Defense Corps** is established at the request of the federal government in response to growing concerns about the war in Europe. It is dissolved in 1945 after the war ends.

1949

An amendment, the Maine Civil Defense Act, re-designates MEMA as the **Bureau of Civil Defense** within the Department of Military, Civil Defense, and Veterans Services.

1972

1974

1987

Our name is changed for a final time to what we all know today – **Maine Emergency Management Agency**.



# Overview

MEMA's strategic concept, finalized in early 2023, is to pursue a ready and resilient Maine by 1) building agency capability and capacity, 2) strengthening relationships with partners, 3) promoting a statewide culture of preparedness and resiliency, and 4) leading a comprehensive response and recovery following incidents.

Developing an increasingly professional and highly trained MEMA staff, and supporting them with reliable and streamlined procedures, will increase the Agency's performance in the other strategic goals and capabilities across all mission areas.

Cultivating relationships with both long-standing and emerging partners across the state will enhance efforts to prepare all components of the community, including those with disabilities and/or access and functional needs, for disaster.

Instilling a culture of preparedness across the state will enable local municipalities, businesses, and individuals to take steps to reduce their vulnerability, decrease the severity and complexity of response operations, and most effectively apply future recovery efforts to further increase their resilience.

MEMA will pursue this Strategic Plan through an integrated series of policies, programs, and projects that support everyday actions while pursuing the strategic concept. The stated goals are extremely aggressive and represent a desired long-term destination. These efforts will be challenging. They require significant time, meaningful investment, and sustained effort from MEMA staff and from partners at all levels of government.

The residents of Maine are exposed to a variety of hazards which include natural disasters, severe weather, technological hazards, and terrorist threats. A Whole Community approach to safeguarding the lives, property, economy, and environment of Maine requires a central coordinating agency. MEMA is positioned to lead statewide efforts across the mission areas: prevention, protection, mitigation, response, and recovery.

This document outlines MEMA's programs, which are defined in Maine State Government's budget system as specific funding categories or budget lines. The Programs outlined align with budgetary programs in some cases, but most are initiatives that are funded from more than one budget line.

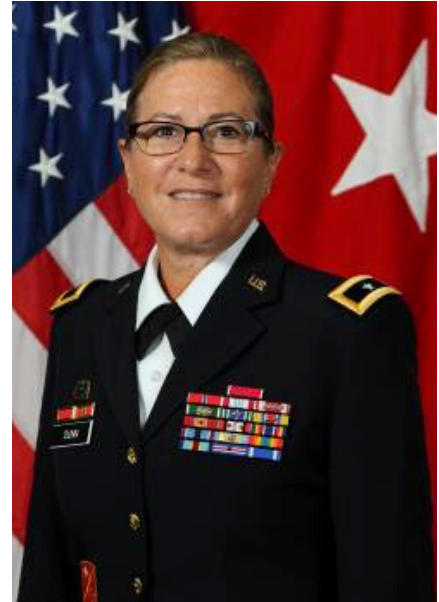
We have included information on the primary personnel assigned to each program. In most cases, MEMA staff members contribute to multiple initiatives within the agency and each staff member has a role in emergency response and recovery in addition to day-to-day responsibilities.

# Leadership

## DEPARTMENT COMMISSIONER BRIGADIER GENERAL DIANE DUNN

Brigadier General Diane L. Dunn serves as the 41st Adjutant General of the Maine National Guard and Commissioner of the Department of Defense, Veterans and Emergency Management.

In the 200-year history of the Maine National Guard, General Dunn has broken many barriers. Early in her career she served as the assistant professor of Military Science at the University of Maine, where she earned her Master of Public Administration. In 2009 she deployed to Afghanistan as Commander of the 286th Combat Sustainment Support Battalion. In 2014, she became the first woman to command a brigade in the Maine Army National Guard. As her journey continued, she was selected as the Maine Army National Guard, Chief of Staff and Assistant Adjutant General. General Dunn was further honored when personally requested by the Director of the Army National Guard to serve as Deputy Commanding General for U.S. Army North at Fort Sam Houston, Texas.



After retiring from the Maine Army National Guard in 2021, she returned to the University of Maine President's Office as a senior advisor to the president and later as chief of staff.

The recipient of numerous accolades, General Dunn has been awarded the Legion of Merit, the Bronze Star Medal, the Defense Meritorious Service Medal, the Meritorious Service Medal with four Bronze Oak Leaf Clusters, the National Defense Service Medal with one Bronze Service Star, the Global War on Terrorism-Service Medal and the North Atlantic Treaty Organization Medal, and a Master of Strategic Studies from the U.S. Army War College.



# Leadership

## AGENCY DIRECTOR PETER J. ROGERS

Peter Rogers is the Director of MEMA. He has worked at the agency since 2014 serving as the Deputy Director and Chief of Staff as well as the Homeland Security Division Director.

As Director of MEMA, he is responsible for coordinating the state's response to major disasters as well as planning, training, and exercises to ensure readiness at the local and state levels of government for the safety and security of Maine's citizens. Director Rogers is also currently serving as the Governor's Deputy Homeland Security Advisor where he coordinates homeland security activities through collaboration with federal partners, other state departments and agencies, local governments, private sector partners, and other states.



Director Rogers has been designated by the Governor as State Coordinating Officer (SCO) for the last three Maine Presidential Major Disaster Declarations. In 2021 the Governor appointed Director Rogers to the newly established Cybersecurity Advisory Council, whose purpose is to strengthen the security and resiliency of the State's information technology infrastructure to protect against cybersecurity risks and ensure an effective cybersecurity communication chain to the Governor's Office.

In November 2021 Director Rogers was appointed Chair of Northeast State Emergency Consortium (NESEC) as well as US co-chair of the US International Emergency Management Assistance Compact (IEMAC) through Spring 2024. NESEC develops, promotes, and coordinates comprehensive "all-hazards" emergency management and resiliency activities throughout the Northeast. This includes all phases of emergency management: preparedness, response, recovery, and mitigation. IEMAC provides mutual coordination in emergency related- exercises, testing, or other training activities as well as in actual emergencies.

Prior to joining MEMA, Director Rogers served as Communications Director, Governor's Office, Communications Director, Defense, Veterans and Emergency Management, Acting Director of the State Planning Office, Deputy Commissioner of the Department of Defense, Veterans and Emergency Management and State Office Representative US Senate.

Rogers received his commission from Norwich University and served in the US Army for 22 years. He holds a bachelor's degree in criminal justice from Norwich University and has taken numerous courses from the Emergency Management Institute, Naval Post Graduate Center, and the Department of Defense Information School.

# Leadership

**DEPUTY DIRECTOR,  
CHIEF OF STAFF  
JOE LEGEE**

Joe Legee is a seasoned emergency management professional with a distinguished career marked by his ability to tackle complex operational and strategic challenges. As the Deputy Director at the Maine Emergency Management Agency (MEMA), Joe provides visionary leadership, fostering a culture of collaboration and innovation while ensuring seamless day-to-day operations and advancing the agency's strategic priorities.

Joe's career at MEMA began in 2015, where he previously served as Senior Planner and Division Director for Mitigation, Planning, and Recovery. His leadership extended to pivotal projects, including overseeing all-hazards planning and disaster recovery initiatives. Joe played a key role in the State's response to numerous major disasters, such as the 2009 H1N1 Pandemic, the Ebola outbreak in 2015, the 2017 Windstorm, the 2019 COVID Pandemic, and Winter Storm Elliott in 2023.

Prior to MEMA, Joe served at the Maine Center for Disease Control and Prevention as the State's Strategic National Stockpile Coordinator. There, he developed and tested critical systems for delivering life-saving medical countermeasures during emergencies, showcasing his ability to manage high-pressure, multifaceted challenges.

A Certified Emergency Manager, Joe holds a Bachelor of Science in Biology from the University of Maine – Orono and a Master of Public Health from the University of New England. His expertise spans strategic planning, relationship building, risk assessment, grant administration, and organizational modernization. He is widely recognized for his commitment to fostering partnerships across sectors and empowering teams to achieve ambitious goals.

A lifelong Mainer, Joe resides in Oakland with his wife and two children. An avid outdoorsman, he enjoys running, cycling, hiking, and golf, embodying the balance of professional excellence and personal fulfillment.





# Leadership

**EXTERNAL AFFAIRS &  
LEGISLATIVE LIAISON  
VANESSA SPERREY**

Vanessa Sperrey is the Public Information Officer (PIO) for the Maine Emergency Management Agency (MEMA), where she plays a pivotal role in ensuring clear, timely, and accurate communication during emergencies. As the primary liaison between MEMA and the public, Vanessa coordinates with media outlets, government agencies, and community partners to disseminate vital information that supports public safety and preparedness.

Born and raised in Maine, Vanessa discovered her passion for communication early, earning a degree in Media Science from the New England School of Communications. Her broadcasting career began in 2001 at Clear Channel in Bangor, ME, and took her to diverse locales, including the Florida Keys, the Shenandoah Valley in Virginia, and Indiana's "Queen City of the Gas Belt." Her work in radio earned recognition, including the Maine Association of Broadcasters' Best Radio Newscast awards in 2018 and 2019.

Beyond her on-air achievements, Vanessa is deeply committed to public service. In her role at MEMA, she ensures the public stays informed during crises, oversees media relations, and contributes to public awareness campaigns that enhance emergency preparedness. Her dedication to effective communication and collaboration helps foster public trust and supports MEMA's mission to protect Maine's communities.



# LEGISLATIVE ACTIVITY



**Purpose:** The Maine Emergency Management Agency operates under the Department of Defense, Veterans and Emergency Management in accordance with the statutes of Title 37-B. Those laws may require modification, expansion, or necessitate new rule making measures to adapt to the changing needs of the Agency.

## Upcoming Legislative Activity:

- **LR 135 – An Act to Include the Declaration of an Emergency by the President of the United States as a Basis to Allow the Governor to Provide Disaster Relief to Local Governments:**
  - This bill amends Title 37-B §744 to include Emergency Declarations in key areas. Current language in §744, sub-§ 2 omits “emergency declarations” from key areas. Despite the lack of “Emergency Declaration” in key areas, Maine has provided disaster relief in past Emergency Declarations, such as the Pre-Landfall Emergency Declaration for Hurricane Lee in 2023.
- **LR 184 – An Act to Expand the Membership of the Homeland Security Advisory Council:**
  - This bill adds to the Homeland Security Advisory Council 2 additional members: The Chief Information Officer within the Department of Administrative and Financial Services, Office of Information Technology, or the Chief Information Officer's designee; and the director of the Maine School Safety Center established within the Department of Education.



# LEGISLATIVE ACTIVITY

- **LR 492 – An Act to Expand the Definition of "Terrorism" in the Laws Governing the Maine Emergency Management Agency:**

- This bill updates the definition of "terrorism" in the laws governing the Department of Defense, Veterans and Emergency Management, Maine Emergency Management Agency to include acts against non-physical infrastructure, including, but not limited to, information and telecommunications technology infrastructure, systems or services, or critical infrastructure. The bill also defines the term "cyberattack."

**Personnel Assigned:**

- Vanessa Sperrey- Legislative Liaison
- Joe Legee - Secondary Legislative Liaison

**Funding:** There is no funding assigned to this function. These responsibilities fall under the guise of the employees' regular job descriptions. Salaries are paid by a combination of State General Fund and Federal Emergency Preparedness Grants.

# STATE EMERGENCY OPERATIONS CENTER (SEOC)



**Purpose:** The State Emergency Operations Center (SEOC) is the State coordination center for emergency situations which require the utilization and commitment of state assets and/or services. This is the central point where decision-makers and response activity representatives are co-located to effectively respond to emergencies.

The SEOC contains 37 workstations and can accommodate 50 staff. It also has additional rooms for the Governor and senior officials, and a joint information center (JIC) for coordination of media and public outreach of priority information. There is also a communications center with connectivity to county EOC's, MaineDOT, HAM radio, Public Safety agencies, Canadian Provinces, FEMA, and others including utilities.



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

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

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



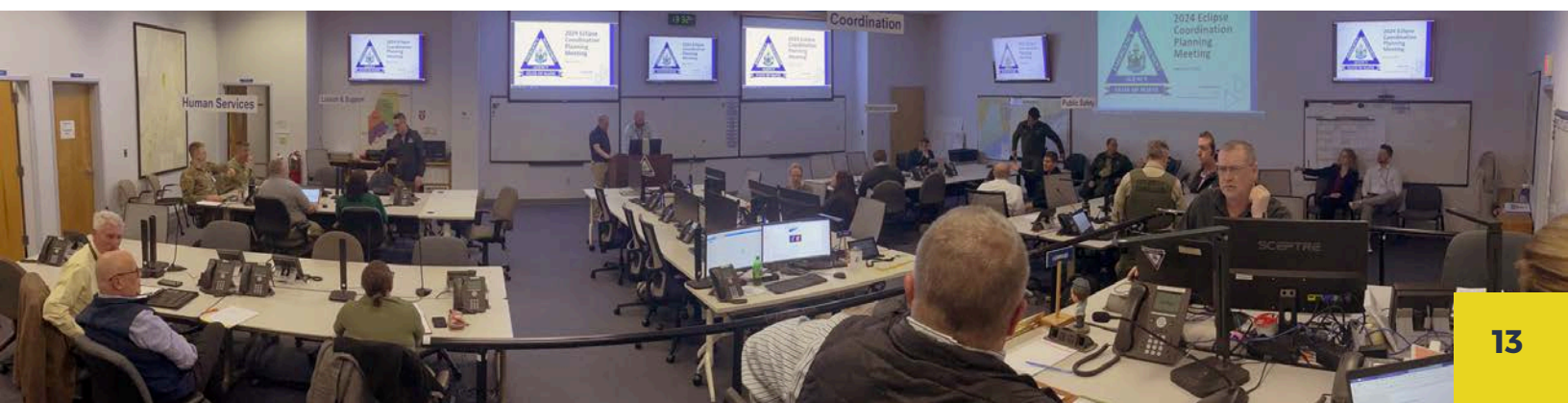
# STATE EMERGENCY OPERATIONS CENTER (SEOC)

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

- Maine Emergency Management Agency (chair; the Governor may appoint an independent chair for long-term recovery)
- Department of Administrative and Financial Services
- Department of Agriculture, Conservation and Forestry
- Department of Defense, Veterans and Emergency Management
- Department of Economic and Community Development
- Department of Education
- Department of Environmental Protection
- Department of Health and Human Services
- Department of Inland Fisheries and Wildlife
- Department of Labor
- Department of Marine Resources
- Department of Professional and Financial Regulation
- Department of Transportation
- Governor's Office of Energy Independence and Security
- Finance Authority of Maine
- Maine State Housing Authority
- Maine Turnpike Authority
- Maine Commission for Community Service
- Office of the Attorney General
- Maine Historic Preservation Commission
- Maine State Archives
- Maine State Library
- Maine State Museum
- The Governor's Office

The Executive Order can be found here: [www.maine.gov/mema/response-recovery/disaster-recovery/state-disaster-recovery-team](http://www.maine.gov/mema/response-recovery/disaster-recovery/state-disaster-recovery-team).

**Funding:** Expenses include overtime salary expenses, telecommunications costs, insurance, and generator costs. Costs are initially covered by a combination of State General Fund the Federal Emergency Management Performance Grant, and in cases of a Presidential Disaster Declaration, eligible expenses charged to EMPG may be reimbursed up to 90% by Federal Public Assistance and State Disaster Recovery Funds. In FY2023 and FY2024, EOC operations cost \$44,358.64 and \$77,512.75 respectively, with \$51,931.61 of costs in FY2024 eligible for and currently pending reimbursement.





# COMMUNICATIONS



**Purpose:** The Communications Program is a technical service responsible for managing and overseeing the utilization of all communication equipment, networks, and operations within Maine Emergency Management. This is accomplished through close collaboration with state, federal, and international partners, as well as stakeholders in both the public and private sectors.

The MEMA Communications Manager serves as the Statewide Interoperability Coordinator (SWIC) and works closely with government officials to address all matters related to statewide communication capabilities across all communication type devices. The SWIC fosters strong relationships with private sector stakeholders to enhance situational awareness and public communication.

The State of Maine is equipped with an IPAWS (Integrated Public Alert & Warning System) administrator, currently run by the Statewide Interoperability Coordinator (SWIC), who is responsible for establishing training and instructional programs. These initiatives ensure that County and State officials have access to the FEMA IPAWS system to use during emergencies. The SWIC also collaborates with FEMA and the FCC to stay informed on new laws and regulations that may impact Maine’s citizens and first responders.



Radio Amateur Civil Emergency Services (RACES) and Amateur Radio Emergency Services (ARES) play a critical role in emergency communications. RACES is a network of licensed amateur radio volunteers who provide radio communication support to state and local government agencies during emergencies or disasters. RACES is typically called upon when regular governmental communication systems are damaged or when additional communication support is necessary. ARES serves as a public service organization, supporting emergency communications as needed during crises. ARES may be deployed when RACES resources are unavailable or insufficient.

#### **Personnel Assigned:**

- Garrett Buzzell – SWIC / MEMA Communications Manager

**Funding:** These responsibilities fall under the guise of the employees’ regular job descriptions.

# EMERGENCY MANAGEMENT RESPONSE TEAMS



**Purpose:** The purpose of the specialized Emergency Management Response Teams administered through Maine Emergency Management and County Emergency Management Agencies is to augment resources and provide specialty knowledge needed during disasters of any type or size. Maine currently has recognized teams at their disposal with various specialties throughout the State in addition to various Bomb Teams, Law Enforcement Special Response Teams, Dive Teams, Search and Rescue Teams, and Mobile Command Vehicles.



Maine has invested heavily to develop several specialty teams and incident management resource capabilities statewide. The investments have resulted in the following response teams:

- **Regional Response Teams (RRT):** RRTs were established and maintained to provide specialized response services to mitigate effects of Chemical, Biological, Radiological and Nuclear destruction on the citizens, environment, and property throughout Maine. These assets are strategically located throughout the State and serve as highly skilled regional force multipliers for local first responders.
- **Decontamination Strike Teams (DST):** DSTs were established and maintained to respond specifically to a chemical release to support the RRT in decontaminating those who have been exposed to released materials. These assets are strategically located throughout the State and serve as highly skilled regional force multipliers for local first responders.
- **Incident Management Assistance Teams (IMAT):** IMATs are prepared to respond with people and equipment to major emergencies in the state to support the local Incident Commander. These teams consist of various ICS-trained and credentialed state and county personnel. Their role is to assist in the coordination of a complex response to include command, operations, planning and logistics.



# EMERGENCY MANAGEMENT RESPONSE TEAMS

- **Incident Management Team (IMT):** The Maine Forest Service IMT is prepared to respond with people and equipment to major emergencies in the state to support the local Incident Commander during initial incidents or events that exceed a jurisdiction's or agency's capability or capacity specifically within the command and operations sections.
- **Basic Community Emergency Response Teams (CERT):** The CERT Program educates members about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community. Maine currently is working to build up several teams with various specialties throughout the State. Additionally, some specialize in Animal Rescue, Search and Rescue, Amateur Radio Emergency Communications and Shelter Management. CERTs must be sponsored by a government agency.
- **County Animal Response Team (CARTS):** CARTS provide community awareness of disaster planning and preparedness related to companion animals and large animals, and to assist in emergency sheltering of companion animals. Team can be mobilized to provide pet friendly emergency sheltering in coordination with the Disaster/Emergency human shelters.



# EMERGENCY MANAGEMENT RESPONSE TEAMS

- **Radio Amateur Civil Emergency Services (RACES)/ Amateur Radio Emergency Services (ARES):** RACES is an organization of dedicated licensed amateur radio volunteers who provide radio communications in support of state and local government agencies during time of an emergency/disaster. RACES are utilized during a variety of emergency/disaster situations where normal governmental communications systems have sustained damage or when additional communication systems are requested or desired. ARES is the public service arm for providing and supporting emergency communications, where needed, when an emergency/disaster strikes. ARES organizations/operators, during emergencies/disasters may be used if RACES resources are depleted or do not exist.

## **Personnel Assigned:**

- Steven Mallory - Operations and Response Division Director and Incident Commander

**Funding:** Most functions fall under the guise of normal personnel duties with salary costs supported by Federal Emergency Preparedness Grants and State General Fund; training and additional resources for county and local entities are funded by a combination of Federal Emergency Preparedness Grants, State Emergency Response Commission and State Radiological Planning Funds. Following an approximately 400% increase to related volunteer insurance coverage costs, MEMA has requested General Fund support in the 2026-2027 biennial budget to meet this additional need

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN DEVELOPMENT AND MAINTENANCE



**Purpose:** The State of Maine is vulnerable to a host of natural and technological hazards and adversarial threats; from winter storms and hurricanes to pandemics, hazardous materials spills, and acts of terrorism. State Government has a responsibility to safeguard the public by planning for these and other hazards that pose a significant risk to the state.

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

The CEMP is comprised of four parts:

- Volume I - Preparedness Strategy
- Volume II - State Hazard Mitigation Plan
- Volume III - Emergency Operations Plan
- Volume IV - Interagency Disaster Recovery Plan (IDRP)

MEMA revised and promulgated the State's EOP in 2017 and makes updates annually. This revision aligns state and federal response planning with the inclusion of Emergency Support Functions for the State of Maine.

A PDF of the document is available at:

[www.maine.gov/mema/maine-prepares/plans-trainings-exercises/planning](http://www.maine.gov/mema/maine-prepares/plans-trainings-exercises/planning)



# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN DEVELOPMENT AND MAINTENANCE

## **Personnel Assigned:**

- Jonathan Ross - Director of Preparedness & Homeland Security
- Steven Mallory - Director of Operations & Response
- Anne Fuchs - Director of Mitigation & Recovery
- Wes Sumner - Senior Planner
- General Planners - Remaining MEMA staff, selected state agency representatives, and various other federal government, for-profit and not-for-profit representatives.

**Funding:** This work falls under the guise of the assigned personnel's regular duties. Applicable salaries are funded by a combination of State General Fund, Federal Emergency Preparedness Grants, and Other Special Revenue Funds.

## **State of Maine Comprehensive Emergency Management Plan**

- **Volume I: Preparedness Strategy**
  - Risk and Capability Assessments
  - Integrated Preparedness Plan
  - State Homeland Security Strategy
- **Volume II: State Hazard Mitigation Plan**
  - State Hazard Mitigation Plan
- **Volume III: Emergency Operations Plan**
  - Base Plan
  - Emergency Support Function Annexes
  - Incident and Supporting Annexes
- **Volume IV: Interagency Disaster Recovery Plan**
  - Base Plan
  - Recovery Support Function Annexes
  - Supporting Annexes
- **State Acronym, Abbreviation, and Definition List**



# EXERCISE PROGRAM



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

Primarily this program is used for:

- **Exercise Program Management:** provides technical support to state, county, tribal, and local Emergency Management Agencies (EMAs) and response agencies in exercise program management.
- **Exercise Support:** Assists agencies in developing, planning, and delivering exercises tailored to local needs and risks while ensuring alignment with federal grant requirements.
- **HSEEP Training:** Provides training to ensure exercises follow the standardized Homeland Security Exercise and Evaluation Program (HSEEP) approach.
- **Addressing Shortfalls:** Identify gaps and areas for improvement through After-Action Reviews (AARs) and Improvement Planning, ensuring corrective actions are implemented.
- **Continuous Improvement:** Monitor and track program reporting, integrating lessons learned into plans, training, and future exercises to foster ongoing improvement to enhance preparedness and response capabilities across Maine's emergency response community.
- **Collaboration and Coordination:** Strengthen interoperability and coordination among state, county, tribal, and local agencies for a unified response.

## Personnel Assigned:

- Deborah Lord - State Exercise Coordinator

**Funding:** Most functions fall under the guise of normal personnel duties with salary costs supported by Federal Emergency Preparedness Grants and State General Fund; additional resources for county and local entities are funded by a combination of Federal Emergency Preparedness Grants, State Emergency Response Commission and State Radiological Planning Funds.

# TRAINING PROGRAM



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

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

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

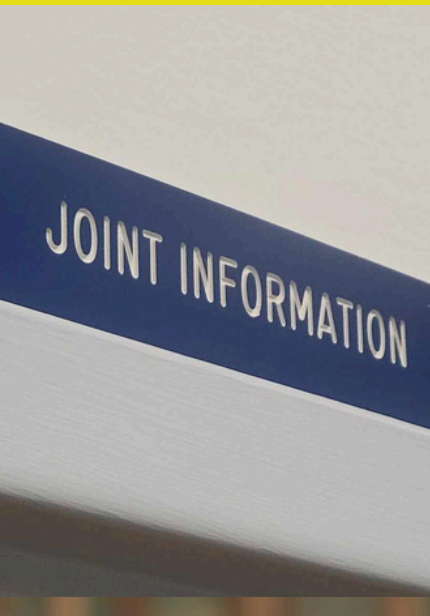
**Personnel Assigned:**

- Position Vacant - State Training Coordinator

**Funding:** Most functions fall under the guise of normal personnel duties with salary costs supported by Federal Emergency Preparedness Grants and State General Fund; additional resources for county and local entities are funded by a combination of Federal Emergency Preparedness Grants, State Emergency Response Commission and State Radiological Planning Funds.



# JOINT INFORMATION CENTER (JIC)



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

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



Key initiatives to support JIC Operations include:

- Providing ongoing training and exercise opportunities to JIC support staff, partner agencies, and county and municipal public information officers.
- Developing and sustaining partnerships with communications staff at all state agencies to share best practices and ensure coordination of critical information during state-wide emergencies.
- Developing and sustaining partnerships with FEMA Region One External Affairs Division and communicators in New England to share best practices and ensure coordination of critical information during regional emergencies.
- Develop new and/or enhance existing channels for communicating with the public, including but not limited to media outlets, emergency alerting systems, traditional Internet sites, social media platforms, and 211 Maine.
- Dissemination of timely information via social media and monitoring of comments on social media to identify issues or clarify misinformation.

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

- Vanessa Sperrey- Public Information Officer / External Affairs
- Spencer Roberts - Public Outreach Specialist / Alternate PIO

**Funding:** These responsibilities fall under the guise of the employees' regular job descriptions. Salaries are paid by a combination of State General Fund and Federal Emergency Preparedness Grants.





# PUBLIC OUTREACH/EXTERNAL AFFAIRS



**Purpose:** To help achieve its mission of lessening the effects of disaster on the lives and property of the people of Maine through leadership, coordination, and support of the four phases of emergency management: mitigation, preparedness, response and recovery, the public outreach team at MEMA communicates with citizens through traditional media and social media platforms.

The goal is to empower citizens to take steps to prepare for disaster and to help build the brand and reputation of the Agency so that we are the go-to subject matter experts for a variety of emergency preparedness topics. Outreach includes an on-going online and television campaign with WCSH Portland and WLBZ Bangor, public service announcements aired by radio stations across the state, and consistent messaging on MEMA's Facebook and Twitter accounts.

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

Public outreach also includes:

- Maintaining [maine.gov/mema](http://maine.gov/mema) and [MainePrepares.com](http://MainePrepares.com)
- Developing and procuring emergency preparedness materials in a variety of forms and distribute them at a variety of venues directly or through partner agencies
- Coordinating social messaging with various state agencies to show unity
- Supporting the Governor's Energy Office to educate Mainers on heating and energy resources through social media posts and TV/online advertising

## Personnel Assigned:

- Vanessa Sperrey- Public Information Officer
- Spencer Roberts - Public Outreach Specialist

**Funding:** These responsibilities fall under the guise of the employees' regular job descriptions. Salaries and other occasional expenses are paid by a combination of State General Fund and Federal Emergency Preparedness Grants.



# MAINE QUALIFICATION SYSTEM



**Purpose:** MEMA administers the Maine Qualification System, which provides guidance and tools to assist State, County, Local, and Tribal Emergency Operations Centers in the development of qualified, certified, and credentialed deployable emergency personnel. The Maine Qualification System was developed in alignment with FEMA's National Qualification System and fellow New England States and meets all requirements of the National Incident Management System. Through the use of this program, the State of Maine may seamlessly receive or deploy certified and credentialed Emergency Operations Center staff across the State of Maine, New England, and nation-wide through the Emergency Management Assistance Compact. This brand-new program has been under development for the past two years and is formally launching early 2025.

Primarily this program is used to:

- Provide a step-by-step common procedure for developing qualified personnel in Emergency Operations Centers.
- Identify position needs within the State Emergency Operations Center.
- Work with leadership to assign and develop MEMA staff for positions in the State Emergency Operations Center.
- Identify training needs and coordinate with the State Training Officer on deliveries of required training.
- Develop and administer Position Task Books to trainees working on earning certification and credentialing in an Emergency Operations Center position.
- Administer the State of Maine Qualification Review Board.
- Distribute Certifications and Credentials to individuals who complete the program.

**Personnel Assigned:**

- Jesse Farnham – Resource Manager

**Funding:** Most functions fall under the guise of normal personnel duties with salary costs supported by the State General Fund. Additional resources for County, Local, and Tribal partners are funded by Federal Emergency Preparedness Grants.

# EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)

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

There is a similar agreement involving the six New England States and the five Eastern Canadian Provinces and Quebec that form the International Emergency Management Group (IEMG). The International Emergency Management Assistance Compact (IEMAC) provides for the cross jurisdiction and/or cross border exchange of resources for the IEMG. No Governor’s Declaration is required to activate this arrangement. Maine has fulfilled 14 EMAC requests since 2011, listed here:

Year	Event	State	Agencies Deployed
2011	Hurricane Irene	Vermont	MEMA, Maine National Guard, MaineDOT, DEP
2012	Hurricane Sandy	New York, New Jersey	MEMA, Maine National Guard, Maine State Police, MaineDOT, Maine Forest Service
2013	Blizzard	Connecticut	Maine National Guard
2013	Severe Flooding	New Mexico	MEMA
2014	Boston Marathon	Massachusetts	Maine National Guard
2015	Blizzard	Massachusetts	Maine National Guard
2015	Wildfires	Alaska	MEMA/Red Cross
2015	Wildfires	California	MEMA
2016	Republican National Convention	Ohio	Maine State Police
2018	Kilauea Valcano	Hawaii	MEMA
2018	Hurricane Florence	North Carolina	Maine Forest Service
2018	Hurricane Michael	Florida	MEMA/Red Cross
2019	Hurricane Dorian	Florida	MEMA/Red Cross
2024	Hurricane Helene	North Carolina	MEMA, Penobscot EMA, Maine Forest Service

**Personnel Assigned:**

- Faith Staples - EMAC Coordinator
- Steven Mallory - Director of Operations, Supervisor

**Funding:** The State of Maine may be reimbursed 100% of the costs associated with sending staff to support a requesting state. Inversely, Maine would be responsible for the costs associated with requesting staff from another state. The State Disaster Recovery Fund would be the only funding source available to cover these needs. These costs may be reimbursed partially or fully if Maine receives a Federal Disaster Declaration related to the emergency assistance request. In FY2024, Maine made one EMAC request to assist with damage assessments following the December 2023 and January 2024 severe storms, for a total cost of \$5,828.69



# EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG) PROGRAM

**Purpose:** This FEMA grant program provides core funding to state and county governments to enhance and sustain their all-hazards emergency management capabilities. This program (under various names) has provided funding to states for more than 20 years. EMPG funds support core positions at MEMA and provide approximately 55 percent of the funding for the 16 County Emergency Management Agencies in Maine. Core functions include planning, training, exercise, public information and education, communications, and overall program administration.

The EMPG Program requires a 50 percent federal and 50 percent state/local cost share, cash, or in-kind match, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288). The FY2024 EMPG allocation for Maine was \$3,186,775, 10% less than the previous fiscal year, which had been flat for nearly a decade.

Since 2013, MEMA has passed through roughly 55 percent of the EMPG allocation to local emergency management agencies across the state. Due to the limitations of grant funding combined with general increased costs in personnel and operations at both MEMA and County EMA offices, MEMA was forced to suspend the municipal EMPG program in FY16 after nearly a decade of operation. The EMPG allocation is currently divided between MEMA and each of the 16 County EMA offices. County EMA's and MEMA will share equally in the ten percent reduction of funds in FY24. With disasters occurring more frequently and with higher impacts, MEMA continues to advocate nationally for increases to federal preparedness grant funding – in order to further increase preparedness across the state.

## **Personnel Assigned:**

- Position Vacant - EMPG Manager

**Funding:** MEMA foresees the reliance on federal funding as a primary issue in the coming years – federal funding has not increased commensurate with increases caused by inflation or merit increases for grant-funded staff members. Continued “flat funding” and/or decreases in funding will result in the “erosion” of Agency services and capabilities (e.g., potential need to reduce headcount). This erosion comes at a time when expectations for emergency management programs and emergency managers are high.

This grant requires a 50% cost share. County recipients supply the cost share for all pass-through funds, and MEMA uses eligible General Fund and Other Special Revenue account expenses to provide the match for all agency-retained funds.

# INDIVIDUALS AND HOUSEHOLDS ASSISTANCE PROGRAM (IHP)



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

The IHP consists of the following components:

- Sheltering Assistance
  - Transitional Sheltering Assistance (TSA)
    - FEMA provides Hotel Rooms to survivors as a non-congregate sheltering environment when other housing options are unavailable
  - Sheltering and Temporary Essential Power (STEP)
    - Emergency temporary repairs and power restoration
    - Designed to make a home safe and sanitary as a temporary non-congregate shelter, not a rebuild program
  - Volunteer Agencies Leading and Organizing Recovery (VALOR)
    - FEMA supplies funds for construction materials which are used by volunteer agencies to complete emergency temporary repairs to a home
    - No power requirement
- Housing Assistance
  - Temporary Housing
    - Financial (lodging or rental expenses)
    - Direct (mobile home/travel trailer-new manufactured designs in development)
  - Repair (the cost of the home repair is not covered by insurance) \*
    - Goal: Repair to safe, sanitary, and functioning living condition
    - If located in a special flood hazard area it must comply with flood insurance purchase requirements, local flood codes/requirements.
    - Individual/Household may apply for a Small Business Administration loan to cover costs beyond what FEMA grant will cover
  - Replacement (the cost of replacing or rebuilding)

# INDIVIDUALS AND HOUSEHOLDS ASSISTANCE PROGRAM

- Repair and Replacement Items
  - Structural parts (foundation, outside walls, roof)
  - Windows, doors, floors, walls, ceilings, cabinetry
  - Septic or sewage system
  - Well or other water system
  - HVAC
  - Utilities (electric, plumbing, gas)
  - Entrance & exit ways from home (includes privately owned access roads)
  - Blocking, leveling, and anchoring of mobile home & reconnecting or resetting sewer, water, electrical, fuel lines
- Permanent Housing Construction (Direct assistance or grants to rebuild, in remote locations only)

Note: Funding is not sufficient to return the home to pre-disaster condition. For FY22 the maximum amount of IHP financial assistance available to households was \$36,000 for Housing Assistance and \$36,000 for Other Needs Assistance, for a potential total of \$72,000.

- Other Needs Assistance
  - Personal Property (Available upon denial for SBA Disaster Loan)
  - Transportation (Available upon denial for SBA Disaster Loan)
  - Moving and Storage (Available upon denial for SBA Disaster Loan)
  - Group Flood Insurance (Available upon denial for SBA Disaster Loan)
  - Medical and Dental
  - Funeral and Burial
  - Child Care
- Additional Programs Under Individual Assistance
  - Disaster Legal Services
  - Disaster Unemployment Assistance
  - Crisis Counseling Assistance (Immediate Services; Regular Services)
  - Disaster Case Management (Immediate; State Grant)
  - Disaster Survivor Assistance
  - Personal Assistance Services



# INDIVIDUALS AND HOUSEHOLDS ASSISTANCE PROGRAM

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

## **Personnel Assigned:**

- Kelsey Preecs - Individual Assistance Officer

**Funding:** IHP is administered by FEMA with oversight by MEMA. Federal money is used almost exclusively for assistance to survivors except for a state share for selected ONA items (25%). Personnel assigned to this program are funded partially through a Federal grant and partially through the General Fund. In FY2024, Maine was awarded two Other Needs Assistance grants totaling \$1,045,048 to support individuals impacted by the December 2023 and January 2024 severe storms. The State Disaster Recovery Fund provided the required 25% cost share of \$261,262.

# PUBLIC ASSISTANCE



**Purpose:** This program provides grants to state, tribal, and local governments, and certain types of private nonprofit organizations following a Presidential Disaster Declaration. Through this program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair or replacement of disaster-damaged, publicly owned facilities. This program also encourages protection of these damaged facilities from future events by providing technical assistance for hazard mitigation measures during the recovery process.

## Personnel Assigned:

- Position Vacant - State Public Assistance Officer
- Evelyn Hinckley - Public Assistance Grant Administrator
- Kai Schraml - Contract/Grant Specialist (LPP)
- Teresa Glick - Contract/Grant Specialist (LPP)

**Funding:** Personnel assigned to this program are funded mostly through management costs associated with federal grants, with some contribution from the General Fund. Under a Presidentially Declared Disaster, state statute requires that the local share of recovery costs not exceed 10% of the total damages. FEMA's Public Assistance Grant Program has historically reimbursed a maximum of 75% of eligible disaster costs, however up to 100% of costs were at one time covered during the COVID-19 disaster. Under FEMA's new Public Assistance Mitigation Cost Share Incentives Policy, applicants are now able to pursue up to an 85% Federal cost share when taking on additional risk-reduction actions in alignment with the policy. Regardless, the State will always supply up to a 15% cost share under the Public Assistance Program. Across the State's open Declared Disasters, the 15% cost requirement totals approximately \$23.7M. With only \$15M provided in the 2025 supplemental budget, MEMA has requested an additional \$15M in the 2026-2027 biennial budget.



# NONPROFIT SECURITY GRANT PROGRAM

**Purpose:** This is grant issued annually by the Federal Emergency Management Agency (FEMA) to the states to fund efforts focused on building a national culture of preparedness and protecting against terrorism and other threats to our national security. MEMA acts as both the State Administrative Agency (SAA), recipient, and pass-through agency. The NSGP provides funding for physical and cybersecurity enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist or other extremist attack.

## Who Is Eligible?

The program is designed specifically for 501(c)(3) nonprofit organizations that can demonstrate an elevated risk of being targeted due to their ideology, beliefs, mission, or other identifying factors. Eligible organizations may include:

- Religious institutions and places of worship
- Schools and educational institutions that are not state-funded
- Medical and health-related nonprofits
- Cultural institutions such as museums and historical sites

## What Can the Grant Be Used For?

The NSGP provides funding for a variety of security-related projects and initiatives, including but not limited to:

### Physical Security Enhancements

- Installation of security cameras and surveillance systems
- Reinforcement of doors, windows, and other entry points
- Fencing, gates, and barriers
- Security lighting
- Alarm and notification systems

### Cybersecurity Improvements

- Firewalls and network monitoring tools
- Employee cybersecurity training
- Anti-phishing and anti-malware solutions
- Data encryption and secure access controls

## Security Personnel and Planning

- Contracted Security
- Conducting vulnerability assessments
- Developing emergency response and security plans
- Security-related training and exercises


## Personnel Assigned:

- Stephanie Buzzell - Homeland Security Program Manager

**Funding:** These responsibilities fall under the guise of the employees' regular job descriptions. Salaries and other occasional expenses are paid by Federal Emergency Preparedness Grants.



# STATE HOMELAND SECURITY PROGRAM (SHSP)



**Purpose:** This grant is issued annually by the Federal Emergency Management Agency (FEMA) to fund efforts and strengthen capabilities of state and local governments in Maine to prevent, prepare for, protect against, and respond to terrorist attacks and other threats and hazards that pose the greatest risk to the security of the State of Maine and to the United States. MEMA acts as both the State Administrative Agency (SAA), recipient, and pass-through agency. The intent of the grant is to build and sustain core capabilities within the state to deal with potential terrorist incidents or other hazards. The grant performance period is generally for three years. The grant has a requirement that a minimum of 35% of the grant must be awarded for law enforcement terrorism prevention activities and 80% passed through to local organizations. The grant also has a required spend percentage in National Priority Areas set by FEMA/DHS that change from year to year with details listed each year in the Notice of Funding Opportunity (NOFO).

In addition to the sixteen counties, MEMA dedicates a certain portion of its SHSP allocation to hazmat teams in Maine (Augusta, Easton, Houlton, Lewiston/Auburn, Portland, Rumford, South Portland, Waterville, and York). Primarily this program is used to:

- Apply for Federal Homeland Security Program Grant money
- Build policies and guidance that support the SHSP and Operation Stonegarden
- Budget grant money to support various state-level programs
- Allocate grant funds to local/county/state jurisdictions
- Reimburse subrecipients for grant expenditures
- Monitor subrecipients to ensure compliance with grant rules
- Complete required federal reporting
- Answer grant-related questions Participate in audits
- Liaise with federal officials

**Personnel Assigned:**

- Stephanie Buzzell - Homeland Security Program Manager

**Funding:** These responsibilities fall under the guise of the employees' regular job descriptions. Salaries and other occasional expenses are paid by Federal Emergency Preparedness Grants.

# STATE & LOCAL CYBERSECURITY GRANT PROGRAM

## **Purpose:**

The State and Local Cybersecurity Grant Program (SLCGP) is a multi-year grant initiative, funded by the Department of Homeland Security (DHS) and managed jointly by the Cybersecurity and Infrastructure Security Agency (CISA) and the Federal Emergency Management Agency (FEMA), that aims to enhance cybersecurity capabilities across State and local government entities.

The SLCGP aims to provide local entities, including towns, counties, and K-12 schools, with the necessary resources and support to bolster their cybersecurity defense. By opting into this grant program, eligible Maine entities can enhance their cybersecurity posture and implement mitigation measures to safeguard critical infrastructure.

During Program Year 1 (FY2022), the State of Maine made significant strides in enhancing its cybersecurity. Key accomplishments include establishing governance structures, such as the SLCGP Planning Committee, to oversee cybersecurity initiatives. The State also developed a comprehensive Cybersecurity Plan and conducted assessments throughout the State to evaluate cybersecurity capabilities. Leveraging FY2022 funding, The State of Maine provided 22,135 cybersecurity awareness training licenses and 11,487 multi-factor authentication (MFA) keys to eligible entities across the State.

Building on the successes of FY2022, the State of Maine is gearing up to launch Program Year 2 (FY2023). The state plans to use FY2023 grant funds to offer essential cybersecurity services to eligible local government entities and K-12 public-funded school districts to enhance their overall cybersecurity posture.

## **Personnel Assigned:**

- Stephanie Buzzell - Homeland Security Program Manager

**Funding:** These responsibilities fall under the guise of the employees' regular job descriptions. Salaries and other occasional expenses are paid by Federal Emergency Preparedness Grants.



# MASS CARE



## NATIONAL SHELTER SYSTEM

**Purpose:** The National Shelter System (NSS) is a web-based application used to document and monitor the sheltering capacity for the United States. Maine currently has 268 shelters in the database. The information that can be gathered in real-time during an event has proven to be extremely useful for preparedness planning and response and recovery operations. The American Red Cross, Federal Emergency Management Agency and Maine Emergency Management Agency partner in the maintenance and use of the Maine portal to this application.

### Personnel Assigned:

- William Guindon - Mass Care Coordinator

**Funding:** The salary of the Mass Care Coordinator is funded through State General Fund.

## STATE ANIMAL RESOURCES TEAM

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

### Personnel Assigned:

- William Guindon - Mass Care Coordinator

**Funding:** The salary of the Mass Care Coordinator is funded through State General Fund.



# MASS CARE

## FUNCTIONAL NEEDS SUPPORT SERVICE COMMITTEE

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

**Personnel Assigned:**

- William Guindon - Mass Care Coordinator

**Funding:** The salary for the Functional Needs Support Services Committee lead is funded through State General Fund and Federal Funds. Committee members are considered voluntary in nature. Volunteer hours will be used as soft match for the State's share in the event of a Presidentially Declared Disaster.

## MAINE FEEDING PARTNERS

**Purpose:** The purpose of the Maine Feeding Partners is to plan for and coordinate the full spectrum of resources required for mass care feeding during disaster response and recovery operations. The Maine Feeding Partners meets bi-weekly to identify resources available to the State of Maine, identify resources to meet shortfalls, and to ensure food access in a natural or human-caused incident or disaster. The Maine Feeding Partners is anchored by representatives from a number of government and non-government agencies and organizations which includes partners such as the Good Shepherd Food Bank, The Salvation Army and DACF, Office for Family Independence, and Maine Department of Education.

**Personnel Assigned:**

- William Guindon - Mass Care Coordinator

**Funding:** The salary for the Maine Feeding Partners lead is funded through State General Fund. Feeding Partners are considered voluntary in nature. Volunteer hours will be used as soft match for the State's share in the event of a Presidentially Declared Disaster.

# MASS CARE

## DONATIONS COORDINATION TEAM

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

The plan calls for the use of:

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

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

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

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

### **Personnel Assigned:**

- Kelsey Preecs - Individual Assistance Officer

**Funding:** The Individual Assistance Officer salary is funded by State General Fund and Federal Emergency Preparedness Grants. Members of the DCT serve in a volunteer capacity. Expenses, less labor, incurred by voluntary agencies active in implementing this plan may be reimbursed directly or indirectly with Federal assistance during Presidentially Declared Disasters. Volunteer hours will be used as soft match for the State's share.

# CRITICAL INFRASTRUCTURE/KEY RESOURCES (CI/KR) PROTECTION PROGRAM - PHYSICAL AND CYBER SECURITY



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

Primarily this program is used to:

- Identify public and private sector resources that meet the definition of critical infrastructure.
- Develop a methodology for prioritizing resources and create a ranked list of critical infrastructure.
- Identify vulnerabilities and dependencies in critical infrastructure sectors and methods for security protection planning.
- Be aware of key resources and facilities throughout the state that may not meet the specific Department of Homeland Security guidelines.
- Liaise with critical infrastructure owners and operators.
- Perform site risk and vulnerability assessments.
- Liaise with various first responder agencies and federal officials to improve protection and resiliency.
- Ensure that information provided by private companies is appropriately protected under the Protected Critical Infrastructure Information (PCII) Act of 2007.

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





# CRITICAL INFRASTRUCTURE/KEY RESOURCES (CI/KR) PROTECTION PROGRAM - PHYSICAL AND CYBER SECURITY

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

Because MEMA's cyber resources are limited to a single full-time coordinator and others playing part-time roles, the Agency depends on strong partnerships with Federal, State, County, Local and higher education to build awareness, conduct important training and exercises for public and private sector officials, and to participate in research projects aimed at improving Maine's readiness for a cyber event. MEMA works with the Maine State Police and Maine Office of Information Technology on a variety of cybersecurity related programs.

## **Personnel Assigned:**

- Tim MacArthur - Critical Infrastructure Protection Officer

**Funding:** These responsibilities fall under the guise of the employees' regular job descriptions. Salaries and other occasional expenses are paid by Federal Emergency Preparedness Grants.

# DAM SAFETY PROGRAM



**Purpose:** This program is designed to ensure the safety of Maine’s dams. Maine has 1081 dams on its database. Dams classified as either high (75), significant (80), or low hazard (512) fall under regulatory authority. Of those state regulated dams, 41 are high hazard, 62 are significant hazard and 415 low hazard dams. MEMA also monitors 149 FERC dams and 59 dams in New Hampshire with potential to impact Maine. The remaining 414 dams on the database are categorized as Non Jurisdictional (undersized dam and/or impoundment), removed, or not yet classified. During emergency situations, such as flooding or ice jams, the dam inspectors are available to respond to requests from dam owners, municipalities, or first responders to any location where a public safety threat may exist.

Primarily this program is used to:

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

If you have any questions about this data above please reach out.

## **Personnel Assigned:**

- Tony Fletcher - Acting, State Dam Inspector (Professional Engineer)
- Anna Poppelreiter - Assistant State Dam Inspector
- Tara Ayotte - Dam Safety Administrator
- Steven Mallory - Director of Operations

**Funding:** These responsibilities fall under the guise of the employees’ regular job descriptions. Salaries and other occasional expenses are paid by a combination of State General Fund, the National Dam Safety Program, and Federal Emergency Preparedness Grants.

# RIVER FLOW ADVISORY COMMISSION



**Purpose:** The River Flow Advisory Commission is co-chaired by the MEMA Director and the Chief of the USGS Monitoring Operations Section, who is a representative of the Maine Office of the New England Water Science Center. The Commission monitors factors affecting spring flood potential, including current stream flow, snowpack, reservoir storage, river ice cover and weather outlook, as well as factors affecting the stream gage network.

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

An annual contract with the USGS provides state funding to support the operation and maintenance of 11 streamflow gaging stations, 3 stage-only gages, 15 groundwater monitoring gages, and USGS participation in the Maine Snow Survey and generation of monthly streamflow and groundwater conditions reports.

The streamflow and stage-only gages are critical to real-time flood forecasting and situational awareness. The groundwater network is clearly important during drought conditions, but also in maintaining a long-term record of groundwater conditions in Maine. The Snow Survey provides snowpack information to the Commission when assessing spring flood potential. The monthly report requires streamflow to be estimated by the USGS during winter months and provides a snapshot of conditions during the winter months, leading into the spring runoff season. The reports are generated year-round and are also useful during drought conditions.



# RIVER FLOW ADVISORY COMMISSION

Commission members receive no compensation. Typically, the Commission formally meets once only in the spring, to assess flood potential, although members share information and collaborate on projects throughout the year. In times of severe flood or drought threat, the Commission meets as needed and will involve additional agencies. For example, the group convened as the Drought Task Force in August 2016 for the first time since the drought of 2001-2002 and again nearly every year since 2017. Water utility representatives and affected state agencies, including the Maine State Housing Authority and Department of Agriculture, Conservation, & Forestry attended meetings and were actively involved in identifying resources and developing recommendations and public information.

Commission reports are available at [www.maine.gov/rfac](http://www.maine.gov/rfac). Drought Task Force reports are available at <https://www.maine.gov/mema/hazards/drought-task-force/previous-reports>.

## **Personnel Assigned:**

- Peter Rogers, Director, - MEMA, co-chair of the River Flow Advisory Commission
- Position Vacant - Natural Hazards Planner
- Vanessa Sperrey- Public Information Officer, staff to the Commission

**Funding:** This program is funded through the General Fund in the amount of \$175,005 each fiscal year. The entire appropriation is dedicated to the stream gaging contract; from the USGS, substantially increasing the amount available to operate the network. The budget was held flat funded in the prior biennium, which increased the risk of losing gages in the future as operational costs have continued to rise. With the current streamgaging contract set to expire in the coming biennium, MEMA has requested additional funding to support this program by installing additional gages and keeping up with maintenance and monitoring needs across the state.

# HAZARD MITIGATION PROGRAM



**Purpose:** This program administers federal grant program funds operating under the guidance of the Federal Emergency Management Agency (FEMA), the State Administrative Plan, and the MEMA Director, who also has the appointed responsibility as the Governor’s Authorized Representative (GAR). All grants under the Hazard Mitigation Program operate under strict federal grant regulations that dictate applicant and project eligibility, cost effectiveness and the cost shares of 75% federal and 25% non-federal. A 90% federal and 10% non-federal cost share may be available to applicants that fall under FEMA’s definition of a disadvantaged communities.



The grant funds are used primarily to improve public infrastructure to avoid future damage losses due to severe storm events. Standard grant applications received by Maine applicants span capability and capacity-building initiatives to construction projects. Under the Hazard Mitigation Assistance grant umbrella, grant funding may be awarded for generator projects for critical facilities, elevation projects, acquisition-demolition projects, drainage improvement projects, hazard mitigation planning initiatives, building code initiatives, and/or project scoping initiatives.

All projects must recognize and adhere to requirements associated with all state federal environmental and historic preservation laws and executive orders.

Five federal grant types: BRIC, HMGP, FMA, Swift, and L-PDM

- **BRIC (Building Resilient Infrastructure & Communities)** - annual opportunity available to States, U.S Territories, local governments ,and federally recognized tribes; nationally competitive; funding availability and funding priorities varies annually. State set-aside allocation available for select opportunities annually.
  - \$500,000,000 (\$600,000 state allocation) in 2020
  - \$1,000,000,000 (\$1,000,000 state allocation) in 2021
  - \$2,295,000,000 (\$2,000,000 state allocation) in 2022
  - \$1,000,000,000 (\$2,000,000 state allocation) in 2023



# HAZARD MITIGATION PROGRAM

- **HMGP (Hazard Mitigation Grant Program)** - 15% of disaster totals (dependent upon Presidential Disaster Declarations); state competitive. A sample of the last two years of disaster allotments is as follows:
  - DR4785 - \$350,239
  - DR4764 - \$10,244,152
  - DR4754 - \$5,599,615
  - DR4736 - \$495,712
  - DR4737 - \$123,055
- **FMA (Flood Mitigation Assistance)** - Annual competitive grant to reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the National Flood Insurance Program (NFIP), and within NFIP-participating communities. It does so with a recognition of the growing flood hazards associated with climate change, and of the need for flood hazard risk mitigation activities that promote climate adaptation, equity, and resilience with respect to flooding. Available to States, U.S Territories, local governments and federally recognized tribes; nationally competitive; funding availability and funding priorities varies annually.
  - \$150,000,000 in 2015
  - \$199,000,000 in 2016
  - \$160,000,000 in 2017
  - \$160,000,000 in 2018
  - \$160,000,000 in 2019
  - \$200,000,000 in 2020
  - \$160,000,000 in 2021
  - \$800,000,000 in 2022
  - \$800,000,000 in 2023



# HAZARD MITIGATION PROGRAM

- **Swift Current Grant** - New grant program announced November 2023. Funds are available to states, territories, and federally recognized tribal governments that receive a major disaster declaration following a flood-related disaster event and meet all other eligibility criteria. Swift Current funding is only available to property owners that have a current flood insurance policy under the National Flood Insurance Program (NFIP) and a history of repetitive or substantial damage from flooding.
  - \$10million available after DR4719
- **Legislative Pre-Disaster Mitigation Grant** - Any Congressionally Directed Spending projects awarded under any of Maine's Congressional Offices must be managed by the State Hazard Mitigation Officer. Projects have been awarded annually since 2022.


## **Personnel Assigned:**

- Christine Whelan - State Hazard Mitigation Officer
- Position Vacant - Contract/Grant Specialist (LPP)
- Position Vacant - Contract/Grant Specialist (LPP)

**Funding:** The General Fund is used to support only a portion of the State Hazard Mitigation Officer. All other portions of the program are supported through management costs associated with Federal Grants.

# TECHNOLOGICAL HAZARDS PROGRAM

HAZMAT, Radiological Hazards, and State Emergency Response Commission (SERC)



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

The staff monitors more than 2,600 facilities that provide information on an annual basis. About 20 percent of these facilities possess a category of hazardous materials known as Extremely Hazardous Substances (EHS). These are facilities that store 10,000 pounds or more of hazardous chemicals except in the case of EHS's, which may be anywhere from one to 500 pounds based on the hazard level of the chemical.

## **Staff Responsibilities include:**

- Support the policies and goals of the SERC
- Maintain the SERC website and information flow
- Maintain the SERC Strategic Plan
- Manage the Emergency Planning and Community Right-to-Know Program (EPCRA)
- Liaison and help guide the 16 County Local Emergency Planning Committees (LEPC)
- Liaison and support the 11 State funded hazardous material teams
- Manage the Hazardous Materials Emergency Planning (HMEP) grant
- Maintain the State Radiological Plan
- Maintain the State Commodity Flow Study

## **Personnel Assigned:**

- Faith Staples - Program Manager
- Darren Curtis - Assistant Program Coordinator
- Steven Mallory - Supervisor

**Funding:** Salaries and other expenses are funded through fees collected from facilities that report under the Emergency Planning and Community Right-to-know law.

# OPERATION STONEGARDEN

**Purpose:** This program provides grant dollars to state, county, and local law enforcement agencies that have partnered with U.S. Customs and Border Patrol (USCBP) to enhance border security in Maine's border counties. The grant money is primarily used to pay for overtime law enforcement details and to purchase mission-critical equipment. Operation Stonegarden currently has 9 counties that participate in Maine. USCBP stations work with law enforcement partners to construct enforcement details that support USCBP's National Strategies.

Our responsibilities under this program are to:

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

**Personnel Assigned:**

- Stephanie Buzzell - Homeland Security Grant Program Manager

**Funding:** These responsibilities fall under the guise of the employees' regular job descriptions. Salaries and other occasional expenses are paid by Federal Emergency Preparedness Grants.

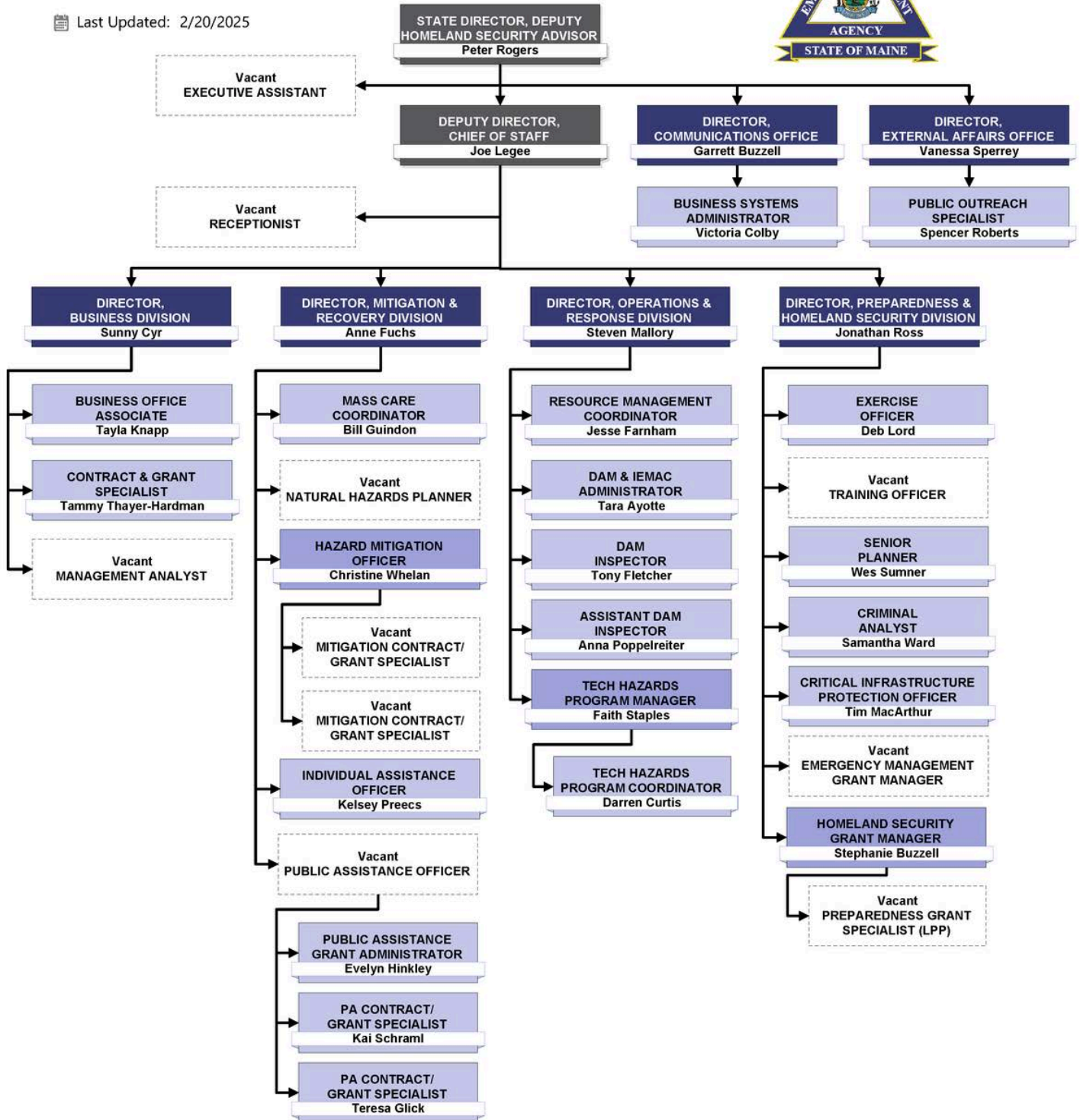


# Appendices

## APPENDIX A: ORGANIZATIONAL CHART

### Maine Emergency Management Agency Organizational Chart

Last Updated: 2/20/2025



Regularly updated staff directory and organizational chart available at:  
<https://www.maine.gov/mema/about/staff>



# Appendices

## APPENDIX B: STAFF SALARY FUNDING SOURCES

#	Functional Title	General Fund	Federal Fund	OSR Fund
1	DIRECTOR	100%	0%	0%
2	DEPUTY DIRECTOR	0%	100%	0%
2.1	EXECUTIVE ASSISTANT	44%	56%	0%
2.1	OFFICE ASSOCIATE II	50%	50%	0%
3	DIR DIV OPERATIONS & RESPONSE	0%	100%	0%
3.1	STATE DAM INSPECTOR	100%	0%	0%
3.2	ASSISTANT STATE DAM INSPECTOR	100%	0%	0%
3.3	STATE DAM SAFETY ADMIN	25%	75%	0%
3.4	RESOURCE MGR	100%	0%	0%
3.5	BUSINESS SYSTEMS ADMINISTRATOR	0%	100%	0%
3.6	MEMA COMMUNICATIONS SYSTEM MGR	50%	50%	0%
3.7	TECH HAZARDS COORDINATOR	0%	0%	100%
3.8	TECH HAZARDS MGR	0%	0%	100%
4	DIR DIV PREPARED/RECOVER/MITIG	0%	50%	50%
4.1	HAZARD MITIGATION MGR	50%	50%	0%
4.1.1	HAZARD MITIGATION COORDINATOR 2	0%	100%	0%
4.2	PUBLIC ASSISTANCE MGR	30%	70%	0%
4.3	MASS CARE COORDINATOR	100%	0%	0%
4.4	INDIVIDUAL ASSISTANCE OFFICER	50%	50%	0%
4.5	ALL HAZARDS PLANNER	50%	50%	0%
4.6	HAZARD MITIGATION COORDINATOR 1	0%	100%	0%
4.7	PUBLIC ASSISTANCE COORDINATOR 1	100%	0%	0%
4.8	PUBLIC ASSISTANCE COORDINATOR 2	0%	100%	0%
4.9	PUBLIC ASSISTANCE COORDINATOR 3	0%	100%	0%
5	DIR DIV PREPAREDNESS	100%	0%	0%
5.1	CRITICAL INFRASTRUCTURE OFFICER	0%	100%	0%
5.2	EMERGENCY PERFORMANCE MGR	0%	100%	0%
5.3	CRIMINAL INTELLIGENCE ANALYST	0%	100%	0%
5.4	HOMELAND SECURITY MGR	0%	100%	0%
5.5	SENIOR PLANNER	50%	50%	0%
5.6	STATE EXERCISE OFFICER	0%	100%	0%
5.7	STATE TRAINING OFFICER	37.5%	62.5%	0%
6	DIR DIV EXTERNAL AFFAIRS	50%	50%	0%
6.1	ASSISTANT PIO	0%	100%	0%
7	DIR DIV BUSINESS OFFICE	25%	75%	0%
7.1	MANAGEMENT ANALYST II	100%	0%	0%
7.2	PROCUREMENT COORDINATOR	0%	100%	0%
7.3	AP/AR COORDINATOR	0%	50%	50%