

1 **COMMISSIONERS MEETING**

2 **September 4, 2024**

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6 YORK,ss

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8 At a regular meeting of the County Commissioners of the County of York, begun and
9 holden at the York County Government Building in Alfred, within and for the County of York,
10 being held on Wednesday, August 7, 2024, A. D. at 4:30 P. M.
11

12 **COMMISSIONERS PRESENT:**

- 15 Richard R. Dutremble (excused)
- 16 Richard Clark
- 17 Robert Andrews
- 18 Justin Chenette
- 19 Donna Ring

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21 County Manager Greg Zinser and Deputy Manager Linda Corliss were present at the meeting.
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24 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

25
26 **09-04-2024 ITEM**

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28 **1 PUBLIC COMMENT(S) ON ANY ITEM(S)**

29 Val Philbrick of Old Orchard Beach spoke via Zoom regarding a mobile home
30 stabilization ordinance in OOB that will go to the ballot. She voiced concerns
31 about an administrative fee that might be imposed if this ordinance passes. She is in
32 favor of the ordinance but not any imposing fees.
33 Commissioner Chenette requested she e-mail the information to him even though
34 it doesn't necessarily pertain to County business but individual Commissioners
35 can assist.
36

37 **2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

- 38 a. Commissioners' meeting of August 7, 2024
- 39 Commissioner Clark motioned to approve the minutes as submitted.
- 40 Commissioner Chenette seconded the motion. Vote 4-0.

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42 **3 TO APPROVE TREASURER'S WARRANTS**

- 43 a. Warrants to be approved on August 7, 2024 in the amount of \$937,081.28
- 44 Commissioner Clark motioned to approve the warrant in the amount of
- 45 \$937,081.28.
- 46 Commissioner Chenette seconded the motion. Vote 4-0.
- 47 b. Warrants to be approved on August 14, 2024 in the amount of \$484,679.73

- 48 Commissioner Clark motioned to approve the warrant in the amount of
49 \$484,679.73.
50 Commissioner Chenette seconded the motion. Vote 4-0.
51 c. Warrants to be approved on August 21, 2024 in the amount of \$581,819.88
52 Commissioner Clark motioned to approve the warrant in the amount of
53 \$581,819.99. Vote 4-0.
54 d. Warrants to be approved on August 28, 2024 in the amount of \$362,347.81
55 Commissioner Clark motioned to approve the warrant in the amount of
56 \$362,347.81. Vote 4-0.
57

58 **4 TO HEAR ANY REPORTS FROM THE COUNTY**
59 **COMMISSIONERS**

60 None

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62
63 **5 NEW BUSINESS**

- 64 a. ~~To hear 3 NCEU grievances (may be in executive session pursuant to 1~~
65 ~~M.R.S.A. § 405 (6) (A), personnel matter (POSTPONED)~~
66
67 b. Deputy County Manager/H.R. Director Corliss to present the following new
68 hires and/or transfers:
69 i. Kendra Smith in the position of full-time Legal Secretary in the District
70 Attorney's Office with a date of hire of September 9, 2024
71 Commissioner Clark motioned to approve the hiring of Kendra Smith in the
72 position of full-time Legal Secretary in the District Attorney's office with a
73 date of hire of September 9, 2024.
74 DISCUSSION: Commissioner Ring asked Deputy Manager/H.R. Director
75 Corliss if all MSEA members rate of pay level have been brought up per
76 the contract. Deputy Manager/H.R. Director Corliss replied, yes.
77 Vote 4-0.
78 ii. Jeffrey Poirier in the position of full-time Legal Secretary in the
79 District Attorney's Office with a date of hire of September 9, 2024
80 Commissioner Clark motioned to approve the hiring of Jeffrey Poirier
81 in the position of full-time Legal Secretary in the District Attorney's
82 Office with a date of hire of September 9, 2024. Commissioner Chenette
83 seconded the motion. Vote 4-0.
84 iii. Cecilia Hawes in the position of full-time Legal Secretary in the
85 District Attorney's Office with a date of hire of September 9, 2024
86 Commissioner Clark motioned to approve the hiring of Cecelia Hawes
87 in the position of full-time Legal Secretary in the District Attorney's Office
88 with a date of hire of September 9, 2024. Commissioner Chenette seconded
89 the motion. Vote 4-0.
90 iv. Raegan Robertson in the position of full-time Legal Secretary in the
91 District Attorney's Office with a date of hire of September 23, 2024
92 Commissioner Clark motioned to approve the hiring of Raegan Robinson
93 in the position of full-time Legal Secretary in the District Attorney's Office
94 with a date of hire of September 23, 2024. Commissioner Chenette seconded
95 the motion. Vote 4-0.
96 v. Alyssa Green in the position of full-time Deeds Clerk in the Registry of
97 Deeds with a date of hire of September 9, 2024

98 Commissioner Clark motioned to approve the hiring of Alyssa Green in the
99 position of full-time Deeds Clerk in the Registry of Deeds with a date of hire
100 of September 9, 2024. Commissioner Chenette seconded the motion. Vote
101 4-0.

102 vi. Bobbi Jo Bloomfield in the position of full-time Deeds Clerk in the Registry
103 of Deeds with a date of hire of September 16, 2024

104 Commissioner Clark motioned to approve the hiring of Bobbi Jo Bloomfield
105 in the position of full-time Deeds Clerk in the Registry of Deeds with a date
106 of hire of September 16, 2024.

107 vii. Transfer of Craig Sanford from reserve Civil Deputy to the position of full-
108 time Civil Deputy with a date of hire of September 8, 2024

109 Deputy Manager/H.R. Director Corliss asked that the date of hire be changed
110 to September 9, 2024.

111 Commissioner Clark motioned to approve the transfer of Craig Sanford from
112 Reserve Civil Deputy to full-time Civil Deputy with an effective date of
113 transfer of September 9, 2024. Commissioner Chenette seconded the motion.
114 Vote 4-0.

115 viii. Transfer of James Foote from Facilities Department to the position of full-
116 time Corrections Officer in the Sheriff's Office with an effective date of
117 transfer of September 16, 2024

118 Deputy Manager/H.R. Director Corliss informed all that Mr. Foote had
119 previously worked at the jail but transferred to Facilities due to family issues
120 that have now been resolved and that he wished to go back to the jail in the
121 position of Corrections Officer.

122 Commissioner Clark motioned to approve the transfer of James Foote from
123 Facilities to the Sheriff's Office in the position of Corrections Officer with an
124 effective date of transfer of September 16, 2024. Commissioner Chenette
125 seconded the motion. Vote 4-0.

126 c. Sheriff King to recommend promotion of Corrections Office Jason Gaudette
127 to Corporal

128 Sheriff King approached the Board and requested the Commissioners
129 approve the promotion of Corrections Officer Jason Gaudette to Corporal.
130 Commissioner Clark motioned to approve the promotion of Jason Gaudette
131 to Corporal. Commissioner Chenette seconded the motion. Vote 4-0.

132 d. Set date and time for Spirit of America Award Ceremony
133 (recommend prior to November 20th meeting at 3:30 p.m.)

134 County Manager Zinser explained to the Commissioners that this ceremony
135 is typically held at one of the November meetings.

136 The Commissioners are fine with the date and time recommended (November
137 20, 2024 at 3:30 p.m.)
138

139 6 OLD BUSINESS

140 County Manager Zinser reminded the Board that he sent them an e-mail with
141 the information on the guaranteed maximum pricing for the training facility.
142 These documents are being reviewed by our attorney and architect who are also
143 reviewing the list of exclusions.

144 He continued that he is hopeful to move forward soon and asked if the Board might
145 be willing to meet next week to discuss and approve the pricing.

146 County Manager Zinser added that he had a slight concern that the site work
147 pricing is for both projects, but that pricing is not ready yet for the Recovery
148 Center.

149 The cost for the training facility is \$23.7 million and that is close to the original
150 estimate. The total cost of both buildings is in the neighborhood of \$41million,
151 stated County Manager Zinser. He continued to state that we have \$40 million.
152 Therefore, we have over a year to come up with the one million dollars we need.
153 The County Manager informed the Commissioners that he would like to meet next
154 week if at all possible, to get this (project) moving forward. He explained that the
155 Special meeting would be for the Commissioners to approve the amount.
156 The Commissioners discussed the matter and decided that they would meet on
157 Wednesday, September 11th at 4:30 p.m.
158 County Manager Zinser explained that the groundbreaking ceremony would most
159 likely be held in October and that Laundry French has a P.R. department that can
160 help us. He added that we should also have the final pricing for the Recovery
161 Center prior to that.

162
163 County Manager Zinser informed all that the Maine Recovery Council has invited
164 York County to submit a full application. We are seeking a sizable amount of
165 money that will assist with furnishing the Center.

166
167 Commissioner Ring asked about a date for the Commissioners to tour the jail
168 facility. It was decided that the tour will take place prior to the September 18th
169 meeting at 3:30 p.m.
170

171 **7 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL**
172 **ISSUES PURSUANT TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF**
173 **REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT**
174 **TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT**
175 **TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL**
176 **COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**
177 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**

178 a. Executive session on personnel matters pursuant to 1 M.R.S.A. § 405 (6)
179 (A)

180 Commissioner Clark motioned to enter into executive session pursuant to
181 1 M.R.S.A. § 405 (6) (A), personnel matter. Commissioner Ring seconded the
182 motion. Vote 4-0.

183 Commissioner Clark motioned to come out of executive session.

184 Commissioner Chenette seconded the motion. Vote 4-0.

185 b. Vote on executive session matter

186 Deputy Manager/H.R. Director Corliss requested a leave of absence for the
187 employee discussed in executive session.

188 Commissioner Clark motioned to approve the leave of absence for the
189 employee discussed in executive session. Commissioner Chenette seconded
190 the motion. Vote 4-0.
191

192 **8 PUBLIC COMMENT(S) ON ANY ITEM(S)**

193 None
194

195 **9 ADJOURN**

196 Commissioner Clark motioned to adjourn the meeting. Commissioner
197 Chenette seconded the motion. Vote 4-0.
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1 **COMMISSIONERS SPECIAL MEETING**

2 **September 12, 2024**

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6 YORK,ss

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8 At a special meeting of the County Commissioners of the County of York, begun and
9 holden at the York County Government Building in Alfred, within and for the County of York,
10 being held on Thursday, September 12, 2024, A. D. at 4:30 P. M.

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13 **COMMISSIONERS PRESENT:**

- 14
- 15 Richard R. Dutremble
- 16 Richard Clark
- 17 Robert Andrews
- 18 Justin Chenette
- 19 Donna Ring
- 20

21 County Manager Greg Zinser and Deputy Manager Linda Corliss were present at the meeting.

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24 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

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26 **09-12-2024 ITEM**

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28 **1 PUBLIC COMMENT(S)**

29 None

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31 **2 NEW BUSINESS**

- 32 a. To approve the guaranteed maximum price for the site work and building
- 33 for the York County Training Facility-
- 34 County Manager Zinser explained that the Commissioners are being
- 35 asked to approve the cost to build the First Responders Training Center as
- 36 well as the site work for both buildings in the amount of \$23,703,886.91.
- 37 Commissioner Chenette asked County Manager Zinser if he is seeing that
- 38 there is any category in which costs are coming back higher than expected?
- 39 County Manager Zinser replied, no, and that the response from Landry-French
- 40 is that their pricing is coming in close to original estimates. He added that we
- 41 do not have the pricing on the Recovery Center yet.
- 42 Commissioner Clark stated that there might be a slight change in the cost.
- 43 Therefore, he motioned to approve a proposed maximum cost not to exceed
- 44 \$24 million.
- 45 Commissioner Andrews seconded the motion. Vote 5-0.
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Commissioner Dutremble commented that although this matter is not on the agenda, he wished to inform his fellow Commissioners that he, as President of The Maine County Commissioners' Association, recently sent out comments regarding the state mandates expecting the county to fund the jails to the legislative delegation. He urged the other Commissioners to reach out to the legislators in their districts after the elections.

Commissioner Dutremble also recommended holding a meeting with the delegation.

Commissioner Chenette responded that Commissioner Dutremble had a great point and that he loved the idea of hosting the delegation to learn about how this impacts the County's budget. He added that unless a legislator is on the Criminal Justice committee, there can sometimes be a great disconnect. Commissioner Ring also agreed that hosting a meeting is a great idea.

County Manager Zinser commented that he would be happy to set up a meeting with the Delegation but he would need direction from the Board. Commissioner Dutremble recommended waiting until after the November elections.

County Manager Zinser gave an example of the concerns. He and Finance staff are working on the medical assistant treatment and in rough numbers, the County spends about \$600,000 a year for this program and receives only \$120,000 in State funding. We have given this number (\$600,000) to Criminal Justice and Public Safety for their next budget. He added that we also fund The Layman Way Recovery Center that pulls people out of jail and gives them treatment and we get no credit from the State for this.

Also, the County Manager reported that the jail revenue line (based on funds given the past two years by the State) was approved in the budget in the amount of \$2.5 million. This was estimated as always. We just received notice that we will only be receiving \$2.2 million from the State. Our jail population reduced so this dropped York County to fourth in line and reduced our 12% funding to 10%.

County Manager Zinser added that we are also faced with increasing medical costs at the jail. When inmates who have Maine Care come into the jail facility, they lose Maine Care and we are responsible for all medical bills.

Commissioner Chenette thanked County Manager Zinser and his staff for all their hard work on the two building projects. He added that this project is exciting.

3 PUBLIC COMMENT(S)

None

4 ADJOURN

Commissioner Clark motioned to adjourn. Commissioner Andrews seconded the motion. Vote 5-0.



FILE COPY

COUNTY OF YORK

Robert L. Andrews
Vice-Chairperson
District 1

Richard R. Dutremble
Chairperson
District 2

Justin Chenette
District 3

Donna L. Ring
District 4

Richard Clark
District 5

45 Kennebunk Road
Alfred, Maine 04002

(207) 459-2313
Fax (207) 324-9494
YC-Commish@yorkcountymaine.gov

Gregory T. Zinser
County Manager

Kathryn A. Dumont
Assistant to the Manager

Linda Hutchins- Corliss
Deputy County Manager
Human Resource Director

Lorene B. Lemieux
Finance Director

August 8, 2024

Mr. David Howarth
158 Route 236
Berwick ME 03906

RE: Tax abatement denial appeal Hearing

Dear Mr. Howarth

The York County Commissioners voted at their August 7, 2024 meeting to hold your tax abatement denial appeal Hearing at their **September 18, 2024** meeting.

The meeting begins at 4:30 p.m. at the **York County Government Building, 149 Jordan Springs Road, Alfred, ME** in the Commissioners' meeting room.

If you wish to provide any further information for the Commissioners to review for your Hearing, please do so by **September 12, 2024**.

The Town of Berwick is being advised of this Hearing so that they can attend by copy of this letter.

Please do not hesitate to contact me should you have any questions regarding this matter.

Sincerely,

Kathy Dumont
Assistant to the York County Manager
/kad

Cc: Town of Berwick Select Board

COUNTY OF YORK
APPLICATION FOR PROPERTY TAX ABATEMENT
DENIAL APPEAL HEARING PURSUANT TO 36 MRSA

NAME OF APPLICANT (S) David Howarth

MAILING ADDRESS OF APPLICANT(S) 158 RT 236

PROPERTY LOCATION Berwick, ME

DATE ABATEMENT FILED W/ MUNICIPALITY June 2024

DATE ABATEMENT REQUEST DENIED BY MUNICIPALITY N/A

BASIS FOR ABATEMENT: **SELECT ONE**
 ERROR OF ASSESSMENT _____
 INEQUITY OF ASSESSMENT _____
 OTHER* EXPLAIN BELOW ✓

REASON FOR SEEKING APPEAL In 1998 I, David Howarth
applied for the homestead exemption. Over the years
I have asked about not receiving it. The town clerks have
me fill out a new form. In June 2024 I went to the town
manager and he sent a clerk and found my original application
dated 1998. The town had admitted fault on their end and
said they would notify me by mail/telephone about when
they intended to meet on this matter. They never did and
met w/out me and they decided one year would be enough
to satisfy me. They offered \$389 for 26 years of Homestead
exemption that I should have been receiving all these years.
I would like to be credited for the past 26 years as this
is the town of Berwick's error.

David Howarth
SIGNATURE OF APPLICANT/PETITIONER

7/19/24
DATED

2023-08A

ABATEMENT DECISION



Town of Berwick
Assessing

11 Sullivan Square, Berwick, ME 03901-0696
PH# 207-698-1101 x114; assessor@berwickmaine.org

Property Owner: David Howerth
Map/Lot: R066-16-A
Location: 158 Route 296

Tax Year: 2023-2024
Assessment: \$259,000

1/10/2024

To: James Bellissimo,

Tax Collector:

2023-08A

For the FY 2023-2024 taxes assessed against David Howerth the property located at 158 Route 296, Map/Lot R066-16-A we have abated the sum of \$389.30.

Personal Property	\$0.00
Real Estate	\$259,000.00
Total	\$259,000.00
Original FY 2023-24 Assessed Value:	\$259,000.00
Revised FY 2023-24 Assessed Value:	\$237,750.00
<hr/>	
Abatement in Valuation	\$21,250.00
Current Tax Rate:	\$0.01832
Abatement Amount	\$389.30

Assessors of Berwick, ME

Noah Cobb

Linda Corliss

Mike Laterreur

Lisa Chase

Thomas Wright

ABATEMENT GRANTED
ABATEMENT DENIED

6/18/2024

Refund Information for Tax Collector:
Applicant would like refund check
Applicant would like funds applied
to account x

Map/Lot: R066-16-a

2023-08A

ABATEMENT APPLICATION RECOMMENDATION

TO: Board of Assessors
Town of Berwick

FROM: Paul McKenney, CMA
Michelle McDonald, CMA
Municipal Resources
Contracted Assessor's Agents

DATE: June 5, 2024

RE: David Howarth
158 Route 236
Berwick, ME 03901

Map/Lot: R066-16-A
Location: 158 Route 236

Tax Year: 2023-2024
Assessment: \$259,000

The owner of the real estate parcel reference filed a homestead exemption for tax year 2024. At the time of his application, Mr. Howarth inquired about a homestead exemption application he filed in 1998. Upon review, it was determined that the Mr. Howarth submitted a timely homestead exemption application in 1998. The application was approved but the homestead exemption was not applied to the property, in error.

As a result, we believe the property owner is entitled to an abatement for the missing homestead exemption for tax year 2023. The abatement is granted in accordance with 36 MRS § 841 (1), "[A]ssessors, either upon written application... or on their own initiative within one year from commitment, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment..."

It is recommended that an abatement be granted in the amount of \$389.30.

ABATEMENT DENIED

ABATEMENT GRANTED

Assessors of Berwick, ME

Noah Cobb

Linda Corliss

Mike Latourneur

Lisa Chase

Thomas Wright

Date: June 18, 2024

It is recommended that an abatement be granted in the amount of \$389.30.

Map/Lot: R066-16-A

***Town of Berwick***

11 Sullivan Street Berwick, Maine 03901-0696
Phone: (207) 698-1101 ext. 114 Fax: (207) 698-5181
Website: www.berwickmaine.org

June 24, 2024

David Howarth
158 Route 236
Berwick, ME 03901

RE: Abatement of Property Taxes
Property Owner: David Howarth
Location: 158 Route 236 Map/Lot: R066-16-A

Dear Property Owners,

An abatement for the above referenced property has been processed. Enclosed please see a copy of the Assessing Agent's recommendation to the Select Board and their decision.

If you are unsatisfied with the decision, you have sixty (60) days from receipt of this notice to appeal to the York County Commissioners by submitting an appeal in writing to York County Commissioners, 45 Kennebunk Rd Alfred ME, 04002. For more information you may contact Kathy Dumont at 207-459-2312 or email at kadumont@yorkcountymaine.gov.

Please contact me should you have any questions. I can be reached at 207-698-1101 x114.

Sincerely,

Michelle McDonald, CMA
Contracted Assessor's Agent
Municipal Resources, Inc.

YORK COUNTY VEHICLE USE POLICY

The purpose of this policy is to set forth requirements under which County vehicles will be authorized for County personnel; to establish requirements under which County vehicles may be used and to ensure consistency with State and Federal tax laws.

A. POLICY: Government vehicles will be used only for official County business, which is defined as follows:

1. The performance of law enforcement duties
2. Administrative support responsibilities
3. Officially sponsored activities, such as meetings, conferences and employee recognition functions
4. Authorized liaison and public functions on behalf of the County
5. Essential personal activity directly related to official County business requiring overnight travel to places other than a residence
6. Personal activity limited to no more than a 5-mile radius from the site of business travel
7. The comfort and convenience of an employee shall not be considered a sufficient justification for home to work transportation.

B. HOME-TO-WORK ISSUES

1. County Patrol Deputies may use a County-owned vehicle to travel from home to work in order to accomplish the mission of the County and to allow for bona fide 24-hour immediate response.
2. Administrative employees, classified as all other County personnel, are not authorized to travel from home to work in a County vehicle unless they need to use the vehicle for a particular assignment at the start or end of the workday.

C. PROHIBITED USE: The use of County vehicles is strictly PROHIBITED under the following circumstances:

1. For the sole purpose of commuting to and from place of residence
2. While under the influence of alcohol, medication or drugs (or any combination of these), which adversely affect one's driving ability

3. While either the driver or a passenger in a motor vehicle owned or leased by the County is using tobacco products
4. While engaging in personal business or activity (except as explained in the above section)
A (7), B (1)
5. While transporting someone not engaged in official County business or not otherwise being transported in the county's interest
6. For any purpose that would otherwise violate law, regulation or policy
7. Use for outside activities are defined as anything other than official duties and De Minimus (explained below). County employees may not use County equipment or vehicles in furtherance of that activity.
8. Individuals not employed by the County are prohibited in County vehicles (see insurance considerations).
9. Use of vehicle while on worker's compensation.
10. FMLA
11. Leave of Absence

D. De MINIMUS USE AND DEVIATION FROM ROUTE OF TRAVEL

An employee who is assigned a County vehicle for official purposes may go no more than five additional miles from the direct route of travel for a limited time to conduct essential personal business. The use of the vehicle during that period must, however, conform with this policy. A de minimis benefit is any property or service you provide to an employee that has so little value (taking into account how frequently you provide similar benefits to your employees) that accounting for it would be unreasonable or administratively impracticable. De minimis fringe benefits are excludable from wages.

E. GENERAL RULES

1. Any incident involving a County vehicle or equipment must be reported immediately in writing to the Department Head.

G. TAX IMPLICATIONS

Refer to IRS publication attached.

H. INSURANCE CONSIDERATIONS

JOB DESCRIPTION

County of York



Human Resources

EMERGENCY MANAGEMENT COORDINATOR

Status: Full-Time
FLSA: Exempt
Salary: \$24-27/hr.
Union: Non-Union
Reports to: Deputy Director of EMA

ABOUT US

York County Emergency Management Agency (YCEMA), located in Alfred, ME, is a dynamic and progressive government agency whose mission is to lessen the effects of a disaster on the lives and property of residents, municipalities, and businesses of York County through coordination and training on the four phases of emergency management: preparedness, response, recovery, and mitigation. Our diverse team is comprised of a full-time staff, six special response teams, and a cadre of several hundred volunteers all of whom work closely together to provide top-notch comprehensive emergency management services. We care deeply about helping our community through the relationships we have built with Local Emergency Management Directors, first responders, and partner agencies from all 29 towns in York County.

JOB SUMMARY

We are seeking an Emergency Management Coordinator who believes that teamwork, strategic thinking, and relationship building are the keys to a successful emergency management program. The function of this position is to assist the Director and Deputy Director in organizing all emergency management activities related to minimizing the effects of disasters. Major responsibilities include developing and implementing emergency plans and programs and overseeing preparedness outreach and education. Being successful in this role means you take pride in your ability to collaborate and communicate, and in your analytical and strategic skills to drive continuous improvement. You should possess a strong desire to work in a customer-oriented public safety environment, with a willingness to serve the public in the second most-populated

county in Maine. You appreciate an environment that is flexible, fun, encourages professional and personal development, and where superior work is recognized.

SUPERVISION RECEIVED AND EXERCISE

This position is a non-supervisory position.

ESSENTIAL DUTIES

Essential Duties and Responsibilities

- Develops and updates programs to improve local and county government's ability to respond to emergencies, including planning and preparedness programs, and response and recovery activities.
- Creates engaging preparedness marketing content from emails to social media campaigns, videos, webinars, articles, handouts, displays, and more.
- Identifies opportunities to improve marketing effectiveness by creating accurate targets, building audiences, and fostering new relationships.
- Coordinates public information activities, including public messaging, media relations, education, and outreach; serves as one of the agency Public Information Officers (PIO).
- Develops instructional materials and conducts presentations to groups to provide training on emergency preparedness.
- Develops, implements, and maintains local and regional emergency plans.
- Assists with designing and writing manuals and standard operating procedures to be used in preparation for and response to incidents.
- Develops, enhances, and coordinates relationships with local officials, first responders, schools, health care, and other partners to understand hazards in our community and determine where opportunities for engagement exist.
- Prepares and distributes daily and emergency status reports that describe key information to enhance situational awareness within the county.
- Updates and maintains contact information and resource listings for individuals, equipment, and supplies.
- Conducts research on emergency management best practices.
- During incidents, administers planning functions, including enacting plans, ensuring development and implementation of Incident Action Plans, and management of common operating picture and situation reports.
- Collects data and prepares reports and correspondence related to activities of the agency and emergency planning and response programs.

Other Duties and Responsibilities

- Attends and participates in all required meetings and training sessions.
- Maintains open and consistent communication with supervisor and colleagues.
- Works evenings, weekends, and holidays when emergency situations arise.

MIMIMUM QUALIFICATIONS

Skills

- Strong communication skills in writing, public speaking, presenting, and listening.
- Strong skills in technology, particularly social media platforms, PowerPoint, Canva, Adobe, Slack, and more. Capability to learn tools needed to support emergency operations.
- Ability to think critically and solve problems independently and with others.
- Organization and ability to manage time, relationships, schedule multiple meetings, and stay on top of multiple communications and projects.
- Ability to adapt to quickly changing situations that may adversely affect previous priorities, schedules, and routines.
- Social awareness of teammates and stakeholders, especially in supporting the potential and advancement of underrepresented members.
- Ability to effectively communicate and coordinate well with a broad population including community leaders, staff, and volunteers.
- Ability to work creativity and innovatively to ensure continuous improvement of initiatives and outcomes.

Education and/or Experience

- Bachelor's Degree or experience in emergency management (or related) preferred; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.
- Outreach and marketing education and/or experience desired.
- One or more years' experience in a leadership capacity, with or without a formal title, is desired.

Other requirements

- Must demonstrate commitment to valuing diversity, contributing to an inclusive environment, and managing bias.
- Must exemplify our values of honesty, integrity, inclusion, respect, professionalism, collaboration, and learning.

BENEFITS

- Generous vacation/sick time
- Paid holidays
- Healthcare package
- Retirement plan options with employer match
- Paid training and development
- Onsite wellness center
- Employee assistance program
- Discounted first responder phone plans

WORK ENVIRONMENT

Work is mainly performed in the office and involves contact with other employees, volunteers, vendors, and stakeholders. While performing the duties of this job, you are occasionally exposed to outside weather conditions. When an emergency arises, you may respond to the field and/or work in a high volume, fast-paced, high-stress disaster environment with potentially hazardous conditions. You may occasionally work hours outside of a typical work schedule and have opportunities for local or domestic travel. The noise level in the office work environment is usually minimal to moderate. Reasonable accommodation may be provided to enable you to perform the essential functions.