

**Emergency Management Advisory Council**

**Approved Minutes**

**Thursday, April 28<sup>th</sup>, 2011**

**(North West Public Safety C-Med 911 Communications Center- Prospect)**

**Members Present: (Regular Members):** Richard Mortensen, Mike Miele,  
Bill McCasland,  
**(Alternate Members):**

**Members Absent:** Liz Normand, Larry Fitzgerald, Mark Casey, Rob Morin

**Guests in Attendance:** (none)

**Call to Order:**

- The meeting was **called to order** with the pledge of allegiance at **7:15 PM**.

**Approval of Minutes:**

- Brief review March minutes. Bill McCasland made a **Motion** to accept the March 24<sup>th</sup>, 2011 Emergency Management minutes as corrected. Mike Miele **seconded** the Motion. All in favor. None opposed. **Motion carried.**

**Report by Mayor/ EMD:** Not present.

**CERT Report:**

- Mike Miele gave a brief report on the CERT team. Contact has been made with Mayor Chatfield regarding the September 17<sup>th</sup> tabletop exercise. Mike will be meeting with the mayor tomorrow (April 29<sup>th</sup>) for confirmation on the date. Mark Casey needs to be contacted about ~~whether~~ <sup>whether</sup> or not there is a commitment from the design team for the exercise.

- The next cert meeting is scheduled for May 19<sup>th</sup>. There will be a briefing on the CERT training class. The class is scheduled to begin May 25<sup>th</sup> and continue through to July 13<sup>th</sup>. There is a 15-person capacity for the class, and 15 people have signed up. The details are being worked out in terms of trainers. The graduation date is anticipated to be on July 13<sup>th</sup>.

- Dick Mortensen put together an estimate of the budget for the CERT team. The results indicate that there is \$1,250 available from the town. Roughly \$7,825 is needed. This leaves a gap of about \$6,600. The CERT team will need to figure out ways to raise more funds.

- Mike spoke with Liz Normand and got the contacts he needs in order to set up a meeting with CERT from Bethany and Orange for a meet-and-greet, they will need to discuss and set a date to meet.

**Old Business/ New Business:**

- **CERT:** Dick mentioned that if the CERT team needs it, Liz and Mike are able to appoint members as assistants. Dick himself is available for advisement.

- **Shelters:** The council is still not where it should be in terms of shelters. Each shelter needs to be measured out into a grid in order to get an idea of how many people can realistically be held in them. They will need to pick a night other than a Thursday to do so. As long as a basic grid and capacity can be marked down on paper the council can look at other problems that may come up later.

- The grids will include space for those with special needs also. Mike suggested that the council also get down on paper what defines special needs for those spaces within the shelter.

- The council needs to get an idea of who to contact in the event that there are too many people for the shelters, and who may call our town in the event that other shelters run out of room in an event.

#### **New Business:**

- **CERT:** The CERT team got new radios. They are not given to the teams any more, however the council put in for the radios before this changed, and Virginia Mason checked into the matter for them. After firm discussion of the state level, the radios were finally granted. There are five TK-2300 radios (Dick brought in one to show). The radios will still have to be tested out.

- **Equipment:** Dick has put together a list of what equipment is needed for CERT and the Emergency Management Advisory Council (mostly CERT but also EMAC). The equipment includes jackets, wind breakers, etc. On the list, items in green are items that were already gotten, and items in red are items still needed. If more members join the CERT team (etc.) the list can be adjusted.

- The council had a thought to approach the town council for additional funds for CERT ID apparel for the 2011 class (when the time comes, the council can go to the town council for the class next year ahead of time).

- **Traffic Exercise:** The traffic exercise was supposed to take place in March, but was rescheduled due to inclement weather. It was held about two weeks ago. The exercise focused on the redirection of traffic in the event of a collapse of the mix-master.

- An evaluator from the state was sent in, they threw out incidents about every 15 minutes. The EOC was not quite prepared. The council would like to look into getting a dry erase board and a bulletin board specifically for Emergency Management use in such an exercise (or an actual event). The council will look in to getting the equipment for the EOC, specifically for their use, through the town.

- Mayor Chatfield had put out a ~~bulletin~~<sup>NOTE</sup> to the Fire Department and the ~~Police~~<sup>EMS</sup> Department informing them that they would not need to be involved in the event. In the event that another exercise takes place in the future, the town should be sure to have representatives take part. The council would like to get better informed, prepared, and involved for next time.

- The exercise that took place looked at the re-direction of traffic around root 8 and I84 it was put together by DEMHS.

- Over all the exercise went well.

- The council had discussion on looking into inviting Steve Savage from C-Med to meet with the council for further discussion on operations between the town EOC and C-MED.

- **Pamphlets:** Dick gave the senior center some of the pamphlets from last year. He will look into passing some more out.

- Fiber optics will be coming in for C-MED and the Fire Department from the state in order to handle more operations.

- More equipment is available through Region 5, Calibro has a bundle of pots and pans and hot/cold containers that are available. The paperwork is in, the mayor needs to sign and send in his decision to take the offer or not.

- There are six road signs coming in to Region 5. They will be stored strategically, and available to towns within the region. There is also a driving simulator that will be available for fire departments and police departments etc. in Region 5. Also there is a sand bag filler.

- **Radio Equipment:** The council would like to approach the town for permission for the instillation of a permanent radio antenna or radio equipment through a Region 5 grant. It would be at no cost to the town.

**Any Other Business/ Points of Interest:** (none).

**Public Comment:** None.

**Adjournment:**

- A **Motion** was made by Bill McCasland to adjourn the meeting. Mike Miele **seconded** the motion. All in favor. None opposed. **Motion carried.** The meeting was **adjourned at 8:30 PM.**

Richard C. Mortensen- Chairman

*Richard C. Mortensen*

*cmh*

Lauren M. Anderson- Clerk

*Lauren M. Anderson*

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TOWN CLERKS OFFICE  
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2011 MAY 25 AM 10:47  
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~~PROSPECT, CONN  
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