

Emergency Management Advisory Council
Unapproved Minutes
Thursday, September 15th, 2011
(North West Public Safety C-Med 911 Communications Center- Prospect)

Members Present: (Regular Members): Mark Casey, Richard Mortensen, Bill McCasland, Mike Miele, Rob Morin
Bill McCasland,
(Alternate Members): Larry Fitzgerald

Members Absent: Liz Normand

Guests in Attendance: (none)

Call to Order:

- The meeting was **called to order** with the pledge of allegiance at **7:00 PM**.

Approval of Minutes:

- Dick Mortensen passed around copies of the May minutes. Brief review May minutes. Mark Casey made a **Motion** to accept the May 19th, 2011 Emergency Management minutes. Bill McCasland **seconded** the Motion. All in favor. None opposed.
Motion carried.

Report by Mayor/ EMD: Not present.

CERT Report:

- CERT team did not have a meeting this month. Mike Miele gave a brief report on the CERT tabletop exercise, which was canceled.
- The council mentioned that the CERT co-chairs need to figure out where to hold meetings as the CERT team has expanded with the last class.
- The council is waiting for word on Liz Normand, who has mentioned that she will no longer be able to be co-chair for the CERT team. Mike Miele has also stated that he will no longer be able to be co-chair (as neither can offer the time needed for the position). The CERT team will have to hold a meeting to elect two members to lead CERT.
- Mayor Chatfield mentioned that he would like two CERT members to walk around during the fair (Friday, Saturday and Sunday, September 16th, 17th, and 18th) and the car show (Sunday September 18th) to talk with people and offer information about the CERT team. As of current there has been no news on this plan being followed through.
- Mayor Chatfield took initiative as EMD to get approval to activate the CERT team during hurricane Irene. There was a CERT meeting Saturday before the storm to briefly discuss the general plan for opening the shelter at the Fire House. Dick passed around a list of who showed up to the meeting and the shelter, along with the log from the EOC. There were also two sheets from walk-ins that used the shelter.
- Dick passed around a letter from Virginia Mason to the mayor regarding the CERT operation during hurricane Irene.

- The council discussed the idea of separating all the CERT paperwork and supplies and the EOC paperwork and supplies into two separate cabinets.

Old Business/ New Business:

- **Hurricane/ CERT/ EOC:** The council made mention that during the storm information shared via CODE RED may have been missed due to loss of power. People can sign up their cell phones with the system to receive information there. The CERT members may need to go onto the town website to sign up their cell phones for a separate CERT coder red activation.

- Dick mentioned that it might be beneficial if the CERT team submitted a written sub-committee report to the council.

- As mentioned the September 24th tabletop drill has been canceled. The committee mentioned that it might be a good idea to use a more formal approach to contacting the various parties that would need to be involved in the drill-should there be another planned.

- Mark suggested that the council should ask the mayor whether or not the EOC was considered activated during the storm, and discuss issues, questions, and ideas regarding the EOC use.

- During hurricane Irene Dick and Larry Fitzgerald worked out of the EOC. Larry made mention of some of the issues that they ran into during the event:

The computer was not working; Liz's name was the only one that was available to log on. A few things had to be bypassed in order to track CL&P and see a map.

Since Mayor Chatfield was out around town there was no communication of what was going on aside from what was heard over the radios. It would be beneficial if there were to be more communication from the Mayor and the police with the EOC and the Fire Department (etc.) during an event. This would ensure more accuracy on things such as a situation map. Since there was no direct contact between the mayor and the EOC, it was unclear what roads were out during the storm. In the future the council believes that it would be beneficial to all departments to have more accurate reports to mark a situation map. On calls, if roads were not noted as being closed, the Fire Department (etc.) were delayed on route, another thing to consider is that had there had been need for mutual aid to or from other towns and the main roads were down there may have been issues.

Larry suggested that the council look into getting a map of Prospect, have it laminated, and get dry erase markers; this way there will be a situation map in the EOC. There were not enough basic supplies in the EOC. It may be a good idea to get markers, push pins, log sheets, a site map, and it may be a good idea to create a sheet for important information and times to be logged (such as Shell and Mobil running out of fuel/when and when they get more, etc.).

The council discussed that it may also be a good idea to think about what to do as far as manpower in the EOC for phones, logs, site maps, etc. It may have been better if the Fire Department did not have to leave members behind. These members could have been used for manpower on the street. It may be a good idea to discuss alternatives. Dick and Larry also made mention that there was too much unnecessary traffic in the EOC. It should be used only for what it is intended during an event and not as an area to hang out.

