

EMERGENCY MANAGEMENT  
MINUTES OF  
June 14th, 2016  
Regular Meeting  
SALEM CONNECTICUT

Present:

D. Bourdeau, E. Shafer, R. Martin, C. Martin, T. Martin, C. Weston

1). D. Bourdeau called meeting to order at 6:00pm.

2). Approval of Minutes from 5/10/2016

M/S/C (E. Shafer/ C. Weston)

Vote: Unanimous

3). Guest: None

4). Public Comment: None

5). Old Business:

A). Everbridge: 162 Web registrations to date. FD are handing out flyers and forms for more registrations. Brochures to be handed out to local businesses in the area. There is still no ad in Our Town Salem Newspaper .C. Martin will speak/email First Selectman's Assistant to remind her of the ad to be placed in Town Newspaper. Monthly test shows that 70% response from residents and 5% response from town employees. A message will be sent out to all town employees asking them to please respond to all messages so we can see what areas need improving. As a result from lack of response we will increase message cycles to 2 and increase the duration from 1 hour to 2 hours. New posters and flyers will be ordered to have the proper contact name and numbers on them. C. Martin will obtain a quote. EM will reach out to the campground to help promote registration to Everbridge by seasonal visitors. Road Closure portion of Everbridge will start to be tested. C. Martin will push notifications out as D. Bourdeau instructs.

B). Repeater Box: R. Martin to obtain a quote on portable repeater box. R. Martin will send out RFP specification to obtain said quote.

C). Table Top Drill: A date was set for September 21<sup>st</sup> 2016 for the drill. The drill will be held at the EOC. Invitations to FD, school and CSP to be sent out by D. Bourdeau. Practice run through by EM will be held on September 13<sup>th</sup> at 5pm prior to EM monthly meeting.

D). QV Tour: A visit date to tour the facility will be in Aug 2016. Actual date TBD

6). New Business:

A.) EM Service Pagers: 8 pagers to be ordered for EM. QV to program pagers for special groups response. (i.e. EM, FM, Major events ect.)

B.) New Member: A new member was proposed to EM. George Householder was named by Kevin Lyden. At this time G. Householder would be and alternate to the EM Board.

C.) EM Ordinance: The current Civil Preparedness Ordinance for the Town of Salem needs to be updated and revised. All members must have IC: 100, 200, 700 and 800.

Discussion on increasing the EM Board from Director + 4 Members to Director + 6 Members + 3

Alternates. This needs further review and discussion. Also to be included in the EM ordinance will be a minimum attendance of 6 out of 12 meeting held. If any member fails to attend the required number of meeting a possible removal from EM could be done. (Special circumstances to be granted by Director and based of each situation accordingly). D. Bourdeau and C. Martin will collaborate on the revision and rewrite of this ordinance.

7). Other Business: None

8). Open Discussion:

A). Web EOC V8.0: C. Martin and R. Martin will attend Web EOC 8.0 training on June 28<sup>th</sup> 2016 and will report back to the EM Board.

9). Adjournment:

M/S/C (E. Shafer/ C. Weston)

Vote: Unanimous

Respectfully Submitted

Christina Martin

UNAPPROVED