

EMERGENCY MANAGEMENT
MINUTES OF
October 11th, 2016
Regular Meeting
SALEM CONNECTICUT

2016 OCT 18 P 4: 57

RECEIVED
TOWN OF SALEM, CT

Christina Martin

Members Present: E. Shafer, C. Martin, R. Martin, J. Cunningham, Roman K

1. Meeting called to order by E. Shafer at 6 pm EST.
2. Approval of Minutes for September 13th 2016
M/S/C (C. Martin/ J. Cunningham) Vote: Approved Unanimously
3. Guests - NONE
4. Public Comment - NONE
5. Old Business
 - A) Everbridge- 180 total web registrations to date. Average number of resident response to monthly test is 130. Currently there are several employees that are not responding to the monthly test. A memo will be sent out to all employees urging them to respond to any/all notifications from the Everbridge system. Notification voice message needs to be tested for clarity.
 - B) Table Top Drill- Letters of invitations will be sent out to all departments that are requested to attend and take part in the drill. E. Shafer approved invitation letter. J. Cunningham brought attention to the fact that the Annex ESF-10 was missing from several copies of the LEOP. This will be corrected before the next monthly meeting of EM. The pre –drill will take place on Nov. 9th at 5PM in Rm 2 of the Salem town hall. The full drill will take place of Nov. 16th 2016 at 6pm in Rm2 of the Salem town hall.
 - C) EPPI Drill- This drill will take place on Oct. 29th 2016 in Rm 2 of the Salem town hall. The drill will begin at 8AM and is to conclude at 2PM. This is a State of CT drill. Lunch will be provided by Salem EM for participants.
 - D) EM Membership- This topic was tables until November 2016 meeting.
6. New Business - NONE
7. Other Business
 - A) EM Meeting Date- The EM meeting date for the month of November 2016 has been moved from Nov. 8th to Nov. 9th due to Election Day.
8. Open Discussion
 - A) J. Cunningham opened a discussion on time to start to revise the LEOP for 2017 submission to the state. LEOP was last revised 10/12/2015.
9. Adjournment
M/S/C. (R. Martin/C. Martin) Vote: Approved Unanimously

Respectfully Submitted by
Christina Martin