

**EMERGENCY MANAGEMENT  
MINUTES OF  
March 10, 2009  
Regular Meeting  
SALEM CONNECTICUT**

**PRESENT**

Don Bourdeau  
Ralph Boles  
Ed Shafer  
Sue Spang  
Chip Weston

**ABSENT**

Vivian Miller  
Jeff Miller

- 1) **Call Meeting to Order** E. Shafer started the meeting at 7:05  
(D. Bourdeau arrived at 7:12)  
E. Shafer showed a movie of the ERG (Emergency Response Guide) and how to use it when a hazmat situation presents itself.
- 2) **Approval of Minutes**  
  
**Approve minutes of January 2009 Regular Meeting  
M/S/C (Shafer/Boles) to approve the minutes of the January, 2009  
regular meeting. Vote: Approved Unanimously**
- 3) **Guests**  
None
- 4) **Old Business**  
None
- 5) **New Business**
  - a. **C.E.R.T. Classes**  
C.E.R.T. classes were cancelled du to lack of interest
  - b. **Evacuation Drill**  
The school has set the evacuation drill for May 14 at 9:15 AM. There will be updates at the April meeting.
  - c. **Loyalty Oath**  
The loyalty oath was administered to members, Ralph Boles, Ed Shafer, Chip Weston, Sue Spang, and Don Bourdeau.

**d. Emergency Contacts List**

The members reviewed the Emergency Resource Plan and suggested a number of revisions and additions. E. Shafer and S. Spang will update before the next meeting.

**Reminders:**

**Certifications-**Remind all Emergency Management members to bring copies of all their certifications.

**Procedures-** R. Boles was asked to write up a procedures list for an emergency management situation. This will be posted in the radio room and will include basic steps for who to call, how to use the equipment, spread sheets for keeping track of equipment, people, (for reimbursement purposes) etc. There will also be a list of phone numbers.

6) **Other**  
None

7) **Adjournment**  
M/S/C (Boles/Weston) to adjourn at 8:22

**Respectfully Submitted**  
**Sue Spang, Recording Secretary**