

**EMERGENCY MANAGEMENT
MINUTES OF
September 8, 2009
Regular Meeting
SALEM CONNECTICUT**

PRESENT

Don Bourdeau
Ralph Boles
Ed Shafer
Sue Spang
Brian Cinea

ABSENT

Chip Weston

GUESTS

None

1) Call Meeting to Order

D. Bourdeau called the meeting to order at 7:00

2) Approval of Minutes

None

3) Guests/Public Comment

None

4) Old Business

a) Alternate Route Signs

D. Bourdeau requested that the Fire Police write up a procedure for the use of the alternate route and then get approval from the fire chiefs and emergency management for the October meeting of the Emergency Management Committee. The procedures should include, who can use the routes, any restrictions, how to handle special permit vehicles, etc.

The alternate route needs to be mapped out and background from Gregg Weston needs to be provided. All this information should go up on the website. Add to agenda for the following month.

5) New Business

a) New Members

D. Bourdeau informed the Committee that letters had been sent to Jeff Miller and Vivian Miller concerning their membership on the Committee, neither have responded.

He stated that they need to reach out to people who may be associated with the two fire departments but who would not have a “job” to do in case of an emergency. Someone with radio experience is needed at the Emergency Operation Center (EOC) to be able to communicate with the town vehicles during an emergency. The possibility of asking for volunteers on the website was discussed. If people are to volunteer they need to attend meetings during the year. D. Bourdeau asked the Committee to think of residents who would consider volunteering during an emergency for various support staff duties. R. Boles stated that the HAM Radio operators met on the same night as the Emergency Management meeting. The Committee discussed changing the meeting date.

M/S/C (Shafer/Cinea) to change the Emergency Management meeting dates from the second Tuesday of the month to the fourth Tuesday of the month. Vote: Approved Unanimously.

b) Shelter Management

There is a Shelter Management Course offered by the American Red Cross on September 21 from 6pm-9pm at the S. E. CT Red Cross. This class will be a certification course. S. Spang suggested Mary Myers to take the course because she was the school nurse and may be interested.

c) Education Programs

The Committee needs to reach out to large groups to educate them about what to do in an emergency. Some of the opportunities could include the school open house or the Seniors Club.

The Committee discussed having a luncheon for seniors at their regular meeting in November. The lunch would include ziti, salad, and dessert. The seniors would be given an informational packet that included: glow sticks, pamphlets, emergency numbers, and safe cooking info. Also discussed was a form for the seniors to fill out with directions to place it in the clear sheet protector and hang it on their refrigerators with a magnet, all provided for in their packets. The form would contain any special needs, prescriptions, contact numbers, etc that would pertain to seniors living in the house. The Committee discussed having seniors put a pillow case over their mail box if they needed help during an emergency. The Committee will discuss dates with the Salem Senior Club.

Adjournment

M/S/C (Boles/Cinea) to adjourn the meeting at 8:35

**Respectfully Submitted
Sue Spang, Recording Secretary**