

EMERGENCY MANAGEMENT
MINUTES OF
February 28th, 2017
Special Meeting
SALEM CONNECTICUT

Members Present at meeting:

D. Bourdeau, C. Martin, R. Martin, T. Martin, C. Weston, J. Cunningham

1. Meeting called to order by Don Bourdeau at 6 pm EST.
2. Approval of Minutes
M/S/C (C. Weston/ C. Martin) to approve the Minutes of 01/10/2017
Vote: Approved Unanimously
3. Guests
None
4. Public Comment
None
5. Old Business
 - A) Everbridge- Currently there are 194 web registrations. EM would like to get both FD on board with using the Everbridge system more. Each FD needs to appoint personnel to be trained on how to use the system. J. Cunningham is to contact QV in April, to find out if they have the ability to use our town system to send out messages.
 - B) LEOP- Copies of the ESF will be available in conference room 2. EM will work on a different ESF every work group meeting. Work groups will be held on the 4th Tuesday of every month at 5pm in conference room 2. Any changes or additions that would like to be made can also be emailed to C. Martin or R. Martin. An invitation will be sent to Carla Izzy by C. Martin to attend one of the EM monthly meetings to answer questions from the membership.
 - C) EM Membership- D. Bourdeau will speak with K. Lyden in regards to appointing a formal EM Board. EM would like to make a public invitation to anyone wishing to join and participate in EM.
6. New Business
None

7. Other Business

- A) New EM ID cards are in the process of being made. Photos will need to be taken of each member/staff to create the cards. R. Martin and C. Martin will be handling this. C. Weston will be sent the town seal as well as the photos. C. Weston will make the new ID cards. We want to thank the SVFD for allowing us the use of their ID card printer.
- B) Training- D. Bourdeau would like to begin in planning a drill to be held. At this point, discussion will be needed on type of drill and when to hold it.

8. Open Discussion

- A) EM Symposium- C. Martin made the announcement that this year EM Symposium will be on April 25th, 2017 in Cromwell CT. Anyone wishing to attend please contact C. Martin for registration. This event is limited to the first 400 registered. R. Martin and C. Martin will be attending this event and will provide EM with a summary of the lectures.

9. Adjournment

M/S/C (C. Martin/ C. Weston) to adjourn at 7:05pm est.

Vote: Approved Unanimously

Respectfully Submitted by
Christina Martin