

EMERGENCY MANAGEMENT  
MINUTES OF  
Oct 9<sup>th</sup>, 2018  
Regular Meeting  
SALEM CONNECTICUT

Members Present at meeting:

D. Bourdeau, C. Martin, R.J. Martin, J. Cunningham, J. Miller, C. Dutch, T. Martin

1. Meeting called to order by Don Bourdeau at 6:00 pm EST.

2. Approval of Minutes

M/S/C (C. Martin/C. Dutch) to approve the Minutes of 09/11/2018

Vote: Approved Unanimously

3. Guests – NONE

4. Public Comment - None

5. Old Business

- A. Everbridge- There is currently 271 total Web registrations to the Everbridge system to date. C. Martin contacted the Everbridge (EVB) technical support due to multiple messages sent out AFTER response was done. Several complaints were made that after responding, they continued to receive more alerts via other delivery paths. EVB Tech will be performing a system test on 10/10/2018 from 1pm till 3pm to address these issues. The EVB system will be down and unavailable for use during this time.
- B. LEOP- C. Martin and R. J. Martin will be meeting with Carla on 10/10/2018 to complete the binders of the updated LEOPs. K. Lyden and D. Bourdeau have both reviewed the full document. K. Lyden and D. Bourdeau have signed the updated LEOPs.
- C. Road Cones & Barriers- Continued to next meeting.
- D. Storm Preparedness- Using the EVB system, EM will begin to send out helpful tips and reminders to the town residents to help prepare for the upcoming winter weather.

6. New Business

- A. Bi-Centennial- A discussion was made regarding possible events the EM could do to help in the celebration of the Bi-Centennial for the town. Examples are an Everbridge table for sign ups, a safety table and possible swag from FEMA/DEMHS. R.J. Martin will contact FEMA in regards to swag items. C. Martin will speak to ARES rep about requesting the BOB (Big Orange Box) communication trailer to be used.
- B. Emergency Residential Evacuations- EM is looking to create a master list of residents that will require assistance to evacuate their home in case of an emergency. This list will have both name and address of the residents and will be secured in the EOC. In addition there will be an ad placed in the "Our Town of Salem" for safety tips for the residents. (Example- Preparing for the winter checklist)

7. Other Business

- A. Until Help Arrives- R. J. Martin handed out packets on “How to help until help arrives”. This is for residents. This is a free program that can help educate them on what to do until the FD/EMS/Police get to the emergency. This is a national campaign. Discussion was made in regards to a possible class for 7<sup>th</sup> & 8<sup>th</sup> graders at the school. More discussion is needed on the topic.

8. Open Discussion

- A. ICS Certs- C. Martin reminded the membership the she still needs copies of ICS-100,200,700 & 800 from all the members. If you have not completed these online FEMA courses, please do so and provide C. Martin with a copy of completed courses. Please see C. Martin if you need to find out which courses you need to complete.

9. Adjournment

M/S/C (C. Dutch/ J. Cunningham) to adjourn at 7:05 pm EST.

Vote: Approved Unanimously

Respectfully Submitted by  
Christina Martin