

EMERGENCY MANAGEMENT  
MINUTES OF  
July 11<sup>th</sup>, 2017  
Regular Meeting  
SALEM CONNECTICUT

Members Present at meeting:

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

1. Meeting called to order by Don Bourdeau at 6 pm EST.
2. Approval of Minutes  
M/S/C (J. Cunningham/ J. Miller) to approve the Minutes of 06/13/2017  
Vote: Approved Unanimously
3. Guests  
None
4. Public Comment  
None
5. Old Business
  - A. Everbridge- Currently there are 230 Web registrations to the Everbridge system. The resident test messages have a confirmation response of 70%. The new Summer Suite will be released on Aug 1<sup>st</sup>, 2017. Included in the new suite is more language options for residents to choose from.
  - B. LEOP- R. J. Martin and C. Martin are continuing to complete the remainder of the LEOP. Currently 90% is completed and are moving into the proof reading stage. R. J. Martin presented 4 maps for approval that will be included in the LEOP.
    1. Evacuation Route Map- After reviewing the map submitted, the board has decided to accept this map for entry into the LEOP. There will need to be further discussion with FDs, Fire Police Captains and EM to create a more detailed Evac plan. Said plan may possibly be added to the FDs SOG at the later time. M/S/C (C. Martin/ J. Miller) to approve Evac Map for LEOP. Vote: Approved Unanimously
    2. Transportation System Map- After reviewing that map submitted, the board has decided to accept this map to be included in the LEOP with the addition of Old Colchester Rd as a primary road. M/S/C (C. Martin/ C. Weston) to approve the Transportation System Map. Vote: Approved Unanimously.
    3. Commodities Drop Zone Map- After reviewing the map submitted, the board has decided to accept this map to be included in the LEOP. M/S/C (R.J. Martin/ C. Martin) to approve the Commodities Drop Zone Map. Vote: Approved Unanimously.

4. Shelter Location Map- After reviewing and making some typographical errors correction of the map submitted, the board has decided to accept this map to be included in the LEOP. M/S/C (C. Weston/ R. J. Martin) to approve the Shelter Location map with corrections. Vote: Approved Unanimously

- C. EM ID Badges- C. Weston presented a sample of the new EM ID Badges for review. After reviewing the sample, it was agreed that the design was acceptable with the change from state seal to town seal. C. Martin will email C. Weston the Town seal to be put on the new badges. C. Weston will now make each member/staff ID Badge and should be ready for distribution at the next meeting.

6. New Business

- a. Training of FD Officers on Everbridge- A invitation letter was sent to GLVFD and SVFD for the top 4 officers to attend a training on how to use the Everbridge system. The training will be held on Aug 22<sup>nd</sup>, 2017 at 6pm in Conf Rm 2 at the Salem Town Hall. The training will last approximately 1hr. Restriction for message able to be sent out by FDs will be worked on at the EM July workgroup.

7. Other Business

- A) EM Apparel- C. Martin presented a sample of the EM logo that will be on the new EM shirts and jackets. The apparel is in production now. When completed, C. Martin & R.J. Martin will pick up the apparel in NY. Estimated distribution is Aug 8<sup>th</sup>, 2017 meeting.
- B) Evac/Detour Signs- C. Weston is continuing to research locations of the blue arrow evacuations signs. Currently there are signs on Witter Rd, Music Vale and Old Salem Rd that are visible. The possibility of creating a hand out pamphlet after rejuvenating efforts of the signs. C. Weston will meet with the FP Captains regarding the placement of new signs. (Possibly on Hagen Rd.) When complete, C. Weston will bring this issue to the EM board for approval.

C)

8. Open Discussion - None

9. Adjournment

M/S/C (C. Weston/ J. Cunningham) to adjourn at 7:10pm est.

Vote: Approved Unanimously

Respectfully Submitted by  
Christina Martin