

EMERGENCY MANAGEMENT  
MINUTES OF  
September 12<sup>th</sup>, 2017  
Regular Meeting  
SALEM CONNECTICUT

Members Present at meeting:

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

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

2. Approval of Minutes

M/S/C (J. Cunningham/R.J. Martin) to approve the Minutes of 08/07/2017

Vote: Approved Unanimously

3. Guests

None

4. Public Comment

None

5. Old Business

A. Everbridge- Currently there are 232 Web registrations to the Everbridge system. There are some reported issues with the Everbridge system. C. Martin will contact the Everbridge rep to inform them of the ongoing issues that the Town of Salem is experiencing.

B. LEOP- R. J. Martin and C. Martin are continuing to complete the remainder of the LEOP. Currently they are in the proof reading stage. C. Martin to contact Carla from Reg 4 to schedule a review date of Nov. 9<sup>th</sup> at 9am. R. J. Martin obtained the necessary information needed from C. Weston and J. Cunningham regarding where the pre-plan for Advanced Gas was located and how large the shelter space was at each of the FD. C. Martin will email part 1&2 of the LEOPs to the EM committee for review.

C. EM ID Badges- C. Weston only has 1 ID badge left to complete. He will have that done for next meeting.

D. FD Training- Training of the FD officers has been rescheduled for Oct. 24<sup>th</sup> at 6pm in room 2 of the Salem town hall. C. Martin to send out revised invitation to both FD.

6. New Business

A. Mass Evac/ Recovery Discussion- EM is discussing what worked and what did not work regarding the recent major storms that hit both Texas and Florida. The EM committee is evaluating how to improve our methods if a mass evacuation is needed. EM committee is also evaluating how to improve documenting recovery efforts for reporting to FEMA. J. Cunningham will create a sample of a "Job Ticket" to help account for man hours and equipment use to help in the efforts of better reporting to FEMA. R. J. Martin will also research the state statute on possible "Storm Duty Pay" for volunteers during an emergency in which the 1<sup>st</sup>

Selectman has declared a written "State of Emergency". Further discussion is needed on this matter.

- B. Maps- EM committee will begin to update town maps for use during emergency events. During the next work group meeting EM will determine which maps are needed. C. Dutch will then begin to procure said maps for both digital and hard printed versions for use. C. Martin and R. J. Martin will begin to research pricing on procuring a small portable projector for use of the digital maps.

#### 7. Other Business

- A) EM Apparel- C. Martin received information that the embroidery company needed to order the larger size jackets. Once they receive the jackets, they will complete the embroidery and C. Martin will pick them up.
- B) Evac/Detour Signs- EM to give the Fire Police 4 portable signs to add to the evac/detour/road closed equipment. C. Weston will speak to the Fire Police Captains on where the signs would be most useful.

#### 8. Open Discussion

EM Inventory- There are several items in the attic of the EOC that need to be cataloged for use. Some items will continue to be stored in the same location, while others will be distributed to other departments. (i.e. large portable signs to go to Fire Police- see 7B above) R. J. Martin will begin to take pictures of the equipment for documentation purposes. EM will retain 10 small portable evac/detour signs and store them in the current location. The EM committee will begin to take inventory of all necessary equipment such as generators etc. The EM will purchase 6 new reflective vests for EM personnel if needed to be sent out into the field during or after an incident. The EM will also purchase 6 hard hats, 12 flashlights and 2 cases of batteries. EM committee is also discussing purchasing flares to add to the safety inventory.

#### 9. Adjournment

M/S/C (C. Weston/ J. Cunningham) to adjourn at 7:25pm est.

Vote: Approved Unanimously

Respectfully Submitted by  
Christina Martin