

EMERGENCY PREPAREDNESS AGENCY  
MINUTES OF  
Dec 14<sup>th</sup>, 2021  
Regular Meeting  
SALEM CONNECTICUT

Present at meeting:

Board Members:

Mike Bednarz  
Dan Marsh  
Erik Trotter  
Eva Agathos  
Pete Lynch

Members:

Charlie Dutch  
Keith Rinbolt

Staff:

Richard Martin  
Christina Martin  
John Cunningham

1. Meeting called to order by M. Bednarz at 7:00 pm EST.

2. Approval of Minutes

M/S/C (P. Lynch/ E. Agathos) to approve the Minutes of 9.14.21 & 10.12.21.

Vote: Approved Unanimously

3. Guests – None

4. Public Comment - None

5. Old Business

A. Everbridge- There is currently 280 Web registrations to the system. R. Martin gave a brief description of Town of Salem EverBridge system and the use of. C. Martin explained that EverBridge is experiencing some issues and requested that if anyone received a duplicate message (after a response was done) to inform her. C. Martin is continuing to work with EverBridge IT to resolve this issue.

B. Tabletop Drill – Continued to next meeting

6. New Business

A. New Board Members- Each member/staff introduced themselves and provided a brief background information.

B. Oath- D. Marsh, E. Trotter, E. Agathos, and P. Lynch were sworn in as the new Emergency Preparedness Agency board members by A. Miyuki at 7:04pm. M. Bednarz was sworn in as Emergency Preparedness Director by A. Miyuki at 7:02pm.

C. LEOP- M. Bednarz discussed the updating of the LEOP need to be completed by October 2022.

D. EPA Member Contact Info- Each new member supplied contact information to R. Martin to be entered in the EverBridge system. All existing volunteer/staff contact information was updated and verified.

7. Other Business

- A. Meeting Dates for 2022- C. Martin submitted EPA Official meeting dates for the upcoming year. (2022)

M/S/C (P. Lynch/ E. Agathos) to approve the Emergency Preparedness Agency meeting dates for 2022.

Vote: Approved Unanimously

8. Open Discussion

- A. Monthly WX Tips- Cleaning of chimney/furnaces for winter heating season.
- B. Expectations of Staff & Members- M. Bednarz encouraged all staff/members to be active in Emergency Management. M. Bednarz asked that all new board members participate in monthly meetings. C. Martin reviewed the ICS 100, 200, 700 & 800 courses and how to register for a SID/FEMA number. M. Bednarz would like to explore more options for public exposure to increase volunteer membership.
- C. Remote Meetings- More discussion is needed after reviewing requirements for remote meeting participation.

9. Adjournment:

M/S/C (E. Agathos/ E. Trotter) to adjourn at 7:44 pm EST.

Vote: Approved Unanimously

Respectfully Submitted by  
Christina Martin