

EMERGENCY PREPAREDNESS AGENCY  
MINUTES OF  
Jan 11<sup>th</sup>, 2022  
Regular Meeting  
SALEM CONNECTICUT

Present at meeting:

Board Members:

Mike Bednarz

Dan Marsh

Erik Trotter

Eva Agathos

Pete Lynch

Members:

Staff:

Richard Martin

Christina Martin

1. Meeting called to order by M. Bednarz at 7:03 pm EST.

2. Approval of Minutes

M/S/C (P. Lynch/ E. Agathos) to approve the Minutes of 12.14.2021.

Vote: Approved Unanimously

3. Guests – None

4. Public Comment - None

5. Old Business

A. Drill- Discussion was made to take the planned “Tabletop” exercise to a possible “Real World” drill. This would include a multi-agency exercise to include town resources such as FDs, PW, School, and possible mutual aid companies. This would be a Mass Casualty event exercise. The planned exercise would be held summer of 2022. Over the course of the next months, smaller pre plan drills will be conducted prior to large scale exercise. C. Martin & R. Martin suggested a scenario of a tanker roll over by the school. R. Martin will forward M. Bednarz the details of the exercise. More discussion is needed on this topic.

B. Everbridge– Total web registration are currently 341. This is an increase of subscribers of 61 NEW residents. R. Martin went over the definitions/guideline of what/when an Everbridge message is sent out. These rules can be changed (added to/ deleted/ edited) at any time. A message request must come from a department director or a department supervisor. All messages are subject to approval of EMD and/or 1<sup>st</sup> Selectman.

C. LEOP 2022 Update- C. Martin provided a list of the top 5 annexes that need to be reviewed. C. Martin will email the EPA board members the annexes each member has been assigned to review. Further discussion is needed on this topic and will be continued to the Feb 2022 meeting.

D. Remote Meetings- If needed, remote meetings will be allowed. This topic will be removed from EPA agenda but can be revisited if needed in the future.

## 6. New Business

- A. Covie-19 Test Distribution- R. Martin gave the After-Action Review report. 270 test kits were distributed on 1.6.2022 at 2pm. Residents were given 1 at home Covid-19 test kit, 10- KN95 mask, 4- N95 masks, information on signing up for 1<sup>st</sup> Selectman's Town Email Blast and Everbridge sign up. EPA would like to hold a work group training to resolve some issues for possible future distributions on a larger scale. EPA will create policy/procedures to ensure a more unified event in the future. Possible distribution sites use could include Gardner Lake State Park.
- B. Eversource- I notice was sent out to all municipalities from Eversource regarding a possible fuel shortage. There is a possibility of a scheduled "shut down" of utilities. M. Bednarz will email C. Martin the Load Shed Preparedness info to distribute to the EPA board members for discussion. M. Bednarz and C. Martin are both trained and approved to use the new Eversource Hub. I list of Critical Infrastructures and Critical Residents need to be compiled.
- C. Inventory Supply- R. Martin is continuing to inventory the EPA supplies on hand. R. Martin is also compiling a list of supplies that need to be purchased. Multiple departments have expressed an interest in acquiring a mobile programable road sign for use if the town. Since the cost of these signs are quite significant, a purchase would need to be a multi-dept or capital endeavor. More information is needed on this topic.
- D. EPS Outlook – The Town of Salem Emergency Management name has been changed to Town of Salem Emergency Preparedness Agency (EPA) by the board of Selectman. This is to ensure continuity across all areas within the town and the town charter.

## 7. Other Business

- A. EOC- M. Bednarz presented Operational Position Aid to the board members. These forms will provide steps in operations, opening of EOC, LEOP use, and staffing. Further review of this topic may be needed in the future.

## 8. Open Discussion

- A. Monthly WX Tips- Portable (space) Heater Safety due to extreme cold temperatures.
- B. Outreach- A discussion was made on the best ways to reach out to more of the population of the town. Several suggestions were made by all in attendance. M/Bednarz requested that any/all suggestions be emailed to him. Some suggestions are use of social media, town's website, library, and senior center. More information is needed on this topic and will be revisited as deemed necessary.
- C. Volunteers- A discussion was made on how to increase the volunteers within EPA. The use of the town's website was suggested to help inform

residents of the possible volunteer opportunities. This topic needs further information and will be revisited as deemed necessary.

D. Good of the Order- None

9. Adjournment:

M/S/C (P. Lynch/ D. Marsh) to adjourn at 8:35pm EST.

Vote: Approved Unanimously

Respectfully Submitted by  
Christina Martin

UNAPPROVED