

**Emergency Management and Homeland Security
Meeting Minutes
Thursday, July 21, 2016
7:00pm Brooklyn Town Hall**

Present: Kevin Filchak, Lou Brodeur, Sandra Brodeur, Stephen Mylly, and April Lamothe;
Recording Secretary

Also Present: Vinny Mazzearella from ARES

Absent: Thomas Rukstela

- 1) **Call to Order:** Kevin Filchak called the meeting to order at 7:00pm.
- 2) **Approval of Previous Minutes:** Lou Brodeur made a motion to approve the June 16, 2016 minutes. Sandra Brodeur seconded the motion. No discussion. Motion passed.
- 3) **Public Comment:** None
- 4) **Director Update:** Kevin Filchak is leaving the Committee after three and half years of service. He thanked the Committee for their dedication and for all that they have done. Selectman Rick Ives will be taking over the committee until another chair/director is found.
 - **School Safety Meeting:** At the end of June, the first School Safety meeting was held and it went well. The meetings, right now, are scheduled for the last Monday of the month. Sandra Brodeur mentioned that the future chair need to stress to the School Safety committee that once they are in executive session, it can not be discussed outside of the executive session.
 - **Emergency Preparedness Day:** Shawn Hoyt is charge of the day. The police are not able do anything because of budget cuts. Kevin Filchak suggest that the Committee still hold the large event that was planned for this year next year.
 - **Director Meeting:** Kevin Filchak attend his last Northeast Emergency Directors Meeting. There are no big events planned.
- 5) **Brooklyn Fair:** The annual meeting was held and the Mass Casualties Vehicle and Mobile Communications trailers have been ordered. The new chair/director will handle the requests.
- 6) **CERT Update:** Ten people have graduated from the program, including Kevin Filchak and Vinny Mazzearella. The training went very well and Derek May was a great trainer. It was relativity easy to work with the State in order to receive funding. Jim Larkin at NECCOG would be a good point of contact if the Committee decided to hold training again and go through Citizen Corp to fund the training. The location of the training was good (at the Northeast District Department of Health). Lou Brodeur mentioned having another training session in the spring of next year.
 - Kevin Filchak mentioned a few things that should be done before holding another training event:
 - Advertise more to Brooklyn residents, maybe in the Shopper's Guide. Maybe consider having a Regional training, with Brooklyn hosting.
 - Have a Junior CERT Team training.
- 7) **Fall Projects:** There are no big events after the Brooklyn Fair. The Committee mentioned different events that they might attend to bring more awareness to the public:
 - Work on a brochure and make sure to have the CERT information included. Kevin Filchak mentioned that Region has a lot of handouts that the Committee can use for different events, Mike Caplet would be the contact. Carla Izzy is the Region 4 Planner.

Jim Larkin would have Citizen Corp information and Derek May at the Northeast District Department of Health would have public health materials. Vinny Mazzearella has ARES information.

- Attend the Town Wide Art Show, September 24.
 - Open house for the Fire Station.
 - Sandra Brodeur mentioned having a speaker come in and talk with town about always having cash. Kevin Filchak said that Mike Caplet would be the contact for him.
- 8) **Other Business:** Sandra Brodeur asked if the cots were bought this year or last year. Kevin Filchak said that they bought them last year, 2014-2015 fiscal year. He also mentioned that the radio is still upstairs, so they might want to get people trained on the HAM radio.
- Sandra Brodeur asked about the computer; Kevin Filchak suggested that they buy a high end laptop and desktop with good internet capabilities and content to the Town's internet as long as it is password protected. He also mentioned having Microsoft Office programs loaded to the computer. Also Web EOC has been updated, but the new director will need to be trained on the system, but it is more functional.
 - Stephen Mylly suggested having a computer custom made to fit the specific needs. Kevin Filchak said the next director might decide to go that way, if they are more computer savvy. Vinny Mazzearella thought that it might be more expensive that way.
 - There is a new template coming out for LEOPs that the Committee/director will have to update.
- 9) **Adjourn:** Lou Brodeur made a motion to adjourn at 7:30pm. Sandra Brodeur seconded the motion. No discussion. Motion passed.

Respectfully submitted,
April Lamothe
Recording Secretary