

**Emergency Management and Homeland Security  
Meeting Minutes  
Thursday, December 17, 2015  
7:00pm Brooklyn Town Hall**

**Present:** Kevin Filchak, Lou Brodeur, Sandra Brodeur, and April Lamothe; Recording Secretary  
**Also Present:** Vinny Mazzarella

- 1) **Call to Order:** Kevin Filchak called the meeting to order at 7:10pm.
- 2) **Approval of Previous Minutes:** Lou Brodeur made a motion to approve the November 19, 2015 minutes. Sandra Brodeur seconded the motion. No discussion. Motion passed.
- 3) **Public Comment:** None
- 4) **Director Report:**
  - **DEHMS Meeting:** Kevin Filchak attended the annual DEHMS Meeting where they discussed grant updates and safety initiatives.
  - **Board of Education:** It had been decided that Kevin Filchak and Rick Ives wanted to wait until they were on the agenda, instead of speaking during Public Comment about the safety of the schools. They will hopefully be on the agenda next month and the packets have been printed already.
  - **Brooklyn Newsletter:** Kevin Filchak submitted an article to the Brooklyn Newsletter about winter safety and 'see something, say something.' Sandra Brodeur offered to submit an article about creating an emergency kit for the April issue.
  - The Emergency Operation Plans has to be submitted to the State by January 15, 2016. Kevin Filchak needs to update names and create hazard plans.
- 5) **2016 Budget:** The budget is the same as last year, except that Electric has been removed.
  - **Contractual, Temp, and Occasional:** Sandra Brodeur asked what Contractual, Temp, and Occasional line item (\$25.00) was spent on. Kevin Filchak is not sure, but he is going to check with Sherri.
    - Lou Brodeur mentioned that there is no line item for the maintenance/updating of the Town Hall generator; the maintenance would be around \$300.00. Also the propane needs to be topped off. Also Kevin Filchak needs find out who is being billed for the generator maintenance.
    - The Contractual, Temp, and Occasional line item will be placed in the new line item of Building and Maintenance.
  - There also should be an account set up within general fund for the Committee's reimbursements.
  - **Office Equipment:** Kevin Filchak said that they need filing cabinets that lock, a door with locks, a computer, router, and a printer for the EOC.
  - **Publications and Public Information:** The line item was renamed as Emergency Public Publications.
  - **Salaries:** No changes.
  - **Supplies:** It was discussed that the Committee needs to buy shelter supplies so that if there is a need, everything is already bought and ready. Sandra Brodeur suggested that they purchase toiletries (toothpaste, toothbrushes, toilet paper, etc.) and towels needed for the showers. They will contact hotels to see where they purchase their supplies and see

what Connecticut Mop has for sale. They want to buy supplies this year and work on the shelter next year.

- **Table Top Exercise:** No changes.
  - **Shelter Equipment:** Kevin Filchak would like to buy curtains, signage, and more cots for the shelter. Sandra Brodeur asked if they could set up go bags for the towels and soap. Kevin Filchak liked the idea. She also suggested combining Supplies and Shelter Equipment line items together for a total of \$1,250.00; the line items will now be under Supplies.
  - Kevin Filchak will prepare computer, printer, and router specs for Capital Expenditure.
  - Sandra Brodeur made a motion to accept the proposed 2016 BEMHS Budget as amended for \$4,500.00. Lou Brodeur seconded the motion. No discussion. Motion passed.
  - Kevin Filchak will present the computer specs to the Committee in January, along with toiletries prices. Lou and Sandra Brodeur will price out CT Mop.
- 6) **CERT Training Course, Spring 2016:** Kevin Filchak drafted a letter to different schools about getting their students involved with a CERT team, including teens. Kevin Filchak will have to go to the schools with a PowerPoint presentation to explain what a CERT team does and that it is a good college/work resume builder. He also needs to sit down with the Fire Chiefs to see how the teams can help them. For the January meeting, he hopes to set dates of training. He will also mention it at his next EMD meeting, about getting together a regional team. They will try to recruit people for the April meeting
- 7) **Community Outreach 2016:** The Committee needs to reach out to the younger audience by having presentations for seventh and eighth graders and for the Teen Center participants.
- The Committee also discussed having an Emergency Preparedness Day that is family friendly on/around Sunday, May 22th at the Fairgrounds. They would invite the Fire Departments, DEMHS, CERT, ARES, Red Cross, etc. and have demonstrations of Jaws of Life and K9 teams. Kevin Filchak will send out an email to start contacting different groups: Fire, police, ARES, DEEP, Red Cross, NEDDH, CERT, MRC, Eversource, CT Search and Rescue, fire/police with K9 force, and MADD/SADD. It would also be a good recruitment opportunity for the groups.
- 8) **Other Business:** None
- 9) **Adjourn:** Lou Brodeur made a motion to adjourn the meeting at 8:02pm. Sandra Brodeur seconded the motion. No discussion. Motion passed.

Sincerely Submitted,  
April Lamothe  
Recording Sectary