

**Emergency Management and Homeland Security  
Meeting Minutes  
Thursday, February 19, 2014  
7:30pm Brooklyn Town Hall**

**Present:** Kevin Filchak, Lou Brodeur, Sandra Brodeur, Thomas Rukstela, and April Blymiller;  
Recording Secretary

**Absent:** Barbara White

1. **Call to Order:** Kevin Filchak called the meeting to order at 7:33pm.
2. **Review of Previous Minutes (December):** Sandra Brodeur made a motion to accept the minutes. Lou Brodeur seconded the motion. No discussion. Motion passed.
3. **Public Comment:** None
4. **EMD Update:**
  - **Snow** - Snow has been the main focus this past month. The EOC was opened and monitored/operated remotely for the blizzard (January 26-27). Nothing happened, but it was operational.
  - **Fire in East Brooklyn** – Region 4 called and was curious as to what was going on, so Kevin Filchak corresponded with them and Resident Troopers.
  - **FEMA Reimbursement** – Thomas Rukstela asked about the reimbursement. Kevin Filchak said that he needs to have timecards that show the overtime, machinery that was used over standard use, etc. They will talk about the details at a later point.
  - Sandra Brodeur suggested that Barbara White should be sent a letter to see what her intentions are for the Committee. Kevin Filchak will correspond with Rick Ives to make the letter. Also need to try and find some new members.
  - **Website** – Kevin Filchak will be working on the website in the next couple of weeks.
  - **2015-2016 Budget** – It was decided to remove \$500.00 from the Committee's budget for the animal shelter and redistributed the money to other line items in the budget. Also the Recording Secretary's fees were added to the budget (\$600.00). Kevin Filchak plans on making small purchases over a couple of years so that there is no need to put in for a Capital Expense.
    - Thomas Rukstela asked if it is better to put a generator for senior center through Homeland, rather than through other committee; he will talk to Rick Ives about it. The Committee will consider it.
    - Thomas Rukstela suggested that the Committee visit the Green Center to see if there are any showers still left. If there are 'working' showers, the amount of people that could be sheltered there would be raised from the 20 people it can currently accommodate, which would be important in case there is a need for a larger shelter. Thomas Rukstela will check to see if there are showers/apartments left down there from the Lillian Apartments.
    - There is plenty of storage in the basement of the Green building for the Committee to store items if need be; MREs are already kept there. Kevin Filchak wants to keep supplies in each of the different shelter locations,

just in case something happens to one building, there still will be supplies available in another location.

- The budget, as it now stands:

Contractual, Temp, & Occasional	\$500.00
Office Equipment	\$500.00
Publications and Public Information	\$200.00
Salary	\$1,200.00
Recording Sectary	\$600.00
Supplies	\$750.00
Table Top Exercise	\$250.00
Shelter Equipment	\$500.00
Total	\$4,500.00

The Committee has spent a couple hundred dollars on EPPO Training Exercise, Table Top, and salary. Kevin Filchak will be buying cots within this fiscal year. Sandra Brodeur offered to help Kevin Filchak with the purchases. She will get amounts for cots and long term can food for the March meeting. Let Kevin Filchak know if anyone thinks of anything that the Committee should purchase. Once the Committee starts to buy food items, an inventory will need to be kept for the expiration dates. For the water bottles, the best way to keep water ‘fresh’ would be to exchange the water already purchased for the water that is bought for Memorial Day or other Town events. That way the older bottles would get used and the newer bottles would be good for another year.

- Kevin Filchak is still waiting on the price breakdown from ARES for the radio package(s).
  - Lou Brodeur made a motion to accept the proposed budget. Thomas Rukstela seconded the motion. No discussion. Motion accepted.
5. **February Winter Weather discussion:** Already addressed.
  6. **Table Top Update:** Kevin Filchak has not been able to get a hold of them because they are busy with snow issues.
  7. **Other Business:** On March 10<sup>th</sup> at 6:00pm, EMDs from the Northeast will be coming here for annual bimonthly meeting. Kevin Filchak invited the members of the Committee to attend if they wanted to.
    - A rodeo is coming to Town in June. Chief Skene requested the old field hospital. Kevin Filchak talked with Derrick May and may have MRC deploy and have an exercise for them.
    - Kevin Filchak has not been able to get a hold of Tiffany Rosen to coordinate with the Parent Teacher Organization (PTO) about the Financial Toolkit presentation. Sandra Brodeur will try to contact her.
  8. **Adjourn:** Thomas Rukstela made a motion to adjourn the meeting at 8:05pm. Lou Brodeur seconded the motion. No discussion. Motion passed.

Respectfully Submitted;  
April N. Blymiller  
Recording Secretary