

**Emergency Management and Homeland Security
Meeting Minutes
Thursday, April 19, 2018
7:00pm Brooklyn Town Hall**

Present: Steve Mylly, Sandra Brodeur, Eli Iturrino, and April Lamothe; Recording Secretary

Also Present: Vinny Mazzaella, Joyce McOsker, and Lou Brodeur

Absent without notice: Kurt Hall

- 1) **Call to Order:** Steve Mylly called the meeting to order at 7:00pm.
- 2) **Approval of Previous Minutes:** Sandra Brodeur made a motion to approve the March 15, 2018 minutes. Eli Iturrino seconded the motion. No discussion. Motion passed.
- 3) **Welcome Guests:** Steve Mylly welcomed Joyce McOsker and Lou Brodeur.
- 4) **Public Comment:** None
- 5) **Old Business:**

- a) **Brooklyn Fair/Training Exercise "HRSIGEX2018":** Discussion on the exercise.

Steve Mylly said that there is an outside tent area available for the Commission that should be far enough away from Vinny Mazzaella/ECARA's booth to prevent feedback issues. Eli Iturrino said that he would need a 10x10ft tent or smaller with sides in case of rain. Steve Mylly will contact DEMHS about the tent; if it does not have sides, he will explore purchasing tarps to create sides. Eli Iturrino asked about lights; Steve Mylly will look into Christmas lights. Steve Mylly will be working on getting polo shirts with the BEMHS logo.

The **static display** will include: pamphlets from FEMA and DEMHS, the registry, medical bag, maps with compasses, cot, MREs, and kid friendly pamphlets. Sandra Brodeur will bring her go-kit.

Sandra Brodeur made a motion to authorize Steve Mylly to sign the document for the space at the fairgrounds. Eli Iturrino seconded the motion. No discussion. Motion passed.

Eli Iturrino said that he was not planning on having the exercise the whole time of the Fair; he planned the exercise for Saturday 10am-4pm and Sunday 10am-6pm. Steve Mylly asked him to make a schedule so that volunteers can be there to help with the static display. He also suggested creating set times to use the radios, so that the radio volunteers can take shifts, and create a sign saying when the radio exercise takes place.

Steve Mylly asked if the Commission wanted to make a food/drink budget. Sandra Brodeur suggested taking the bottle water from supplies so that it can be replaced with new bottled water. Steve Mylly will purchase candy for the display. Sandra Brodeur made motion to set a cap of \$200 for the Fair exercise for miscellaneous supplies. Eli Iturrino seconded the motion. No discussion. Motion passed.

Steve Mylly asked about liability; Sandra Brodeur believes that the Commission should be covered under the Town but check with Rick Ives.

Steve Mylly will see if there is electricity at the spot or see about getting a generator. A mat would be needed to keep the wires/power strips safely contained.

Steve Mylly asked if they should have fans, the Committee agreed it would be a good idea.

Eli Iturrino will work with Steve Mylly on corrections to the exercise plan. Eli Iturrino asked the Committee if they wanted the tent open the whole time; Committee agreed. Steve Mylly asked Eli Iturrino to create a more detailed schedule for the radio exercise.

b) Junior CERT Training: Steve Mylly mentioned trying to set up a Junior CERT training session in the fall. He will try to contact David Lee, a local Boy Scout leader, to see if they will be interested in taking the training. He will also contact Derek May about setting up the training.

c) EMD Office File Cabinet: Steve Mylly reported that there is now a locking filing cabinet in the EMD office.

d) Board Seat(s): Joyce McOsker expressed interest in joining the Committee.

6) New Business:

- Sandra Brodeur suggested that the Committee continue to work on the LEOP in the fall.
- Steve Mylly mentioned that Eli Iturrino wanted to take home the radio equipment to practice on it. The Committee approved of it.

7) Adjournment: Sandra Brodeur made a motion to adjourn the meeting at 7:41pm. Eli Iturrino seconded the motion. No discussion. Motion passed.

Respectfully Submitted,
April Lamothe
Recording Secretary