

**Emergency Management and Homeland Security
Meeting Minutes
Thursday, August 20, 2015
7:00pm Brooklyn Town Hall**

Present: Kevin Filchak, Lou Brodeur, and Sandra Brodeur

Also Present: Bill Skene from Mortlake Fire Company

Absent: Barbara White and Thomas Rukstela

- 1) **Call to Order:** Kevin Filchak called the meeting to order at 7:13pm.
- 2) **Approval of Pervious Minutes:** Lou Brodeur made a motion to accept the June 18, 2015 minutes. Sandra Brodeur seconded the motion. No discussion. Motion passed.
- 3) **Public Comment:** None
- 4) **Director Update:**
 - **Brooklyn Pre-Fair Meeting:** The Mobile Communications and the Mass Casualty Trailers have been ordered; still waiting on a confirmation for the Mass Casualty Trailer. The Mobile Communications Trailer will hopefully be located near the bathrooms.
 - The 2013-2014 Emergency Management Performance Grant has been completed.
 - Kevin Filchak attended Region 4's Resiliency and Long Term Recovery Workshop in June and the Northeast Connecticut Emergency Management Council Meeting in July.
 - Kevin Filchak is coordinating with Ed Monroe, the EMD for Woodstock, to get the regional assets that Brooklyn stores for the Woodstock Fair.
 - Barbara White sent a letter of resignation to the Committee two weeks ago.
 - Kevin Filchak found out that the State does not purchase MREs until there is a storm, so there is no 'stockpile' that the Town could buy from. Any MRE purchase would have to be the Committee's own. Once MREs are expired, the State does not have a 'buy back' program and they can not be distributed as food.
 - Kevin Filchak shared a draft of an invitation he is going to submit to the Board of Education and Dr. Berry for the EPPI Statewide Exercise in October because it is going to involve a scenario with schools. There was a discussion about creating a committee/subcommittee that would be able to help create and practice an emergency operations plan for the Schools, as the State has mandated. Lou Brodeur made a motion for Kevin Filchak to send the letter to the Board of Education and Dr. Berry. Sandra Brodeur seconded the motion. No discussion. Motion passed.
- 5) **Brooklyn Fair:** Next Thursday, the Mobile Communications and the Mass Casualty Trailers should be delivered. Kevin Filchak is trying to get a few correction officers for to help out with parking and the medical building. The EOC will be operating out of the ARES trailer.
- 6) **2015-2016 EOC Upgrades:** Kevin Filchak proposed buying a desktop, laser printer, Wi-Fi router, and software (ex. Microsoft Office) in order to upgrade the EOC technology. Next month, Kevin Filchak will present information on the different pieces and check the bid list. If anyone else has any ideas or deals, email them to Kevin Filchak.
- 7) **EPPI Statewide Exercise – October 2015:** The exercise will be on October 17th (Saturday) and the 22nd (Thursday). The exercise should be about an event that happens during the school day. The Committee is planning on participating in the exercise on the 17th. Lou Brodeur mentioned that the Schools, if they want to participate, would most likely prefer to have the exercise held on the 22nd.

8) Other Business:

- Sandra Brodeur asked for an update about the Senior Center's showers. Kevin Filchak said that Rick Ives has not yet found a plumber to work on the project, but he is looking.
- Bill Skene mentioned that Mortlake Fire Department held a mass casualty practice; it went very well.
- Kevin Filchak asked the Committee if they would be agreeable to moving the meetings later until 8:00pm for the September, October, and November meetings. Lou and Sandra Brodeur agree.

9) Adjourn: Lou Brodeur made a motion to adjourn the meeting at 7:35pm. Sandra Brodeur seconded the motion. No discussion. Motion passed.

Respectfully Submitted;
April N. Blymiller
Recording Secretary