

**Emergency Management and Homeland Security
Meeting Minutes
Thursday, January 19, 2016
7:00pm Brooklyn Town Hall**

Present: Steve Mylly, Lou Brodeur, Sandra Brodeur, Thomas Gugliotti, and April Lamothe;
Recording Secretary

Also Present: Linda Silvia (Creamery Brook) and Eliezer Iturrino

Absent: Thomas Rukstela

- 1) **Call to Order:** Steve Mylly called the meeting to order at 7:00pm.
- 2) **Approval of Previous Minutes:** There were corrections for the previous minutes:
 - Steve Mylly had a correction for #9 Emergency Management Budget, the budget amount should be \$4,700.
 - Sandra Brodeur had a correction for #6 HSGP Memorandum of Agreement, which should read: “Steve Mylly asked Lou Brodeur about the HSGP, which is the ability to request reimbursement from Region 4 or the State; it has been filled out and sent.”
 - Lou Brodeur made a motion to approve the December 15, 2016 minutes with corrections. Thomas Gugliotti seconded the motion. No discussion. Motion passed.
- 3) **Public Comment:** Steve Mylly welcomed guests Linda Silvia, the Executive Director of the Creamery Brook Village, and potential member, Eliezer Iturrino.
- 4) **Comments – January Newsletter:** Steve Mylly said that the January newsletter came out very well.
- 5) **Emergency Management Budget:** The budget will stay the same at \$4,700 because the shelter cost will come from a different place than the budget. The senior center will be getting their generator.
 - Steve Mylly mentioned to Rick Ives that if the Brooklyn Middle School would be used for a shelter, do people know where everything is. Sandra and Lou Brodeur mentioned that if the school was being used, a janitor or a kitchen staff member would have to come in. It was suggested that the Committee take a walk through to familiarize themselves with the school.
- 6) **Shelter Costs:** Steve Mylly has been working on a spreadsheet of what is needed for a shelter. The State suggested supplies for 100 people; he made a spreadsheet based on 20 people. He also found out that the Red Cross keeps trailers at the Health Department.
 - Steve Mylly attend the meeting for the multi-town shelter and it was questioned about how people would get there if the roads were not clear. It was discussed that by having a multi-town shelter, Mike Caplet would have more power to get the roads cleared and more resources from the Red Cross because they would only have to help one place, rather than going to various towns. The shelter would be at the Field House at Pomfret School; the only exception to the towns using the shelter would be if the school has an issue and have to house their students there first.
 - Steve Mylly went to the EF6 meeting and found out that out of the last five storms that Region 4 has experienced, which covers 44 towns, only 400 people were sheltered total. It was mentioned that the timing of the storms, not during winter, has kept people at home more.

- The Committee agreed to purchasing supplies for the shelter at 20 people. Extra large and special needs cots are in the Red Cross trailers, so they will not have to be purchased. Steve Mylly and Rick Ives agreed to buy some consumables and change them out with different Town event. They also agreed to buy a 50-cup coffee maker. Sandra Brodeur mentioned buying kennels for pets. Lou Brodeur mentioned that there is trailer in Chaplin that has kennels or use a classroom, after putting down a tarp first. Steve Mylly mentioned using the old animal shelter has a pet shelter; Lou and Sandra Brodeur said that then people would have to walk to the shelter, the shelter itself is not safe, and there is no running water.
- Steve Mylly was told to spend \$1,000 to buy what is needed to meet the requirements of being prepared for setting up a shelter.

7) **Other Business:** Steve Mylly will be working on updating the LEOP. He also mentioned that he plans to talk to Pierce Memorial Baptist Nursing and Rehab Center about using them as a warming shelter during the day. Linda Silvia mentioned that they are fully generated

- Eliezer Iturrino, a perspective member for the Committee, had some suggestions for the Commission:
 - He commented that both the mission statement on the website should be extended to give a better overview of the Commission. It was taken from FEMA's webpage.
 - ◆ "Mission: To provide the Brooklyn Town Selectman and Department Heads/Managers a plan for a Self Sustained Logistical Operation capability to handle Emergencies and Natural Disasters affecting the town and its citizens.
 - ◆ Goal: Preparedness, to plan and prepare for emergencies and disasters which includes continuous cycles of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in effort to ensure effective coordination during incident response."
 - He also had some ideas to further along the Commission:
 - ◆ Have a list of available assets on hand, including food and supplies
 - ◆ Have an emergency call out list (phone tree) for leaders/staff, with cell numbers, and for additional resources, i.e. National Guard, Governor's Office Homeland Security, etc.
 - ◆ Have a fuel pump power override in case of power outage
 - Sandra Brodeur mentioned that a gas station in town has a generator and Lou Brodeur mentioned that the town has a diesel supply that they would be able to retrieve.
 - ◆ Figuring out if a motor pool is needed; Public Works
 - ◆ Have three forms of communication: Ham Radio, Cell Phones, and a battery-operated switchboard with a hand crank phone
 - Have a list of Ham Radio Operators and Radios; Vinny Mazzearella and ARES. Also, have a list of radio frequencies.
 - ◆ Have Operation Orders: Create some plans for different types of emergencies so that if something happens, there is a plan already in place.
 - Steve Mylly mentioned that the Operation Orders is like the LEOP, where it gives the department heads their responsibilities during an emergency.
 - ◆ Have a mobile kitchen and cooks
 - Sandra Brodeur mentioned that the Brooklyn Middle School has a cafeteria that they would use since that would be the shelter. Steve Mylly said that

Salvation Army would bring out their food trucks also. Lou Brodeur mentioned that the Lions Club has a mobile kitchen.

- ◆ Have large tents for Field Office Operations/sleep with a portable 10 K Generator, temporary lighting and heating/cooling for the tent.
 - It was mentioned that Region 4 has generators, also that the Town Hall, School, Senior Center, Pierce all have generators. Also, Eversource would be able to help with power.
 - ◆ Medical Supplies
 - ◆ Have a list for on-call volunteers
 - Lou Brodeur mentioned that the Town has a CERT team in the area.
 - ◆ Special skill volunteer list, i.e. carpenters, electricians, CDL drivers, etc.
 - ◆ Have Town Maps available and map reading
 - Eliezer Iturrino also went over the basic outline of having a yearly field exercise. He emailed a written version of the outline, it is attached to the minutes. The drill discussion included: tasks for volunteers, medical personnel, fire personnel, Public Works, rescue, map instruction, divers, cooks, etc. If the exercise is 'fun,' it would keep the volunteers coming back and getting more volunteers/towns interested.
 - Sandra Brodeur mentioned the Committee participates in the Table Top exercise every year, the fire departments run their own training exercises (this past year it was a mass casualty scenario), and at the Brooklyn Fair they set up the Homeland Security Truck, which are smaller exercises for the Committee. Lou Brodeur mentioned the pre-fair meetings.
 - Steve Mylly mentioned that the LEOP has a section that gives each department their own responsibilities. There is also the Emergency Operations Center (EOC) upstairs in the Town Hall with direct contact with the State through the radio. There also are two radios, one stays in the EOC and the other goes to the site. There is also Web EOC which is computer communication directly with the State.
 - Steve Mylly mentioned creating a training session that they could do in Town with businesses that do not participate normally, like the Post Office, Library, school buses, etc. This would also allow for the Committee to see if the businesses have an emergency plan.
 - Eliezer Iturrino also mentioned that everyone should be taught every position so that someone always knows what is happening. Steve Mylly mentioned that he is creating a Standard Operating Procedure book for the office so that if he is not there, a committee member or selectman can know what to do.
 - Eliezer Iturrino suggested having shared documents, but Steve Mylly mentioned that there is too much confidential information to be able to share the documents or put them online.
- 8) **Adjournment:** Lou Brodeur made a motion to adjourn the meeting at 8:02pm. Sandra Brodeur seconded the motion. No discussion. Motion passed.

Respectfully submitted;
April Lamothe
Recording Secretary