

**Emergency Management and Homeland Security  
Meeting Minutes  
Thursday, October 19, 2017  
7:00pm Brooklyn Town Hall**

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

**Absent:** Lou Brodeur

**Absent without notice:** Thomas Rukstela

- 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 August 17, 2017 minutes. Eli Iturrino seconded the motion. No discussion. Motion passed.
- 3) **Welcome Guests:** None
- 4) **Public Comment:** None
- 5) **Old Business:**
  - **A) Brooklyn Fair:** Sandra Brodeur reported that the Mobile Communications Vehicle was present at the Brooklyn Fair. There were just the basic ambulance requests over the weekend. Overall, the fair went well.
    - Eli Iturrino told the Commission that he is currently training on the HAM Radio and asked if the whole Commission could get trained. Steve Mylly mentioned that would be good if the Commission was trained, but it is difficult with everyone's schedules. Sandra Brodeur suggested opening training to the Town. Steve Mylly will consider the training.
  - **B) Multijurisdictional Shelter:** Steve Mylly told the Commission that the paperwork has been signed and Brooklyn is now a part of the multijurisdictional shelter. Sandra Brodeur asked if they would be able to have a drill; Steve Mylly would like to have one. He said that the school will be opened as a shelter, if needed, and the Senior Center shelter would only be used as a warming shelter, because the grant fell through for the generator. Steve Mylly said that if the multijurisdictional shelter were to open, the Red Cross trailer that is kept in Brooklyn, would be brought to the shelter.
  - **C) Exercise Plan:** Sandra Brodeur suggested that for the exercise the Commission practices the Local Emergency Operations Plan (LEOP). First as a tabletop discussion with the Fire Departments and Trooper Corradi, then practicing the plan, that way the Commission will know how the departments work together. Steve Mylly agrees. Sandra Brodeur said that the Commission's part is to find shelter for the citizens, working the HAM radios, and communicating with the State. Discussion ensued about the LEOP and the exercise plan. The plan that Eli Iturrino created will be tabled until the Commission/Town is ready for a large-scale exercise. Steve Mylly said they will have a they will have a LEOP tabletop in the spring and a drill in the summer, including moving the trailer to the multijurisdictional shelter. Eli Iturrino mentioned that they need to use the radios in the exercise plan; communication is key, especially without cell towers and the internet connection. Sandra Brodeur said that they need more CERT trained volunteers.
  - **D) Emergency/other Town Departments/Commissions:** Steve Mylly wants to get all the Commissions/Boards together to find out what each commission/board does. He also wants to get contact information for each chairmen and Town Departments.

- **E) Other EMHS Commissions' working programs:** Sandra Brodeur did not find much when she looked at what other towns commissions were doing; they were not really active. She looked at the Pomfret Emergency Management website and seen that they have links to: [Ready.gov](#), [The Great Hurricane Blowout](#), [American Red Cross](#), [Recovering From Disaster](#), [Returning Home Safely](#), [Disaster Survivor Assistance](#) for Hurricane Preparedness. Sandra Brodeur suggested having links included on the Town website and to better utilize the website. Link suggestions: FEMA, DEMES, Fire Departments, ARES, Troop D, Resident Trooper, and CT Alert. Sandra Brodeur suggested finding interactive websites to help children learn about safety.
- **F) Registry:** Steve Mylly is continuing to work on the registry and it should be ready at the first of the year.
- **G) Continue Registry:** Steve Mylly is continuing to work on the registry and it should be ready at the first of the year.
- **H) Continue Key Holder Contact List:** Steve Mylly is continuing to work on the list. This list will help the Fire Departments, ambulance, police with contact information.
  - Sandra Brodeur asked about the Reverse 911; since it does not call cell phones, what should be done to notify the public in an emergency situation. Eli Iturrino asked if the Town had a siren alert; Steve Mylly said that maybe they could have the fire departments tone out to signal an emergency. Sandra Brodeur mention CT Alert for emergencies, but they must be notified first. Steve Mylly will look into the issues.

**6) New Business:**

- **A) Grant Budget Reimbursement:** Steve Mylly was going to meet Darlene about the grant, but the meeting was postponed.
- **B) FY 2017 Grant Application:** Steve Mylly will be applying for a grant soon.
- **C) Article for next Newsletter:**
  - **i) Commission:** Sandra Brodeur will look for an article from FEMA.
  - **ii) Emergency Management Office:** Steve Mylly will look for an article.
- **D) Schedule time to Inventory Emergency Management Equipment and Supplies:**
  - **i) Compile list of equipment/supplies to purchase FY 16 and FY 17 budget(s):** Steve Mylly and Eli Iturrino will agree upon a day to go over supplies and equipment that is housed at the Town Hall, Highway Garage, and the Senior Center. They will list of what supplies the Commission owns, what is needed, serial numbers, and estimated prices.
    - ◆ **New Computer:** Steve Mylly was not consulted on the purchase of the laptop. Currently, Web ECO has not been set up yet, but the model will work for its job.
- **E) Additional Seat and Alternate on Commission:** Steve Mylly noted that the Commission needs to have more members, which future programs might spark more of an interest.
- **F) Winter Weather discussion:** Steve Mylly plans on opening the EOC for resident questions during the winter storms. Sandra Brodeur suggested getting information about who to call for different situations (i.e. a tree on a roof vs. a tree on a roof with powerlines down) and check with dispatch. Steve Mylly commented that Eversource works well with the Town and Fire Departments; Shawn Johnson is the Town's contact at Eversource. The Homeless should call 211 for information about warming shelters, food, etc.

- **G) Program with speakers open to public to promote Emergency Management/First Responders, DEMHS, etc.:** Steve Mylly would like to hold a program at QVCC with first responders and fire departments where residents could ask questions. Sandra Brodeur suggested holding it at the school. Both Sandra Brodeur and Eli Iturrino like the idea. Eli Iturrino said that Eversource should be included and Sandra Brodeur mentioned Region 4, QVCC LIR, Red Cross, Derek May, Northeast District Department of Health, Mike Caplet, and Doug Kramer.
  - **H) Meet with Superintendent, Fire Department and Resident Trooper to schedule Fire Drills and Lock-Down Drills:** Steve Mylly, Trooper Corradi, and the Fire Departments are going to meet with the new superintendent and discuss fire drills and lock downs. Steve Mylly would like to have a list of the dates and to critique them.
  - **I) Active Shooter Focus Group (Include Fire Dept./State Police/DEMHS):** Steve Mylly would like to have a discussion with specialists in their respective fields about safety in town and the town buildings. Eli Iturrino suggested inviting trainees from the Academy. Steve Mylly and Trooper Corradi would like a fence installed in front of the school near the playground; it would be a deterrent and provide some protection. Sandra Brodeur said that a better locking system is needed. She has seen grants and suggested that the Commission applies for the grants, even with the line item in the budget.
  - **J) Fall 2017 Table Top Exercise:** If DEMES does not hold a tabletop exercise, the Commission will hold a tabletop and workshop to see who is needed for tabletop exercise in the spring. Discussion ensued on the LEOP. The Commission needs to find what positions need to be filled and be on the lookout for training opportunities. A workshop will be held after a brief November meeting.
  - **K) Other New Business:** Eli Iturrino should have passed the HAM Radio course next month.
    - Thomas Gugliotti resigned from the Commission. Steve Mylly will write him a thank you letter for his service to the Commission.
- 7) **Adjournment:** Sandra Brodeur made a motion to adjourn the meeting at 8:10pm. Eli Iturrino seconded the motion. No discussion. Motion passed.

Respectfully Submitted,  
 April Lamothe  
 Recording Secretary