

**Emergency Management and Homeland Security  
Meeting Minutes  
Thursday, November 17, 2016  
7:00pm Brooklyn Town Hall**

**Present:** Rick Ives, Lou Brodeur, Sandra Brodeur, Steve Mylly, and April Lamothe; Recording Secretary

**Absent:** Thomas Rukstela and Thomas Gugliotti

- 1) **Call to Order:** Rick Ives called the meeting to order at 7:04pm.
- 2) **Approval of Previous Minutes:** Lou Brodeur made a motion to approve the October 20, 2016 minutes. Sandra Brodeur seconded the motion. No discussion. Motion passed.
- 3) **Public Comment:** None
- 4) **EMD Discussion – Rick Ives:** Rick Ives welcomed Steve Mylly as the new Emergency Management Director. The BEMHS position is a different position than the EMD position; BEMHS is the chairman of the commission. Discussion about the chairman was tabled until the next meeting.
- 5) **School Security/Safety Plan (Committee) – Rick Ives:** Rick Ives spoke to the new superintendent, who wrote the template for the State for the school safety plans, and she has started to make a school safety plan with a committee. Once they have written a plan, they were going to bring to the School Security Committee to approve of it. The Schools also have a Crisis Management Team that has made a plan that will be shared with the rest of the school.
- 6) **LEOP Update:** Steve Mylly will be using the template DEMHS has provided. He will fill in the blanks and the members/departments will double check the information. The report due in January and is 294 pages long.
- 7) **EPPI Exercise (November 2<sup>nd</sup>):** Rick Ives would like a written account of what was learned during the exercise and the ideas that they should do in the future. Also, for the next exercise, there needs to be more room.
- 8) **CERT Training (Winter-Spring 2017):** Derek May said the largest class size would be 20 people. Steve Mylly mentioned involving the Boy Scouts, father-son teams, and high schoolers if interested in a Junior CERT Team. Rick Ives mentioned that there would be liabilities with using a Junior CERT Team.
- 9) **FFY 2016 State Homeland Security Grant – Region 4 Memorandum of Agreement:** The paperwork is being done and should be ready by the end of next week.
- 10) **BEMHS Brochure and Social Media Presence:** Steve Mylly said the committee should be on Facebook, so that residents can receive information about power outages and shelters. Rick Ives mentioned it would have to be monitored carefully and that the Town attorneys have warned against using Facebook, but because this would be used for a specific topic, it might work. It was mentioned to Steve Mylly that there is a Twitter account. Weather announcements are already available on the Town website. Steve Mylly had found some old brochures in the office, especially one that is geared towards children.
- 11) **Invitation to Participate in Planning and Associating with Multijurisdictional Shelter:** Pomfret has invited Brooklyn to create a joint shelter. The next step needs to be figured out.
- 12) **Brooklyn Shelter Status/Capacity:** The Middle School is the main shelter, with the Senior Center and the Elementary School being the back-up shelters. Rick Ives will make sure of

the shelters. There is no set capacity; the shelter takes in those that need help. Legally, the shelter can only take twenty people because there are only twenty cots or depending on the help from the Red Cross. Most people would rather weather the storm at home, than going to a shelter. Steve Mylly has been looking over the DEMHS's list of shelter supplies compare to what Brooklyn currently owns. The list states that one cot and two blankets per person are needed; Steve Mylly has sent an email asking about surplus military goods. Rick Ives asked if medical equipment is needed; Sandra Brodeur responded no, other than first aid kits. Lou Brodeur mentioned that the fire departments and the ambulances carry any needed medical equipment. Steve Mylly asked about the MREs; the committee believes that they are expired. Lou Brodeur will look over DEMHS's shelter supply list to see what is needed for Brooklyn. Sandra Brodeur will make a 'go bag' list for the newsletter and for the website.

- 13) Senior Center Showers:** The showers will be fixed when the generator is installed.
- 14) Renew MOU with American Red Cross for Shelter Coordination and Staffing:** It should be renewed soon.
- 15) Renew MOU with Brooklyn Fairgrounds Association:** It should be renewed soon.
- 16) Inventory of BEMHS Equipment and Supplies:** Steve Mylly would like Thomas Rukstela and Lou Brodeur's help to inventory supplies and list where they are located.
- 17) Establish Minimum Shelter Equipment/Supplies List:** Steve Mylly would like the committee to create a list of what they think what Brooklyn actual needs; especially with budget time coming. Sandra Brodeur mentioned purchasing food items.
- 18) Establish Public Information Points; including Facebook/Twitter:** Covered already
- 19) Update Shelter Information and Contact List:** There needs to be a list of who to call for different situation; this should be covered under the LEOP.
- 20) Residents who are Homebound or have Special Needs Registry:** Steve Mylly would like to have the have registry at fire department/town hall. Lou Brodeur stated that it is hard to keep updated. Advertise the registry at the library, Hanks, post office, senior center, Town Hall, and the website.
- 21) Create List of all Roads with one entry/egress:** Rick Ives has a list that he will hand out.
- 22) EMD Office:** Steve Mylly will have the office open one morning a week in case the public has any questions or issues.
- 23) 2017 Meeting Dates:** Lou Brodeur made a motion to accept the 2017 meeting dates (listed below) to submit to the Town Clerk. Sandra Brodeur seconded the motion. No discussion. Motion passed.
- 24) Discussion/Comment:** Steve Mylly asked if the committee receives the grant from September, when would it have to be spent; the committee believes that it should be next year or no expiration date. He feels it should be used it for shelter supplies and computers. He would also like to buy a whiteboard for the EOC.
- 25) Adjournment:** Rick Ives made a motion to adjourn the meeting at 7:51pm. Lou Brodeur seconded the motion. No discussion. Motion passed.

#### **2017 Emergency Management/Homeland Security Meeting Dates**

January 19, 2017	July 20, 2017
February 16, 2017	August 17, 2017
March 16, 2017	September 21, 2017
April 20, 2017	October 19, 2017
May 18, 2017	November 16, 2017
June 15, 2017	December 21, 2017