

**Emergency Management and Homeland Security  
Meeting Minutes  
Thursday, February 18, 2016  
7:00pm Brooklyn Town Hall**

**Present:** Kevin Filchak, Lou Brodeur, Sandra Brodeur, Thomas Rukstela, and April Lamothe;  
Recording Secretary

**Also Present:** Vinny Mazzarella from ARES

- 1) **Call to Order:** Kevin Filchak called the meeting to order at 7:00pm.
- 2) **Approval of Previous Minutes:** Sandra Brodeur made a motion to approve the December 17, 2016 minutes. Lou Brodeur seconded the motion. No discussion. Motion passed.
- 3) **Public Comment:** None
- 4) **Director Update:**
  - **Capital Request:** Kevin Filchak had spoken with Rick Ives who said that the computer and other electronics did not meet the minimum \$5,000.00 that is needed for a Capital Committee request. Kevin Filchak will purchase the computer and electronics out of the Committee's current budget.
  - **Generator:** The last time that the Committee paid for a cleaning, according to Sherri Soucy, was 2012. Thomas Rukstela said it has been cleaned since then, last year or the year before. The generator is currently working; it came on February 16<sup>th</sup> when the Town Hall lost power.
  - **Local Emergency Operations Plan Update (LEOPU):** The plan has been updated with the new contacts. There will be a new plan coming out soon, as the old one is based on a 2002 plan. Kevin Filchak will be contacting the Region 4 Planner to ask them about the Town's specific needs and how the plan will update. He wants to get the schools, teen center, senior housing, etc. involved with the new plan.
  - **Northeast CT Emergency Management Council:** Kevin Filchak attended the January meeting at Day Kimball Hospital. The March meeting will be held at the Brooklyn Town Hall.
  - **Grants:** Followed up on 2014 FEMA storm grant; there was paperwork that still needed to be filled out. The 2014 EMPG paperwork was never filled out, but the 2015 EMPG will be filed.
- 5) **Winter Storm Debrief:**
  - **February 5<sup>th</sup> Snowstorm:** Kevin Filchak was in contact with the State by email and a Region 4 phone call. A few residents called him to notify him about downed branches. He was also in contact with Eversource and Rick Ives.
  - **February 16<sup>th</sup> Windstorm:** With the large amount of power outages, Kevin Filchak was in contact with Shawn Johnson, from Eversource, throughout that night.
  - Thomas Rukstela stated that he had no way to contact Eversource until someone called Kevin Filchak to ask for his number. He would like a contact number for Shawn Johnson and also for the local cable and phone companies too. Kevin Filchak will get the number to him.
    - Kevin Filchak also mentioned that if others on the Committee need a number, to contact the other members to see if they have it.

- Sandra Brodeur asked if Creamy Brook had a backup place for when their generator does not work, as has happened this passed month. Kevin Filchak said that they do not have a plan yet, but other senior homes would be able to take them in if needed.
  - Sandra Brodeur mentioned that she had asked Rick Ives at the past Board of Finance meeting about the status of getting a plumber for the Senior Center showers and he said that he did not know that the Committee was planning on using those showers for a shelter. The Committee said that it was the perfect size for a few people, instead of having to open the schools. Kevin Filchak will talk to Rick Ives about the issue.
- 6) **Budget Update:** Kevin Filchak will be working on setting up a cleaning for the generator and making sure that it has a set maintenance schedule. There is enough money in the budget for him to buy the computer and other technology pieces that the EOC needs.
  - 7) **CERT Discussion:** The information about CERT (attached to the minutes) is from Jim Larkin of NECCOG; Kevin Filchak and him will be working together to set up training for a CERT team. The CERT training was mentioned at January Directors Meeting. During the March Directors meeting, Kevin Filchak will see if any other Town is interested in participating.
  - 8) **Public Outreach:** Kevin Filchak had been discussing the Emergency Preparedness Day with Trooper Trotter and he mentioned that the Summer Camp has a Safety Day in July. Kevin Filchak will be contacting Bucky Lohbusch to see if they can combine the two days.
  - 9) **Other Business:** None
  - 10) **Adjourn:** Lou Brodeur made a mention to adjourn the meeting at 7:23pm. Thomas Rukstela seconded the motion. No discussion. Motion passed.

Sincerely submitted,  
April Lamothe  
Recording Secretary