

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

Present: Rick Ives, Lou Brodeur, Sandra Brodeur, Stephen Mylly, Thomas Gugliotti, Thomas Rukstela (7:03pm), and April Lamothe; Recording Secretary

- 1) **Call to Order:** Rick Ives called the meeting to order at 7:00pm.
- 2) **Approval of Previous Minutes:** Lou Brodeur made a motion to approve the July 21, 2016 minutes. Sandra Brodeur and Stephen Mylly seconded the motion. No discussion. Motion passed.
- 3) **Public Comment:** None
- 4) **Director Update:** Rick Ives welcomed new member, Thomas Gugliotti, to the Committee. He also signed the form for the Mobile Communications Vehicle (MCV) from Region 4 for the Brooklyn Fair.
 - **School Safety Meeting:** The next meeting will be on the 29th and at that meeting Rick Ives will mention that what is discussed during the executive session can not be discussed outside of the session. The school safety template needs to be received from Dr. Berry. The template will have to be worked on as it is a basic plan from the State, but it is a good starting point.
- 5) **Brooklyn Fair:** The MCV has more elevated cameras this year than previous. The vehicle also doubles as a cooling center, if needed. Lou Brodeur attended a drill at Sandy Rukstela put on with help from Derek May. The drill's goal was to move 20 volunteers 'victims' out of the fairgrounds in one hour; they completed the task in 50 minutes. They received a lot of help from area fire departments and ambulances. Overall, the drill went very well and all of the fire/emergency departments worked well together.

Thomas Gugliotti left at 7:06pm for a fire call.
- 6) **CERT Update:** Rick Ives mentioned that they should plan for another CERT class for this winter into spring. They need to advertise more than before.
- 7) **Fall Projects:** The Committee discussed handing out brochures at the open house at the fire station. They need to talk to Mike Caplet about the brochures that he has for Region 4.
 - Sandra Brodeur mentioned having the speaker from LIR come to town to talk to the public about how to prepare for emergencies, maybe for the schools. The speaker can change his presentation to meet the age requirements of the audience. Rick Ives liked the idea.

Thomas Gugliotti returned at 7:20pm from the fire call.
- 8) **Other Business:** Rick Ives asked what type of computer Kevin Filchak had said to buy and what was needed on it. Sandra Brodeur replied that he said to get the best that they could afford and that Vinny Mazzearella said he would be able to help. The computer can probably wait until a new director is appointed. Rick Ives wants to get more information about the Web EOC; Lou Brodeur and Melissa have been trained on it a while ago.
 - Sandra Brodeur asked if the Committee should make a job description for the director. Rick Ives agreed, but it might be harder to find someone. The Committee said that the director has to go to the training and meetings in order to reap the benefits. Also they should have a public service background and enjoy the work.
- 9) **Public Comment:** None
- 10) **Adjourn:** Lou Brodeur made a motion to adjourn the meeting at 7:30pm. Rick Ives seconded the motion. No discussion. Motion passed.

Respectfully submitted;
April Lamothe
Recording Secretary