**EMERGENCY MANAGEMENT COMMITTEE**

**MEETING MINUTES**

**Call To Order:** By Tom Williams at7:00 PM on October 20, 2022 at the town Municipal Building located at 623 Mohawk Trail along Rte 2

**Present:** Tom Williams, Chris Myers, John Taylor, Greg Bardwell, Deb Coutinho, Mark Shippee, Penny Spearance

**Acceptance of Minutes:** Minutes from our last meeting on September 19, 2022 approved

**Summary of Discussion Each Topic:**

1. OLD BUSINESS:
   1. Tom updated status on current grant applications:
      1. EMPG – Application(s) will be submitted for:
         1. AED for the EOC
         2. Scanner
         3. Various radio equipment for the EOC
      2. HMPG Generator – Benefit Cost Analysis (BCA) near completion. Assistance from MEMA to complete it coming next week.
   2. Plan for relocating polling station in an emergency was tabled until next meeting due to absence of Joe Judd, its primary advocate.
2. NEW BUSINESS
   1. Tom presented the costs for relocating the two EOC phone lines from the fire station to the Emergency Management Office. The committee members approved the relocation of the two phone lines.
   2. Tom provided updates to the Communication Plan work with the following details:
      1. Integrated Public Alert & Warning System (IPAWS) is the newest FEMA public emergency notification system. This enhanced system has much greater coverage, especially for wireless communication in a specified alert area. Working with Town Clerk to implement system.
      2. GETS & WPS are two emergency priority telecommunication systems that are available for our use during times of emergency.
      3. Eversource’s Municipal Hub is a web based system for communicating with the electrical utility to track power outages and request immediate response to those outages.
      4. MEMA’s WebEOC is an incident management system that assists MEMA with maintaining situational awareness during an incident and with requesting resources and mutual aid.
   3. Greg shared information he obtained regarding developing and using a volunteer force, specifically CERT, which prompted a significant discussion. The following are major points from that discussion:
      1. A survey of the town residents is needed to ascertain the amount of interest in such a volunteer group and the type of skillsets these people could offer during the time of need.
      2. To start with a small group, perhaps not as formal a CERT team and grow it from there.
   4. John presented a flowchart explaining Incident Command System(ICS) training requirements for personnel in various levels of municipal government.
   5. Chris presented an updated POC list. He had a few questions regarding information on a few individuals.
   6. Mark informed the committee that his grant application for a solar-powered sign board was approved.

**Decisions Made/Actions Taken:**

1. The team approved the transfer of the two EOC telephone lines from the fire station to the Emergency Management Office.
2. Question came up regarding the coordination/communicating with Shelburne Dispatch during an emergency incident. Tom contact Butch Garrity and discuss the issue to determine an effective protocol.
3. Tom will check with our local MEMA Coordinator to arrange training the team on the WebEOC.
4. Tom will look into load testing the town’s 25KW portable generator.
5. Tom will survey the town employees to determine ICS training needs.

**Documents/Exhibits:** None

**Next Meeting Date/Time/Place:** November 17, 2022; Same time and place.

**Adjournment:** 2100 Hrs