

EMERGENCY MANAGEMENT/LEPC MTG
February 28, 2007
COMPANY 2 FIREHOUSE
7:00 PM

Minutes:

Present: Craig Mansfield, Martha Kerr, Jennifer Spencer, Ed Roczniak, Joe Szczech

Absent: John Blashick, Liz Davidson, Matt Cashman, Dean Anderson
Martha Kerr, Fred Thumm, Donald Angersola, Mickey Pear

Meeting was called to order at 7:05 PM

APPROVAL OF MINUTES:

Motion by Jennifer Spencer second by Ed Roczniak to approve minutes from the January 24, 2008 meeting. Ed noted that Martha Kerr was listed as both present and absent. Martha was not at the meeting. Motion passed unanimously with amendment.

OLD BUSINESS:

GRANT

The Group discussed items to be purchased for the EOC under the 2006 State Grant. These items must be purchased by the end of March 2008. The group agreed on the following items. Incident Command kits, an electronic white board, storage boxes for creating a lit for each discipline that would be housed in the EOC, a laptop, small tent and updated Ham Radio equipment. It was discussed that anything we buy needs to be movable to the new EOC once the Middle School is converted to Town Offices.

Craig will look at what we can get for the money we have and order those items.

TRAINING/NIMS CLASSES

Craig reminded the group that All Emergency Mgt personal need to complete the IS-100, 200, 700 and 800 training ASAP! Craig showed the group the resent document sent out by the state on NIMS Compliance. Craig will print our a few copies of each class and have them available for people who would not like to do the training portion of the program online. You will still need to go online to take the test.

Don called the Middlesex Fire Chiefs Association on the NIMS 300 and 400 and they need to be scheduled through the fire academy.

Craig noted the following training opportunities coming up:

Pet Sheltering	March 8, 2008, 8 AM	Killingworth Fire Department
Amateur Radio Class	Some time in April	TBD
CERT Training	Sometime in the Spring	TBD

Craig will provide dates as soon as they are confirmed.

NEW BUSINESS:

EMAIL DISTRO LIST / GROUP

Joe made an excellent suggestion of setting up a Yahoo group that we can use as a conduit for emails. Once a group is set up we can create a calendar that will be able to send reminders to people as emails, text messages, etc.

Craig has started to create the group and everyone will receive an email to join the group. You will need to set up a Yahoo Account which is very easy. The group will be private and only open to those that are part of the committee. Meeting minutes and agendas will still need to be posted with the town clerk.

WEBSITE

We need to get a website up. Martha provided a name of someone that may help. She will get Craig the Contact information. Once the pages are created we should be able to host them on the town's website.

POSITION ASSIGNMENTS

We need to revisit who is assigned in what position within the Emergency Management ICS. We need to look at assigning people with backups into each role. Please think about this so we can discuss it next month.

OFFICE SPACE

Craig showed the group the new EMD Office upstairs. Craig thanked the Fire Department for building the office and noted we will finally have a place to store and secure paperwork and some of the other supplies.

Next meeting to be held on March 20, 2008 at 7 PM, Company 2 Fire House.

Motion to adjourn by Jiffy second by Martha. Meeting adjourned at 8:20 PM

Submitted
Craig Mansfield
Emergency Management Director