

AGENDA
Local Emergency Coordinating Committee Meeting
January 5, 2017
5:00 PM
Town Hall Conference Room B

1. Call To Order & Introductions
2. Audience Of Citizens
3. Acceptance Of Minutes: September 1, 2016 (E)

Documents:

[MINUTES 9-1-16.PDF](#)

4. Agency Updates
5. 2017 Connecticut Emergency Management Symposium (E)

Documents:

[2017 EMERGENCY MANAGEMENT SYMPOSIUM.PDF](#)

6. Other Business
7. Applications For Membership To Town Of Coventry Fire Department
8. Adjournment

**Minutes
Local Emergency Coordinating Committee
September 1, 2017
Town Hall Conference B**

1. The meeting was called to order at 5:00 PM.
Present: Julie Blanchard, Andy Brodersen, Mark Palmer, Geoff Firth, Rick Landry, Dennis Dittrich, Mark Kiefer, Noel Waite, John Elsesser, Bill Trudelle, Beth Bauer, Laura Stone

2. Minutes of the August 4, 2016 meeting were accepted upon a motion by Geoff Firth, seconded by Mark Palmer and unanimously approved.

3. **Agency Updates:**

Police Department – Mark Palmer:

- Kelsey Carpenter finishes field training September 11th. Gail McDonnell's retirement reception will be September 23rd at Patriots Park Lodge from 1:30-3:30 PM. All are invited.
- We have selected two candidates for conditional offers of employment. We started the background check process and have a slot in the January academy. Julie Blanchard asked if any candidates apply that have already been through the academy. Mark replied we are seeking new recruits as that process has worked best in the past.

CVFA – Geoff Firth/Dennis Dittrich:

- There were 77 EMS and 36 fire-related calls during August. In July there were 64 EMS calls and 21 were back to back. Thirty calls were fire-related. Average response time was 4:30. Paid staff is working out well. They are nice people and they are doing a good job. There were a couple minor things we didn't expect that we have straightened out. We put together a list for them that Noel reviewed. Staff can read it and know our expectations. We expect it to be a living document. There was a smoke investigation call they weren't sure they should respond to and we wouldn't want to tie them up on.

NCVFD – Rick Landry:

- Work on the solar panels on the firehouse has started.
- There are some paint issues on the big rescue truck. It is bubbling. It is under warranty and we are making arrangements to get it fixed.

Public Works – Mark Kiefer:

- We are still wrapping up road work. We are 90% complete with the road bond and summer road work. Shimming will take place next week. We will redirect some funds to do more shimming this year and defer chip seal to next year, on Grant Hill in particular. The lower section has taken a beating. We will be directing money in July of next year to take care of chip sealing. John Elsesser noted that will affect chip sealing at the fire house – it will be delayed. It will be a wiser use of our money to put two years of chip sealing together.
- We are finishing up road work-related driveway aprons, backfill and hydro seeding. The Village areas are next.
- We are getting back to roadside mowing.
- We are finalizing the purchase of the new backhoe and should get delivery in about two weeks, so it will be put into operation for snow removal this year. When we originally did the specifications we were going to use some of same attachments from our two wheel drive vehicle. During the process we decided to get a thumb device instead of a bucket coupler. This will make it easier to load trees into the back of the dump truck. It will also be safer. We ordered the new small dump truck and anticipate delivery in February.

Coventry Public Schools – Bill Trudelle:

- Over the summer we changed the fire and burglar alarms over to FASD instead of Tolland. This has been in effect for the last couple of weeks. We also updated all cameras to high definition. Software will be installed soon that will allow all cameras to be monitored district-wide.
- We upgraded the security doors with more fob entry and all will run with photo ID. Once that is up and running we will contact the Police Department to make sure their badges are working. Mark Palmer noted we had a problem in the media center recently so we will check that. Also we didn't

get replacement keys to the rapid response bags when the locks were changed. We will work with Bill to coordinate.

- Noel Waite noted that with the new alarm system at the schools FASD will be able to access codes on your phones instead of having to get into the Knox Box. We will advise once that is up and running. John Elsesser said they have also finished the classroom change at the preschool. Two doors are to be put in still.

Fire/EMS/Emergency Management – Noel Waite:

- All school inspections were completed Tuesday. Everything is safe. There were a couple minor issues and those were addressed immediately.
- There was a fire a week ago on Main Street. The Fire Department and Mutual Aid arrived quickly and made a good stop – it prevented the fire from spreading to adjacent buildings.
- The hearing date is set for service provider and PSA applications. It will be September 20th and 21st in Hartford. So far we have been told everything looks good and it should go through. Our attorney is attending.
- Noel asked if the hose under Rt. 31 has been removed yet. Geoff replied not yet. Noel said we got a notice from CT DOT that it needs to be done.
- Work for the natural gas piping is done for most of the facilities. We got it to the Annex and should be able to feed the tower to convert the generator there.

Administration – Laura Stone:

- Save the date of October 6th at 6 PM for the annual Fire/EMS volunteer recognition event.
- The fall newsletter is at the printer. Space is at a premium and we request less content for the next one.

Town Manager – John Elsesser:

- There was good cooperation on the recent fire. Two of the tenants are still not back in. Red Cross was there – the tenants received a lot of help and assistance from the Town but are being self-sufficient.
- VOIP – school phones already done. The timeframe for town facilities is to be determined. Details are still being worked out. In the joint tech meeting today we learned the paging systems are just an extension on the intercom, so if given the right access we can page at other buildings. That might be an aid to police dispatch or fire in event of an emergency. The system will also have the capability to have your smart phone be an extension. This might be good for key leadership. Conversion at the schools went fairly smoothly. The phones will arrive preprogrammed and will all be the same. It is a hosted system so it is all internet based. The quality of the sound is very good.
- Connecticut Natural Gas does not have permits for the gas extension along Rt. 44 yet. We are trying to get a firm timeframe but they are relying on the railroad company. We are anticipating the connection date will be further out. They told residents April 2017 but haven't confirmed that with us. Bids for the conversions are on target but there may be pricing implications if the project is delayed. We will be able to use more of the oil we have in stock. The December date felt rushed but we would have made it work.
- We are still waiting for the truck committee to finalize the water truck. Noel Waite said the committee is going to get specifications to him for review. We are still going with Midwest.
- A hurricane or tropical storm may be heading this way. The projected path shows Saturday 2 PM arrival and stalling out until Wednesday. Right now they are looking at potential rain but not high winds. It is still pretty far out. At this point departments should enter into a state of increased awareness. Generators were checked this week but start thinking about readiness if things change for the worse on Saturday.
- We are beginning to let water out of the lake in anticipation of beginning the lake gate project in early October. The project will not be finished this fall. The big portion of the concrete work would be done with final landscaping in spring. The gate should be done in time to get water back up for spring.
- We opened bids for the sidewalk out front and the project is on track. CHRO paperwork is still being resolved. The low bidding firm is not recognized as a SBE by CT DOT, although they are by CT DAS.
- Construction work continues. On the Main Street curve project CT DOT is still considering what they are going to be doing between the high road and low road. It is a steep grade change. They may go with one-lane alternating traffic. We don't want that over the winter. The State-authorized design of the culvert in front of the firehouse is still about 4 weeks out. We will do utilities at Tracy Shoddy Mill afterwards – we were hoping to have that open for the Christmas in the Village event.

More granite curbing is being added on the other side of the street near the Library to make it look nicer. CT DOT will mill up and pave the road at the close of the project - probably next August. We had hoped for substantial completion by December but we are not getting it.

Finance Office – Beth Bauer:

- CIRMA is going to run a class here about preventing sprains and strains. That is our #1 workers comp claim so we wanted to provide a convenient opportunity for people here to participate. The date is Tuesday 10/18 from 2-3:30 PM at the Town Hall Annex. Mark Palmer noted he has found the CIRMA online training to be helpful. People can do it at their leisure, stop and pick it up again. Topics include blood borne pathogens, ethics for dispatchers, etc. The training is free and we are trying to take more advantage of it. John will email a link to the catalog.
4. School/Town tabletop exercise:
John Elsesser said the exercise will take place on October 6 in the Town Hall Annex at 9:30 AM. A calendar invitation will be sent. The exercise is scenario based and often leads to simple solutions we hadn't thought of before, like having a picture of students who are participating in a field trip.
 5. "CT Prepares" App:
The Governor's office has released this Smart Phone application. It is easy to [download](#) and seems to have good features.
 6. Salvation Army Canteen Service:
Julie Blanchard asked if we had ever contacted the Salvation Army to provide this service. John Elsesser replied yes, but we would not typically do so unless there is an event of long duration or large scale. Noel Waite said they will come out if you have a large-scale fire in the winter. We had one in our region as well as in Providence. John said a large search and rescue situation would also be an appropriate event to request this service. It shifts responsibility away from volunteers to experienced staff.
 7. Other Business:
 - Project Safe Return: Chief Palmer noted the recent article about this initiative, which was spearheaded by Officer Gail McDonnell. It assists response personnel to locate autistic or special needs individuals who may go missing. We have developed a fillable form for the website and re-announced the initiative on our Facebook page which led to media inquiries.
 - Noel Waite shared information about the American Red Cross home fire preparedness campaign. This will go to homes. ARC will come to homes and install smoke detectors, provide tips, etc. We will promote this on social media.
 - Julie Blanchard asked whether the fire departments are visiting schools in October. Rick Landry replied yes – we are working on a schedule.
 - John Elsesser said we have a citizen who is complaining about brush burning – we investigated and it is being burned in accordance with State laws, but she believes it shouldn't be done when windows are open. She also has concerns about burning poison ivy. Noel is working with the farm that is doing the burning but it is a balance.
 - Julie Blanchard asked if we have received any feedback on the Farmers Market in terms of parking or traffic issues. Mark Palmer replied a couple of our officers have gone to the Market and received very positive feedback. The change in parking pattern is a significant improvement. Eric and John and the Market Committee did a tremendous job. Rick Landry asked whether the off-site parking near Seagraves Road will stay. John replied this is the lot owned by the Fife and Drums Corps and the plan is for that to continue. Rick noted that foot traffic gets congested and if the trench could be piped and a sidewalk put there it would make a big difference. John replied that he and Mark have discussed that – the road edge needs work anyway. We have some limited drainage money and we would need wetlands permits. We might look at it for next spring.
 8. The meeting was adjourned at 6:02 PM on a motion by Noel Waite, seconded by Rick Landry and unanimously approved.

Respectfully submitted,

Laura Stone

Laura Stone

Subject: FW: SAVE THE DATE: 2017 CT Emergency Management Symposium

Begin forwarded message:

From: "Caplet, Mike" <Mike.Caplet@ct.gov>
Date: December 21, 2016 at 11:42:57 AM EST
To: "Caplet, Mike" <Mike.Caplet@ct.gov>
Cc: "Iezzi, Carla" <Carla.Iezzi@ct.gov>, "Richards, Darlene" <Darlene.Richards@ct.gov>
Subject: **SAVE THE DATE: 2017 CT Emergency Management Symposium**

To:
Region 4 Municipal/Tribal Nation CEOs
Region 4 Municipal/Tribal Nation EMDs
Region 4 Regional Emergency Planning Team (REPT) Steering Committee Chairs & RESF Working Group Chairs
Region 4 REPT Steering Committee Volunteers & Partners

2017 Connecticut Emergency Management Symposium

SAVE THE DATE!!! The 2017 Emergency Management Symposium is scheduled for **Tuesday, April 25, 2017.**

Stay tuned for registration information.

This event is **FREE** to Municipal, Local, and State Officials.

Attendance is limited to the first 400 registrants and registration is required to attend.

The 2017 Emergency Management Symposium is a can't miss event!

The 12th Annual Connecticut Emergency Management Symposium (EMS) is taking place on **Tuesday, April 25, 2017** at the Radisson Hotel (formerly the Crowne Plaza) in Cromwell.

Co-sponsored by CCM, the Connecticut Division of Emergency Management and Homeland Security (DEMHS), and the Connecticut Department of Public Health (DPH), the event grows larger each year. It attracts hundreds of local public safety officials and others responsible for responding to mass emergencies.

EMS 2017 is the premier program in Connecticut that will bring together a cross-section of federal, state, and local government officials, public health providers, and municipal decision-makers who oversee or are directly responsible for disaster-response and emergency management issues.

Want more information on last year's Symposium?

Check out [CCM's website](#) for presentations, exhibitors, and event photos!

Tuesday, April 25, 2017

Cromwell Radisson

8:00 am to 4:00 pm
FREE REGISTRATION COMING SOON!!!

Mike Caplet

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