

AGENDA
Local Emergency Coordinating Committee Meeting
May 5, 2016
5:00 PM
Town Hall Conference Room B

1. Call To Order & Introductions
2. Audience Of Citizens
3. Acceptance Of Minutes: April 7, 2016
Documents: [MINUTES 4-7-2016.PDF](#)
4. CoventryFest Event Logistics (Guests Anticipated)
5. After-Action Reports:
 1. Rowing crew incident
 2. Barricading incidentDocuments: [E.O. SMITH CREW BEST PRACTICES.PDF](#)
6. Bike Events: Follow-Up
7. Agency Updates
8. Other Business
9. Adjournment

Minutes
Local Emergency Coordinating Committee Meeting
April 7, 2016

1. The meeting was called to order at 5:04 PM.
Present: Mark Palmer, Police Chief; Andy Brodersen, Town Council; Noel Waite, Fire/EMS Administrator; Mark Kiefer, Public Works Director; Bud Meyers, NCVFD President; Ray Eldridge, NCVFD Chief; Julie Blanchard, Town Council; John Elsesser, Town Manager
2. **Audience of Citizens:** None.
3. **Acceptance of Minutes:** Noel Waite moved to accept the minutes from March 3, 2016. The motion was seconded by Bud Meyers and carried on unanimous vote.

4. **Agency Updates:**

Fire/EMS – Noel Waite:

- 1) The application for PSA response for OEMS has been submitted. An email was sent to have a follow up meeting.
- 2) Blasting has started on Rt. 31 – it is going well. There were weather delays so they will be back on Tuesday. Communication was done to notify about the adjustment.
- 3) Vintech is doing very well. John noted that two Wednesdays ago we had to go to mutual aid when the volunteer crew was supposed to cover because didn't have a crew. This week we had to re-tone. We just put on another tech so we are up to 5.
- 4) At the last Board of Fire Officers meeting we came up with a plan to break up the tasks on policy modifications and make assignments. This will help create ownership and get feedback. Bud said we are doing recruitment for the work committees. Noel said we are still alternating stations for these meetings - participation has dropped off.

Public Works – Mark Kiefer:

- There have been a few weather issues so we can't say winter is over. We are hopeful this is the last of it. We are doing work in between.
- We finished Rails to Trails work and the trees are down at Miller Richardson, creating additional parking there.
- The Laidlaw soccer field is going well. We have started screening material and the project looks to be on track for April seeding, for a field this time next year.
- Mt. Ridge drainage/road work started yesterday and the project will be completed by the end of May, weather permitting.
- The Village project went out to bid – we got good bids and are meeting with the low bidder and hope to start 4/18.
- The second phase of crack sealing will start soon.

NCVFD – Bud Meyers:

- Reminder about the open house on Saturday.
- Noel, Bud, Ray and Town Council member Tom Pope went to a seminar regarding volunteer workforce recruiting/retention last Friday. It was ok but not really what he was hoping for. There were some valid points. They talked about federal grants that are available. The following day he went to West Redding for a recruitment seminar that was a little more enlightening. They have some communication/outreach materials we could use. Noel said regarding the event last Friday, there were a number of departments there and when we went

into the breakout rooms the discussions and problems were all the same as ours: length of service awards, stipends, tax abatement issues, etc. All of the departments have the problem of getting people to come. Some are paying \$50 a call and still can't get people. Bud said they actually find praise and recognition goes a long way, like the volunteer recognition event that was done last summer. John asked if the summer event was a good approach on a concert night. Noel and Bud will reach out to the membership for feedback.

- The plant sale went well. It was a lot of work but we cleared \$1300. Next time we will advertise credit card availability. Noel suggested trying a pre-order too.
- Calls are averaging 100 per month with 361 to date.

Police Department – Mark Palmer:

- A follow up meeting on TN discussions regarding dispatch is scheduled for 4/12. They are putting a proposal together. They have some questions. Noel will be there on behalf of the fire departments.
- On-site accreditation was this week. It went very well. It was a different type of assessment – this was a gold standard process for agencies who have been accredited for a while. There was less policy review and more compliance. They did interviews with other staff. We had a public hearing that was well attended. They also did ride alongs and visited the academy to understand our recruitment, hiring and training process. We had an exit interview today and received a positive overview. They prepare a report and submit it to the Commission for a hearing in July. The Commission is the body that grants the re-accreditation. Thanks to everyone who participated in the interviews. The members of the department deserve a great deal of credit. It is not an easy undertaking. There are less than 1000 accredited departments nationwide and less than 25 departments of our size.

Town Manager – John Elsesser:

- The Town Council finished their proposed budget this week and it is ready to go to Town Meeting on 4/23. There were no changes in capital that affected the fire departments. There were modest adjustments to provide an admin vehicle and carpeting for the police department. The Town budget bottom line was not reduced. They were able to get to a zero increase in taxes, predicated on State revenue. A Budget in Brief is available online and the whole document should be available tomorrow. The legal ad is in. We are hoping the Town newsletter will be out before the meeting. It is a tight timeframe.
- North Coventry solar is still on the list. They have spent a lot of money on an engineer so we have to believe they will do it.
- Crumbling foundations issue: there is a regional meeting with Mansfield, Tolland and Willington 5/11/16 at 6:30 PM at E.O. Smith. We sent a letter to people whose houses were constructed during the period of 1983-2003 and there are over 1500. That is 20 percent of our grand list. We are hoping people who really have the issue will sign up with the Dept. of Consumer Protection because if we don't have enough numbers it will be difficult to get aid.
- CNG – proposal to extend natural gas to Coventry: we have to decide by the end of the month whether we want to try to pursue this project. We are going to the next Board of Education meeting to discuss it. Mark Kiefer noted that the energy committee is behind it. John said we will try to get something in writing for them to submit to the Council. The building efficiency committee will also be involved and we will reach out to homeowners along the route with a method for feedback. It is a major decision in a short amount of time. Conversions for Town facilities would be very simple. In some cases it may make sense to upgrade old boilers. There are myriad financing options. The Town would have to make payments of \$90,000 over seven years interest free, and that is about the break-even point with savings from the fuel differential, lower maintenance costs and replacement of tanks. Plus CNG would pay

property taxes of about \$15,000 per year. After seven years there could be ongoing savings depending on the price differential compared to oil.

- The sidewalk from First Church to the library will be at 30% design next week. The State wants us to spend the money by 9/5/16 so we may split the project into two construction zones. They will have two construction teams. The culvert will be precast so that will accelerate the time for installation. Installation is anticipated in July. The equipment to the left of Ackert Hall is to filter groundwater contamination.
- The LOTCIP Lake/Cross Street project is still waiting to go out to bid for the start of the sewer project. Hopefully it will be in a week or two. We will start construction in July once school is out.
- The sidewalk project here awaits encroachment permits from the State.

5. **2016 CT Emergency Management Symposium:**

This is an opportunity for members. It is a busy time but it is a good program. John has attended. Mark has also attended a couple times.

6. **Coming Events:**

- 1) Memorial Day Parade: Julie asked if the route will be good with the construction projects that are planned. John replied yes it should be. The highway permit has been requested, a military flyover is approved and grave marker flags were ordered.
- 2) Tour de Mansfield: John said this event has come through town without issue in the past. We have received a letter from resident at Antrim and Brigham expressing concern about the number of bikes. Noel noticed that the 28.4 to 30.3 mile location on their route map is not identified as Coventry but it is Coventry. Andy asked if we provide security. Mark Palmer said no - we only sign the permit. Typically the number of bikers thin out the longer the route is. Noel said a lot of them stop at the 20 mile mark. Mark Palmer asked if the letter we got from the concerned citizen would alter their route. Mark Kiefer said he doesn't think we can stop them. John said because it is an organized event it requires a permit. We could say no. The only time we had concern was a 2000 motorcycle event and we worked out an alternative route. Mark Kiefer noted that Brigham Tavern is a tough road to navigate and he would agree with the citizen that sightlines are not good. A separate meeting of the Traffic Authority will be set up for next week to discuss this matter further.
- 3) CoventryFest: John said this is the second year of a 3-year contract with the fireworks shooter. We haven't gotten the permit yet. We typically invite the organizers to a meeting so that will be next month. The fire departments should starting talking about whether there are any issues. Ray said we will probably do everything the same. John said there is more outside lighting at the park now that should help with crowd exiting issues.
- 4) The Steeplechase event will also be put on the Traffic Authority agenda.

7. **Other Business:**

Noel said there is a new Knox box on First Congregational Church. Next Monday we will start pumping out the school sprinkler storage tank for maintenance – it will be refilled next week. School is out for vacation so it is a good week to do it. John said a sprinkler head was knocked off and caused a flood at the middle school in the area where the old floors were.

8. **Adjournment:**

Bud Meyers moved to adjourn the meeting at 6:04 PM. The motion was seconded by Noel Waite and carried on unanimous vote.

Respectfully submitted,

Laura Stone

E.O. Smith Crew Best Practices

Draft

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Coaches may use their discretion to alter emergency guidelines when the situation warrants such action.

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Section I – Traffic Pattern

Boaters on Coventry Lake tend to follow a de facto policy of no traffic pattern. In order to keep our crews safe and to ensure efficiency, we follow a specific traffic pattern on the lake. At the end of this document is a map of the lake outlining our traffic pattern as well as the problem spots.

A) Traffic Pattern

- Boats proceed around the lake keeping the shore on the starboard side of the shell in a clockwise course.
- Shells may head in to Liseke Beach cove then come behind Underwood Island, or row directly behind the island.
- The area of water in front of the Liseke Beach cove and behind Underwood Island is a designated no-stop zone. Crews in this area, barring emergency situation, must row all the way through this section in order to prevent congestion.
- Traffic pattern may be modified in certain weather situations. Winds blowing from the Southwest or Southeast will leave the area running from Liseke beach to the opposite southern shore with rougher waters than the rest of the lake. Given such winds, the traffic pattern will consist of turning across the lake approximately 100 meters below the mouth of the cove to Liseke Beach.

B) Landmarks on the Lake

- The cove into which we launch is a safe-zone, largely sheltered from wind and waves and motor boats.
- Rocky areas that shells and safety launches need to avoid are marked on the attached map.
- Underwood Island is an important reference point for the traffic pattern. Typical traffic pattern is to navigate on the Northern side of the island, with the island to port and the shore to starboard.

Section II – Deciding to Go on the Water

The decision to take athletes on the water is based on evaluation of the air temperature, wind speed, wind direction, chance of lightning, motor-boat activity, and visibility on the water. Data from weather reports as well as the current state of the lake are utilized while making the decision about whether to go on the water.

A) Rain

- Rain is only a consideration when it impacts the visibility on the water, or is combined with low temperature, chance of lightning, or high winds.

B) Cold Temperature

- Air temperature is considered when making a decision about going out on the water. The low cutoff is 40 degrees Fahrenheit.
- In cold water conditions, defined as a water temperature below 55 degrees, and an air temperature at or below 40 degrees, coaches will take an athlete in the launch so that, given an emergency situation, instruction may be given from the coach, the launch may be steered, and the athlete in the launch can aid in handing out life-jackets and, should the need arise, pulling athletes into the launch
- A chart for understanding hypothermia as it relates to water temperature can be found at the following link: https://useakayak.org/references/hypothermia_table.html
- Hypothermia can be identified by symptoms of lack of coordination, reduced body temperature, lack of shivering, imagined feelings of warmth.
- Hypothermia should be immediately address by getting an individual out of the cold, out of any wet clothing, and by adding insulating layers such as blankets.

C) High Temperature

- High temperatures can present problems for athletes, as it prevents heat from dissipating from an already hot exercising individual.
- Proper hydration, clothing, and rest from exercise are important in reducing risk of heat exhaustion.
- Early symptoms of heat exhaustion include fatigue, heavy sweating, cramps, and decrease in performance. More serious symptoms are a loss of coordination, impaired judgment, or emotional changes.
- Athletes presenting symptoms of heat exhaustion should immediately cease exercise, increase fluid intake, and be cooled via ice-packs or wet towels. Athletes should be removed from any direct sunlight and to relatively cooler place.

D) Wind

- Given sighting of white-capped water, we do not launch boats, or we return to the boathouse if possible.
- If the wind is over 10 MPH, all coaches and coxswains will be notified and must remain vigilant of white-capping water, and be prepared to return to safety.
- NNW, NW, W, SW winds at 15-18 MPH or greater: white caps will first appear near Patriots Park. If sighted, E.O. does not launch.
- S and SSW winds similarly first rile the water in the cove by Liseke beach and as those winds increase in strength the rough water extends from Liseke beach out to Underwood Island and beyond.
- SE and S winds generate white caps that will first appear at the top of the lake near Underwood Island. If there is a SE or S wind over 10 mph a coach will motor down the lake to determine where the white water begins and limit practice to relatively smooth water up to 300 meters from the white water.
- N and NE winds may similarly rule out the upper 500 meters of the main lake (from Underwood Island to the South shore. In the event of such winds, all coaches and coxswains will be notified to modify their traffic pattern for practice.

E) Chance of Lightning

- Chance of lightning is provided by weather report applications such as the Weather Channel, and the National Weather Service. A forecast of thunderstorms requires on-site assessment at Patriot's Park. Thunderstorms in the immediate area are an automatic no-row situation.

F) Weather Monitoring Resources

- We have relied on phone applications and internet resources for forecasts, including AccuWeather, the National Weather Service, Weather Underground, and a weather monitoring system from Windham Airport.
- Weather forecasts are taken into consideration in combination with the state of the lake prior to launching.

G) Visibility

- Visibility severely limited by fog or rain will still warrant staying off the water.
- We intend to have brightly colored hats for all athletes in the shells. These will be bright reflective objects at the highest points of all our boats, hopefully increasing our visibility over greater distances.
- We intend to install flags at the sterns of our boats, providing a readily visible signal of a shell's location.
- We intend also to have our coxswains utilize Survival Suits during cold weather. These are highly reflective fluorescent suits and will aid in visibility at a distance.

H) General Safety Precautions

- All athletes are required to pass a swim skill evaluation prior to going on the water. This test consist of a 300 yard swim, 5 minutes of treading water, and putting on a life jacket in the water.
- Prior to launch, all athletes are checked for appropriate clothing for the weather, be it rain, cold weather, or hot weather.
- All athletes are required to have a water bottle.

Section III - Emergency Protocol

This section covers the procedures enacted in the event of crews encountering thunder and lightning, a swamped shell, high winds/waves, the shell flipping, and what to do to beach a boat safely, when to call EMS. All procedures are adapted from USRowing safety policies.

A) Thunder and Lightning:

Given a forecast of thunderstorms, the boats will not be allowed on the water. Should an unpredictable thunderstorm occur, the first goal is to get athletes off the water and to shelter.

- The coach will assess the distance of the storm.
- Given enough time, all shells will proceed to the docks.

- If there is inadequate time for crews to reach the dock, the coach will instruct the athletes to row to the nearest, safest, section of shore to follow **beaching procedures** (see section III.E).
- Once athletes are on land:
 - If at Patriot's Park after docking, the coaches will lead athletes to the Coventry Community Center.
 - If the crew is not at Patriot's Park following a beaching procedure, the coach will lead athletes to any available shelter, such as a house, cabin, buss, etc. If no such shelter is available, the coach will lead athletes to the most open area around, with few trees, telephone poles, or buildings. Athletes will squat low to the ground, on their toes, with hands on their ears, and wait for the storm to pass.

B) A Swamped Shell:

A swamped shell is a boat that has taken on water past the point of safety for the athletes to row. The primary goals in the event of a swamped shell are to ensure athletes are able to utilize a safely buoyant piece of equipment, equip a life-vest, and return to shore.

- If the athletes remain with the ability to row the shell, the coach will instruct athletes to follow **beaching procedures** (see section III.E).
- If the volume of water in the shell is such that the athletes are unable to row, the coach will direct athletes to follow **boat evacuation procedures** (see section III.F).

C) High Wind and Waves

High wind will be any wind that infringes on the athletes' ability to row the boat safely. High waves will be those whose crest reaches the gunwales of the shell, or those which are "white-capping", reaching a height and speed to cause a foaming effect on the crest. The primary goals in the event of high wind and waves are to ensure the shell's ability to proceed to land, and that the shell does not become swamped.

- Should the waves cause a shell to fill with water, follow the procedures for a **swamped shell** (see section III.E)
- If high winds prevent the shell from safely following the traffic pattern to return to the dock, the coach will instruct athletes to follow **beaching procedures** (see section III.E).
- If high waves develop such that it would not remain safe to row, the coach will either proceed to the dock, or if unable, follow **beaching procedures** (see section III.E).

D) A Flipped Shell

A flipped shell can occur from improper rowing, an athlete's oar being stuck in the water, or from weather-related disturbances in the set such as wind or waves. When a shell flips, given the conditions of the water, the coach needs to decide whether it is safe to return to the shell and resume rowing. The goals are to ensure athletes safely depart from the flipped shell, and leave the water.

- If a shell flips, the coach will consider the temperature of the water and air, as well as the level of winds or waves, and make a decision to return to rowing or to abandon the shell and bring athletes to shore.
- The athletes are trained to unstrap their shoes from the boat via an easy-access pull cord on top of the shoes.
- The coach will count heads to ensure all athletes are above water.

- If the air or water are considerably cold, (see sections II.B), or the wind or waves prevent safe return to the shell, the coach will evacuate athletes to land by following **boat evacuation procedures**.
- If athletes are able to safely resume rowing, the coach will instruct athletes as they re-enter the shell, and proceed to row.

E) Beaching Procedures

- The coach will identify the closest, safest section of shore to direct the shell to.
- The athletes will, to the best of their ability, row to the shore, coming up parallel with the shore.
- The coach should beach his or her launch prior to the athletes getting to the shore, and be ready to catch the shell as it comes in.
- Athletes whose oars are on the shore side of the boat will depart first, and hold on to the boat. The remaining athletes will follow suit.
- If there is no further immediate danger, athletes will, to the best of their ability, drag the shell onto the shore to ensure it does not float away.
- The coach will direct the athletes to the nearest safe area.

F) Boat Evacuation Procedures

Boat evacuation may be necessary in the event of a flipped shell, a collision, or a swamped shell.

- The athletes will depart the boat on the side of their oar.
- The athletes will flip the shell, and will hold on top of it to stay afloat.
- The coach will pass out life-jackets to athletes, who will equip them.
- The coach will begin loading athletes into the safety launch to take to the nearest shore.
- Once all athletes are on shore, a decision will be made, based on the water temperature and coach's evaluation of the athletes, to call EMS.
- Attention will be given to the shell only after all athletes' safety is ensured.

G) When to Call EMS

- If an athlete sustains any injury greater than what our first aid kit can handle, EMS will be called.
- If any athlete loses consciousness from impact, temperature, or fatigue, EMS will be called.
- Should an athlete end up fully submerged in the water and the water temperature is below 55 degrees, EMS will be called.

Section IV - Emergency Contact

Contact of parents during an emergency situation is unique from the other methods events warranting that we contact parents. Parents need to know where to pick up their athletes, if their athlete was involved in the incident and requires immediate pickup, if an athlete is being evaluated by EMS, or if an athlete was transported to the hospital via EMS.

A) Pickup

- Should practice end early due to an emergency situation, or should athletes be prevented from proceeding with normal pickup procedures, an email will be sent out to all parents, as well as a post on the Facebook group consisting of parents and rowers. Additionally, there is a system through an application called Remind by which athletes and parents can receive text messages regarding changes to practices, regatta results, and bus locations.
- Parents will be told where and when to pick up athletes. If athletes are at the lake, or the school is not open, a coach will stay with athletes until all have been picked up.
- A laminated roster/emergency contact sheet will be attached our white board. This roster will be for tracking which athletes are at practice that day. In case of emergency, by using this roster, coaches will keep track of which athletes leave with parents, and which athletes board the buses.

B) Contacting Individual Parents

- If an individual athlete is being evaluated or transported by EMS, their emergency contact will be called by the head coach, or the President of the Friends of E.O. Smith Crew organization. The parents will be notified of the nature of the incident, the condition of their child, and where parents can pick up their athlete.
- If coaches have concerns about an individual athlete, including but not limited to being evaluated or transported by EMS, their emergency contact will be called by the head coach, or a person designated by the head coach. The parents will be notified of the nature of the incident, the condition of their child, and where parents can pick up their athlete.

C) Access to Emergency Contacts

- The head coach has access to emergency contacts via an online file, accessible by mobile phone.
- Emergency contact information for each athlete will be kept in an online document accessible by all coaches via mobile phone and a laminated printout on the back of the whiteboard.

D) Coach Communication

- Coaches involved in any incident will notify all other coaches via walkie-talkie, detailing nature of the incident, athletes involved, location, and how to proceed.
- If immediate parent contact is necessary, coaches on land will initiate emergency contact protocol as outlined above in section III.A-C

Coventry Lake Map

