

**AGENDA**  
**Local Emergency Coordinating Committee Meeting**  
**September 1, 2016**  
**5:00 PM**  
**Town Hall Conference Room B**

1. Call To Order & Introductions
2. Audience Of Citizens
3. Acceptance Of Minutes: August 4, 2016 (E)

Documents:

[MINUTES 8-4-16.DOCX](#)

4. Agency Updates
5. School/Town Tabletop Exercise: 10/6/16
6. "CT Prepares" App  
[PRESS RELEASE](#)
7. Salvation Army Canteen (E)

Documents:

[SALVATION ARMY CANTEEN.PDF](#)

8. Other Business
9. Adjournment

**Minutes**  
**Local Emergency Coordinating Committee Meeting**  
**August 4, 2016**  
**Town Hall Conference Room B**

1. The meeting was called to order at 5:00 PM.  
**Present:** Noel Waite, Fire/EMS Administrator; Dennis Dittrich, President, CVFA; Mark Palmer, Chief, Coventry Police Department; Ray Eldridge, Chief, NCVFD; Andy Brodersen, Town Council; Julie Blanchard, Town Council; Rick Landry, President, NCVFD; Laura Stone, Executive Assistant, Town Manager's Office; Mark Kiefer, Director, Public Works.  
Also present: Lisa Thomas, Town Council; Hannah Pietrantonio, Town Council; Chuck Beecher, Deputy Chief, NCVFD.

Rick Landry was recently elected as president of NCVFD. Julie Blanchard welcomed him to the committee.

2. **Audience of Citizens:** none.

3. **Acceptance of Minutes, June 2, 2016.**

Noel Waite moved to accept the minutes of June 2, 2016, seconded by Mark Palmer. The following corrections were requested:

- Page 1, item #1 the last line under "also present" should be Mark instead of Mary.
- Last sentence of page 1 should read "One valve is leaking on Rescue 111."
- Page 2 last bullet: Revise sentence to read "OEMS got notice of Public Act 16-43, which stipulates each municipality shall amend their emergency services plan no later than October 1<sup>st</sup>."

The motion to accept the minutes carried with Julie Blanchard abstaining and all other members in favor.

John Elsesser requested notes from the May 5, 2016 meeting so minutes can be developed. Laura and John were not present at that meeting.

4. **Agency updates:**

Julie Blanchard noted the facility representative from the Board of Education has not been present for several meetings. She will follow up to try to get representation from Coventry Public Schools.

*Police Department – Mark Palmer:*

- We went to the CALEA conference in Baltimore. The Commission reaccredited Coventry Police Department with excellence. To achieve the excellence distinction, in addition to mandatory requirements we must complete more than 90% of non-mandatory standards. It takes about a month to get the certificate made and we will plan a presentation in front of the Town Council. The department worked hard and he is proud of them.
- We are doing interviews tomorrow with 13 candidates for the open police positions – there is one vacancy now and soon to be two. We got a seat in the October Academy class and have a seat pending in the January class. Officer Gail McDonnell retires on 9/23. A reception will take place at the community center that day - invites are forthcoming.
- In July Chief Palmer went to the White House to attend a series of 21st Century Policing Report briefings. He was invited along with 48 other police chiefs around the country. We

received a good briefing from senior White House staff. He had read the report already and was looking to see how it impacts our community and what we are doing. We already do a lot of the recommended initiatives, like body cameras, Narcan, etc. We have a lot of support from the community and our officers are feeling pretty good about where they are.

- We had a visit from the *New York Times* – that wanted to do a ride-along in a small police department as part of an article they were doing on police departments around the country. They had called East Hampton because the chief there is related to a reporter. They weren't comfortable doing it and referred them to us. They rode with Sgt. Hicks and the article appeared on July 23<sup>rd</sup>.
- We had an event yesterday to grant a wish for young boy who is ill to be a police officer for a day. Thanks to Blauer Uniform Company for making a uniform for him, and to Highland Park Market and Dimitri's Restaurant for donating food. Members of the Manchester Police K9 Unit as well as the Capital Region Emergency Services Team participated along with Coventry officers.
- Officers Hicks and Greener are at Ch. 3 Kids Camp today. The kids appreciate it. We took photos and will post to them to Facebook.

#### NCVFD – Ray Eldridge:

- The dry hydrants on Carpenter Road and Love Lane need repair.
- We got a call and requested DPW to come to the site of accident because we couldn't get signs from the trailer. We were told DPW would not come. Can we do something? Mark Kiefer said he was not aware of this until after the fact. It is being addressed.
- Saturday morning we got a call from Micah Welintukonis regarding a car heat safety workshop. An event has been put in place involving Children's Hospital, State Representatives, and Congressman Joe Courtney tomorrow at 2 PM at Station 11 in the side parking lot. It will be on Facebook Live.

#### CVFA – Dennis Dittrich:

- We want to know if as part of the chip sealing whether the aprons in front of the doors will be done. Mark Kiefer will take a look.

#### Public Works – Mark Kiefer:

- We are getting near the end of road work. Chip sealing is happening today and may finish tomorrow. They might have to come back for one road on Monday. The roads that were addressed should be very good with maintenance for 20 years. We finished paving – using a little over 12,000 tons of asphalt. We are hoping for a good product for the future. It looks good. There is some finish work to complete. When we walk away from those roads they will be complete and we won't have to look back. Mark Palmer asked if line painters are coming in. Mark said yes, not only for roads paved this year but other roads that need striping done. The plan is to do striping over a 5-year cycle. This was not done in the past but we are getting there. Mark Palmer noted that the rotary needs attention.
- Another big thing is trees. Boring insects are close to Coventry. There are other issues with ash and hemlock. There is a lot of die-back, plus the chemicals used are affecting tree roots. Tree crews are in and working on things but there are issues weekly. We did increase the tree budget from \$20,000 to \$30,000 but we might need to increase it more due to the volume of ash trees. There is a lot of liability. PURA has changed the town's right of way – it used to be where the tree originated from, now it's branches that hang over the imaginary right of way which increases our responsibility. We don't have a formal tree inventory – it is very extensive work but we should probably get it done. Once it is done we should be prepared to address them. Julie Blanchard asked if Eversource helps. Mark said sometimes if it will

impact their lines, they might do tree work at no cost to the Town. They have budget pressures too, but we talk to them and they help us when they can. We have a good relationship and we use the resource.

- Thanks to the Town Council for releasing funds for the backhoe. We are doing paperwork now. John noted this will give us a 4x4 backhoe for the first time. Mark said it will be especially useful in winter. We won't have to drive all over with the loader which may save on overtime costs. Mark Palmer noted the parking lot marked out for Call Before You Dig – is this for the gas project? John said yes. Mark asked if we can we get a heads-up. Mark Kiefer said they will be doing a walk-through with Fire and Police.
- Julie asked what else is coming up - roadside mowing? Mark said yes, and a couple subdivisions are left to sweep. John noted shimming is coming up in a few weeks for roads to be chip sealed next year. August will still be very busy. 50 catch basins were rebuilt this year. Mark said it would be nice to have a dedicated crew that works from April – November on catch basins. When one fails it is usually because it has reached its life expectancy, which means others in the area are in the same condition. Chemicals have not helped with the grates and concrete. We might want to look at a hybrid method of chemicals and sand/salt in the future.

Fire/EMS – Noel Waite:

- We received notice today that the next statewide drill is 11/2 – it will be storm related. We can begin to plan.
- CNG piping is in at the high school and moving on to the middle school and then to town hall.
- Solar at NCVFD is anticipated for August 15<sup>th</sup>.
- Noel and John went to meet with OEMS this morning regarding PSA paperwork. We were told that everything we have to file and do is done. They have sent it to their legal department and will be setting a hearing date within 60 days. We were assured we have a complete application and if anything else needs to be filled out they will do it. If all goes well we hope to continue the transition in October. John said they will notify surrounding departments to see if there are any objections. We will probably need witnesses to indicate the transition is amicable.

Town Manager – John Elsesser:

- Hydrilla treatment will take place in Coventry Lake on 8/10 and 8/11. Signs will be posted, ads will run in the paper, and social media notification went out today. There are no legal restrictions but they are recommending no fishing, boating or swimming during times of treatment in a 500 ft. area off Woodland Road. The boat launch will remain open. CT DEEP is meeting with property owners tomorrow. At the end of August they will do another survey to evaluate. The Town has hired Dr. Kortmann to do pre and post water quality evaluation. Hydrilla is really difficult to eradicate – it can take 7 years. They caught it early but we don't think it is only a one-year thing. We are appreciative that they are paying for the treatment this year. We are not sure what will happen next year. This is the first public lake in Connecticut where it has appeared. We are hoping the marine patrol officer can adjust his schedule to monitor the treatment area during restricted times.
- Tanker truck: The truck committee put out specs to get proposals and narrowed it down to two companies. One firm is not on the State bid list, so the simplest approach would be to go with Midwest, send them final specs and have the committee review it again. It is on the target budget. Noel will pull it all back together for committee review and then we will order it. Rick Landry said he has some concerns about the fact that is a plastic vehicle. John said the other option is a formal bid. Rick asked if there is a way to look just above \$300,000,

saying we would have more options. He also has some concerns with engine design. John said at some point a decision needs to be made. Noel will come to the committee again. If we go out to a formal bid we must take the low bidder. Rick said the body on the Midwest truck is all poly - something we have never seen here. He said they have good references. They are a small company. There will be a 5 month turnaround. They have no local service people but we will work with vendors we have here.

- The missing horse was found - by a drone.
- Bids are going out for the LOTCIP Lake/Cross Street project. At the end we will continue ourselves and do finish work so there won't be a seam. A couple parts at the boat launch aren't part of that. We are waiting for the State to respond so we can go out to bid. We hope we can pick it up as a change order or addendum. We can't wait anymore. We await lake gate bid specs – we did not receive them when expected, and are now expecting them on Monday. It is critical we get out to bid to get the work done this fall. The sidewalk bid is in the paper for 8/8 to continue from the middle school to Ripley Hill Road.

**5. Use of town-provided cell phones:**

Noel Waite wanted to review this issue, noting the two big users are the Police Department and Department of Public Works. We are able to break out the iPads and Netbooks, but we are still running some pretty high figures. Monthly overages are steep during some months. Noel asked Mark Kiefer how many DPW staff are using the phones. Mark replied that radio service is not good so we do use the Town phones. He uses his own call phone because he doesn't want to carry two phones. We can look at it. Mark Palmer said he would like to see a monthly copy. Noel said the overages used to be due to texting - we solved that by increasing our monthly fee. Now the overages seem to be photos. These funds come out of the tower account. We used to have three providers renting space on the tower but now we are down to two. A lot of other expenses also come out of that account, including radio repair. Funds are getting tight. This bill averages \$1740 per month. If we could cut down some it would help. Mark Kiefer said the push-to-talk feature doesn't work very well - is there an additional fee for that? Noel said yes. Mark said the reception is not good so maybe that can be eliminated. This last round of phones weren't great either. Noel will check to see when the phones can be upgraded.

**6. Windham Paramedic quarterly report:**

John Elsesser said this is one of the first times we have gotten this report. He thought it was interesting to see calls and response times.

**7. CIRMA VFA insurance program:**

John Elsesser said that CIRMA provides this program without any additional expense. It is a fire insurance policy from the Hartford. They have added some benefits this year, and we want to make sure your members know of this supplemental coverage. If you have specific questions we can get them answered.

**8. Spectra Energy gas pipeline safety:**

John Elsesser said that Spectra is in charge of the big pipeline that has been in town for decades. They offer training. If you want to set something up let him know.

**9. Other Business:**

Julie Blanchard asked if there were opinions or issues with the CoventryFest event. Mark Palmer replied from our perspective it worked very well. We had 3 officers there. We also had a UConn bike there. Things seemed to go smoothly. Traffic at the end was good. Noel Waite said there were some minor brush fires after the fireworks show on both sides of Bates Point. John Elsesser said the Knights of Columbus are still concerned they just can't get people there in the afternoon. They are

considering starting later next year. Ray Eldridge said this year had one of the lowest afternoon attendances he has seen. John said they didn't have good publicity this year – there were some transitions in leadership. Noel said many of the groups involved had manpower issues. This was the last year of our 3-year fireworks contract so that will have to go out for bid again. Julie asked if costs were covered. John replied yes.

John said that a couple meetings ago we discussed holding a Volunteer Fire/EMS appreciation event – we threw it out for ideas and haven't heard anything back. If you would like something for fall let us know, and if you have any ideas let John or Laura know.

John said the beach closing schedule has been published. Lifeguards are going back to school.

John also wants to discuss joint training. Are we going to start going back to that? Ray said eventually, yes. We got two school buses donated to us. We plan to do several medical trainings, and a mass casualty event with surrounding towns. John said if there is some role for the Town to let us know.

**10. Adjournment:**

The meeting was adjourned at 6:12 PM on a motion by Noel Waite, seconded by Dennis Dittrich and unanimously approved.

Respectfully submitted,

Laura Stone



# Greater Hartford Salvation Army Canteen



The Canteen is housed in East Hartford  
staffed by the  
East Hartford

**Community Emergency Response Team (CERT)**

**THE CANTEEN IS AVAILABLE 24 HOURS PER DAY FOR  
ASSISTANCE AT INCIDENTS SUCH AS:**

- FIRES
- MOTOR VEHICLE ACCIDENTS
- SEARCHES
- DUI CHECKPOINTS
- HOSTAGE SITUATIONS/STAND-OFF'S
- HAZARDOUS MATERIALS INCIDENTS
- EVACUATIONS
- FLOODING
- TRAINING, EXERCISES AND DRILLS (Two weeks notice required)

**THE CANTEEN PROVIDES THE FOLLOWING FOR RESPONDERS  
AS WELL AS VICTIMS:**

- BEVERAGES (HOT & COLD)
- SNACKS
- HOT FOOD
- RESTROOM FACILITIES

**(Please include us in your dispatching protocols)**

## **Activate 24 HOURS PER DAY**

**via the Capitol Region ESF-5 Duty Officer**

*Do not call East Hartford Dispatch directly*

# **Call RICS: (860) 832-3477**