

Emergency Management Team  
Board of Selectmen  
March 18, 2020  
Minutes

Board of Selectmen: T Angevine, C Nelson, A Papp

Emergency Team: J Meeker Jr, J Schultz, P Lago, T Pettit, G Lacava, J Cullip

Recording Secretary/Emergency Team: C Frisbie

Phone meeting called by Angevine at 6:00pm

1. Declaration of Local Civil Preparedness Emergency – Discussion

- a. need to make sure residents know why we are declaring, that there are no confirmed cases in Warren, to help business with funds that will be coming available because of this emergency
- b. Everbridge (reverse 911 system) to be activated to inform residents
- c. Put on the website and update ext 123 on Town Hall phone system to include the update of the declaration
- d. J. Fields, DEMHS – recommends declaring sooner than later
- e. CERT Team – possible activation

Motion (Angevine/Nelson) to declare a local civil preparedness emergency under the CGS 28-8(a), 28-1(8) and 28-22 as result of the COVID-19 virus to take place on Friday March 20, 2020 All Approved

Lago said that the reverse 911 call, website and eblast should all go out at the same time. All agreed that this should all be coordinated

Schultz needs the 30 second or less script from Tim for the 911 call by Thursday morning

2. Alert public – already discussed with declaration

3. Create an Incident Action Plan-

- a. Motion (Nelson/Pettit) to designate J Meeker Jr as the acting EMD for this emergency and Lacava, Schultz, and Nelson as Deputy EMD's for this emergency All approved

- b. Fire house is the Emergency Operations center and the Community center is the secondary operations center
- c. Volunteers: M Woodward (Social Services Director) has a list of volunteers, but they may not be covered – may have to swear them in/CERT training Meeker will confirm

Question to Tim about the status of the postcard that was supposed to go out this past Tuesday as decided at the previous meeting on 3/14– Still working on it Angevine working with Lacava on wording and printing and then mailing it out Every Door Direct Possible flyer with updates – Lago, who is going to continuously update these flyers?

- 4. Medial Reserve Corp – volunteers through TAHD – Lacava will connect with TAHD Q: what about employees since the building is closed? Angevine hasn't asked anyone yet but D Murphy said he would help Make sure of HIPPA laws with volunteers Should have a contact list with numbers
- 5. What about computer for EOC if we need to open the center? J. Cullip has one that was purchased for the Fire House that he could have the EOC – it's a desktop Motion (Nelson/Pettit) to purchase a new laptop for the EOC for not more than \$600 Nelson already researched prices at Staples – the town already has licenses for Microsoft Office and AVG Business discussion followed – concerns about specs for computer, but WebEoc is all web based now compared to years ago when we needed a highend computer J Cullip to get computer at Staples on Town Account so we have it by Friday
- 6. Volunteer List: Church reached out to P Lago saying they had volunteers – While we are very appreciative for the help, could they please filter their volunteers to M Woodward, who already has a list started. We don't want to be duplicating the efforts Motion (Schultz/Lago) to have Angevine reach out to the Church to respectfully funnel volunteers to Woodward All Approved
- 7. Pettit concerned with the Workman's Comp laws and protecting the Fire Company and First responders if they come in contact with the virus and need to be out of work because they are quarantined?

Frisbie has been talking with CIRMA and if the responder does test positive for the virus, it is covered under WC. The claim adjusters have requested the Board of Directors to cover the responder if they are quarantined and do not have the virus, but we won't know until the end of the week or so. Frisbie will keep Pettit and Lago up to date with the information as it comes available.

Motion (Angevine/Schultz) to adjourn – 7:00pm All Approved