

Emergency Management Team
Board of Selectmen
March 30, 2020
Minutes Meeting via Zoom

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

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

Recording Secretary/Emergency Team: C Frisbie

T Angevine thanked everyone for attending the zoom meeting. He sent everyone a summary of events so far that he would like as part of the minutes – see attached

J Meeker called the meeting to order at 7:05pm

1. **Roles/responsibilities and task delegation procedures:** During this emergency the EMD, J Meeker, will take the lead – protocols pertaining to the emergency Meeker would like to have more communication with Angevine. Meeker told Angevine he's been through emergencies before and all Angevine has to do is ask Meeker when he has a question
2. **Volunteers:** All volunteers must be trained through the State link – The EMD swears in the volunteers once they have completed the training. Motion (Meeker/Nelson) any volunteer that works for the town needs to take the class. Discussion followed. Meeker amended his motion, Nelson second – all current and future volunteers must be CERT certified and sworn in by the EMD 8-0-0 All approved Q: How are we choosing volunteers – volunteers should touch base with Meeker first. M Woodward explained what the Social Services department has in place so far to meet the needs of residents with requests. So far she has one requesting a prescription pickup, which she has handled, and two who called to say that they would need groceries sometime next week. Woodward has gift certificates to Stop and Shop so volunteers would not have to worry about paying for the groceries. The Town would handle the reimbursement from the resident. Also we have accounts set up with IGA in Kent and Bantam Market so volunteers could shop for residents and the Town would be billed and then reach out to the resident for reimbursement. The Food bank is open and Woodward and Nelson just did a food pickup at the CT Food Bank. Woodward has the volunteer link in case she is contacted with residents wishing to volunteer

All EMD's and CERT members must be sworn in – All members of the Emergency Team present were sworn in by J Meeker Jr., EMD on March 30, 2020 at 7:28pm

J Schultz

C Nelson

C Frisbie

G LaCava

A Papp

M Woodward

P Lago

T Angevine

3. **Communication and availability of team-** Meeker has been forwarding all emails he has been receiving in case someone isn't receiving them. The only email he doesn't receive that he knows about is from TAHD, which Angevine receives. G LaCava said he gets reports daily (TAHD Rep) J. Schultz has concerns about reaching team members – sometimes cell phones don't have service or text messages don't go through or emails are not looked at for a period of time. Schultz would be happy to make sure members of the team could have a radio (some members have radios because they are on the fire

department) This way there is immediate communication Discussion followed and it was agreed if or when the time becomes urgent, radios will be given to those members who do not have one. In the meantime, Schultz will reach out to T Pettit (Fire Chief) and J Marsh (WVFC President) regarding the use of extra radios.

4. **Communication to residents** - Papp had a concern about items she has seen stating it came from the Board of Selectmen and she had no previous knowledge of the information. Papp asked Angevine to send out to the other selectmen what he is looking to send out so they all get a say. Nothing at this point is so imperative that it can't wait for input Discussion followed Everyone on the team is a resource and should be utilized Angevine stated he would look to Meeker for direction but can't always wait for the group to respond
5. **Communication of suspected cases** - Warren has 0 cases. The information is sent to Angevine from the TAHD. The protocol for notification is: (a) all first responders treat each case as it is the virus (b) transported to hospital, tested – hospital reports confirmed cases to health district, which is (c) TAHD – district reports to town (d) First Selectman - (e) Angevine immediately to inform P Lago (Ambulance Chief) of information Even if the WVFC Ambulance did not respond, information needs to get passed onto Lago – Lago will contact LCD to make sure they flag that resident in case there is a dispatch in the near future, the first responders will know that this is a confirmed case. Right now, we are unsure of where the information is being reported when the confirmed case is a resident who resides in another State – possibly reporting to that State and not to Warren

T Pettit joined the meeting at 7:54pm

All first responders should treat all calls – no matter the type of call – as a confirmed case of the virus.

J Meeker would like to have another meeting next week. Focus on keeping seniors safe in the community.

J Schultz said he has a video from a doctor in Manhattan regarding keeping safe guidelines: wash your hands, don't touch your face and you should be safe.

Who works out of Town: T Pettit (works with public), P Lago (health care), G Lacava (sometimes out of town) J Meeker (not with the public) the rest of the team is in town

Nelson reminded Meeker that once the volunteers are CERT trained, Nelson can get them the required badge. Nelson will organize the CERT Team

Meeker will activate the CERT team tomorrow (Tuesday March 31, 2020)

Motion (Meeker/Nelson) to adjourn – 8:06pm All Approved

Respectfully submitted by
Colleen Frisbie

Attachments are available in the Town Clerk's office