

Calais Emergency Management Team / CEM
Meeting minutes January 11, 2023
Location: Calais Town Hall

Present: Betty Copeland, Denise Wheeler, Rick Kehne, Nick Emlen, Jane English,
Nel Emlen, Ana Burtnett, Jennifer LeStat - Worcester Town Clerk

Meeting called to order at 7:00pm.

Agenda:

- Updates to Local Emergency Operations Plan for 2023
- Implement Facility Use Agreement with Red Cross for managing shelter sites
- Schedule basic level course in shelter fundamentals with Red Cross
- VT Citizens Assistance Registry for Emergencies / CARE
- Relocation of local Emergency Operations Center
- Review task list for annual review of Calais Local Hazard Mitigation Plan
- Debrief 12/2023 opening of local EOC at town office and shelter at CES
- Record keeping on December storm for possible FEMA reimbursement to the town
- EMPG grant
 - Proposal from Reliant Electric for Generac 24kw generator at Town Hall
 - Proposal from CVC Paging for digital radio repeater service

Action items:

Betty is the EM team designated point of contact with Red Cross for routine and emergency communications.

Betty will email us with a reminder to send her their volunteer hours during the December storm. She will send data sheets with a tally of volunteer assistance to Red Cross. If FEMA funds are authorized, volunteer hours might be counted toward local match.

Denise will draft a one-page handout on where to find information on shelter openings and other updates during an emergency, and circulate the draft to us for comment. Denise will make the handout available at March town meeting, and look into having it included in tax bill mailing.

Betty will pick up [printed material](#) from VEM on emergency preparedness and make it available at March town meeting.

Nick will redistribute the October 2022 Red Cross spreadsheet with information on potential shelter locations in Calais.

Denise and Nick will assess options for ongoing storage of Red Cross cots at the town hall.

Nick will make a brief report at March town meeting on local emergency management initiatives, volunteer opportunities, and protocols for future emergencies in Calais.

Denise will contact Clif Emmons about accessing the Google folder for Calais emergency management that Clif created in 2020.

CEM will schedule a separate meeting to update the Local Emergency Management Plan.

Nel will contact Elizabeth Perry and Colleen Bloom about coordinating with Lisa Lemieux at Central Vermont Disaster Animal Response Team on developing an emergency operational plan for animals.

In 2006 following Hurricane Katrina, the Federal government passed the Pet Evacuation and Transportation Standards Act / PETS Act. This legislation requires that pets be included in local operational plans if the town intends to seek reimbursement from FEMA for disaster related costs.

Betty will work with Red Cross to plan the Shelter Fundamentals training at the Town Hall on a Saturday in March after Town Meeting. Reach out to surrounding towns and advertise in Maple Corner, Adamant and CES newsletters.

Nick is designated CEM point of contact with Fire Chief when we are opening a shelter.

Jane recommended the Williston Fire Department's presentation at the fall 2022 WEM conference: <https://www.youtube.com/watch?v=eoS-dR9pLk0&list=PLkV2VZBHkd08eF1tz56yQyNt0sGDleJ67&index=9> which promotes planning during "blue sky times"

Jane will send CEM a list of HAM radio operators in our region for possible addition to the Calais LEMP resource list.

Nel made a list (attached) during the meeting of 'lessons learned' from the recent shelter opening that will be included in the CEM file.

Denise will promote the effort to identify individuals who may need special assistance during an emergency, and make copies of the CARE registration form and distribute it to various locations.

Rick and Denise will follow up with Steve Josselyn at CVC Paging about a proposal for a repeater radio system to replace the older technology radios now used by the road crew / town office. This would be funded in part by the EMPG grant. Two-week free demonstration. Jennifer reported that the town of Worcester has been looking into this possibility.

CEM will propose a meeting with EMFD, WEC and neighboring towns about the feasibility of using a compatible digitally based system.

CEM will propose a meeting with WEC, GMP, Hardwick Electric and neighboring towns for possible collaborative preparation and communication in advance of future large-scale power outage. Rick will provide contact at GMP and Nick will contact Bill Powell.

Nick will follow up with the two contractors that submitted proposals for an auxiliary power generator at the town hall, also part of the EMPG grant. Question about 26 kw air cooled or 30 kw liquid cooled unit.

Betty will contact Cat Fair about the feasibility of using of the CES landline when the shelter is active.

Denise will reserve the town Hall for CEM monthly meeting / second Wednesday 7:00 – 8:30.

Next meeting Wednesday February 8 at 7pm

Meeting adjourned 8:35

Minutes submitted by Nick