

Minutes
Calais Emergency Management Meeting
February 13, 2024 6:30 – 8:00 PM
Location: East Calais Rec Center/East Calais Post Office

Meeting called to order at 6:32.

Present: Nick Emlen, Jake Aho, Jane English, Barbara Butler, Betty Copeland, Anne Toolan, Rick Kehne, Denise Wheeler

Approval of January 23rd meeting minutes

Motion made by Jake Aho, Second by Denise Wheeler. Unanimous approval.

Report on 1/30 meeting with E. Montpelier Emergency Management Committee

Group of citizens appointed by selectboard working to start from the ground up.

Discussed opportunities for collaboration, including joint management of shelter at CEM.

March town meeting Tuesday March 5th - information and volunteer signup

Barbara Butler informed us that because CEM has two articles in the warrant we can't put out promo materials. (not permitted within 50 feet of polling place.)

Volunteer Recruitment

Denise to update the sign up form and then email to Jake.

Jake to make a form to put up on the CEM website for volunteers.

Jane to reach out to calais HAM radio licensees

Radio license training / study group and future schedule

Continue training on Saturdays at town hall at 10am

The antenna installation had good SWR of close to 1:1, was able to reach multiple area repeaters and it is expected we could reach VEM in Waterbury.

Upcoming other meetings:

February 14th REMC meeting Starting at 5PM

Meeting zoom link.

<https://us02web.zoom.us/j/88364892645?pwd=aS9OKzNzMTgzbTZReTJLMIA4bjRGUT09%20>

Action Items:

All to review [LEMP](#) for next meeting. Need to update by submit to VEM by May 1st with Selectboard approval no later than their April 22 meeting.

Jake to compile action items from prior meetings.

Nick to email suggested list to Barbara which EM-related documents are critical to have hard copies.

Barbara to print off hard copies of these documents for everyone.

Nick to work with town office staff on proposal for local storage of essential town records on external hard drive.

Denise to update the sign up form and then email to Jake.

Jake to make a form to put up on the CEM website for volunteers.

Jake to update the center of the town radio permit with FCC.

Need to find out how many radios we have and in what equipment.

Jake to coordinate the adjustment of the cell signal booster antenna.

Everyone to take ICS Training.

Betty to look into local ICS training.

Nick to add agenda items for future meetings: Action item follow up

Nick to add future agenda item to follow up on our 11/24/23 document: Emergency Management Planning Initiatives 2024

Motion to adjourn at 7:57pm.

Minutes submitted by Jake Aho