

MEETING MINUTES
Calais Emergency Management Meeting
February 27, 2024 6:30 – 8:00 PM
Location: Calais Town Hall

Meeting called to order at 6:34pm

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

Amendments and additions made to February 13th meeting minutes. Denise motions to approve. Rick Seconds. Unanimous approval.

Shelter simulation training:

Will take place this Saturday May 2nd at Saturday, March 9, 2024 from 12:30-4:30 pm
Betty is looking for people to bring snacks.

Radio communication project updates

Jane found Shaun Fielder from Woodbury who has a HAM license, enthusiastic to be involved in radio comms during emergencies.

We need to do radio practice- can use frs/gmrs radios to practice.

We need to drive around to determine coverage of ham radios.

We need a radio workstation at the town hall

Robin donated a handheld ham radio to the town.

Jake to inventory radio equipment and we need to make labels

One idea is to have selectboard members get a handheld radio.

At some point we need to plug into AIREX and RACES network.

Jake proposed that in the event of emergency we use GMRS radio channel 3-1.

Radio training to continue Saturdays 10-noon at town hall except for **March** 9th.

Reviewed action items from last meeting. Consolidated with new action items below.

Grants and funding:

Town garage generator grant application denied

Ideas: A trailer to put emergency equipment.

Cooling for shelters?

Eclipse planning: Towns can contact Waze App to suggest which roads should not be used.

We should prepare one page maps of the roads of Calais to how to get out of calais, gas, which routes are paved, which are not, etc.

Worked on updating Calais Local Emergency Management Plan 2024

Notes for operations plan:

Add communications plan for radios and how to communicate to each other.

Motion to adjourn by Jake, Jane seconds

Meeting adjourned at 8:03pm.

Action items:

- All to think about things to put on [CEM Wishlist](#) for trying to get \$ for grants.
- Jake to We should prepare one page maps of the roads of Calais to how to get out of calais, gas, etc. Which routes are paved, which are not.
- Jake to inventory radio equipment and we need to make labels for them
- Jane to email Denise contact info for Shaun Fielder
- Jake to compile action items in action item register
- All to review LEMP for next meeting. Need to update by March 26th and submit to VEM by May 1 st 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 in hard copy.
- 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 volunteer sign up form and then email to Jake.
- Jake to make a form to put up on the CEM website for volunteers.
- Jake to contact FCC to change center of town truck radio range to town hall also expand range.
- Jake to ask 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 future agenda item to follow up on Goals and activities for the next few years our 11/24/23 document: [Emergency Management Planning Initiatives 2024](#)

Minutes recorded by Jake Aho