

Calais Emergency Management Meeting Minutes
March 12, 2024 6:30 – 8:00 PM
Location: Zoom meeting

Attendance: Nick Emlen, Barbara Butler, Jane English, Anne Toolan, Jake Aho, Denise Wheeler

Public comment & additions to agenda
Approved meeting minutes February 27

Volunteer update- Several new volunteers asked to be added to the list

Report and followup on ARC Shelter Simulation Training March 9

- Discuss with CES how we can access the phone system and add a menu item/message on the school answering machine to indicate if the shelter is open and/or when it will be closing.
- Closing the shelter is the first thing to plan for after you open the shelter.
- Discuss with CES the use of kitchen pantry supplies. Review the FUA that was signed by the school board to see if it addresses school food.
- Purchase foot locker style boxes similar to what ARC uses to store supplies:
 - Forms, tape, office supplies, etc
 - Snack table supplies, paper towels, wipes, KFS, cups
- Betty is available to contact the manager at the Berlin Walmart about a donation of items when we get a list together.
- Red Cross supply trailers were donated by Walmart - worth a try for us to get a few small items donated.
- Make signs that can be filled in easily with shelter location, times and dates. Provide these to the designated buildings to have handy for posting. Get sheet protectors to keep them dry.
- Storage for cots and blankets. First aid kits.
- Denise suggested a proposal to TVSC to prepare meals for shelters if needed and roads are passable. She will follow up with the TVSC board.

[EM Planning Initiatives 2024 document](#)

Prior action items

Radio communication project

- Jake reached out to FCC about updating town truck radio location 1 and range. Communicated required action to town officials for action.
- Jane to email Jake presentation on antenna grounding.
- Jake to email out a link to GMRS basics and the radios.

Meeting adjourned at 7:57pm

Action items:

Nick to contact volunteers from the flooding response form to determine if they want to be on our volunteer roster:

https://docs.google.com/spreadsheets/d/1hzy2CjXftBaztTYQHIPZJ8qr5Cxcb8DZHpbM24HK7TA/edit?usp=drive_link