

Calais Emergency Management Meeting
May 28, 2024

Attendees: Jane English, Betty Copeland, Denise Wheeler, Barbara Butler, Nick Emlen

Meeting called to order at 6:37 pm.

Public comment & additions to agenda

None

Amend/approve meeting minutes April 23

There were no changes made to the Minutes. Barbara moved and Betty seconded to approve the Minutes as submitted. Motion carried.

5/15 REMC meeting report

Jake was the only Calais person in attendance at this meeting. We tabled this report until the next time Jake is available.

Update on CEM Google Groups

Jake has set up the Committee google group. Members had questions about how to use it, and we'll ask Jake to give a brief tutorial at the next meeting. Barbara noted that Anne Toolan and Toby Talbot need to be added, and Jamie Moorby needs to be deleted.

Update on Volunteer Spreadsheets

Betty reported she has downloaded three (3) of them into the google folder. They need to be cleaned up.

Calais Local Hazard Mitigation Plan – review process

Nick pointed out page 20, Section 4.3 Plan Maintenance, which identifies players involved in updating the Plan every five (5) years. It was most recently updated in 2021, which means we are in the 3rd year of the 5-year plan, and have two (2) years to update. Denise offered to contact Calais Planning Commission Chair Jarrod Weiss to ask that the PC put this on their radar for next priority after they complete this year's update of the Town Plan (done every eight (8) years). Nick will email the EM Committee two weeks prior to our next meeting, along with a link to the Plan, and ask members to review and be ready to start work on this.

New Suggested Meeting Schedule

While it seemed important during the winter months to meet twice a month, the urgency to continue meeting twice a month no longer exists. We agree to go back to the original meeting of only once a month, on the 4th Tuesday of each month in person, at 6:30. We should keep the 2nd Tuesday of the month penciled in for Zoom meetings, as needed.

Curtis Pond Dam Emergency Action Plan

Nick reviewed the "Emergency Notification Chart" (page 8) and explained how it should work. Betty suggested adding contact information for Jake Aho as EMC within the EMD box.

Vermont E-911 Reported Problem Calls

Nick has been in communication with Barb Neal, who has been very responsive to concerns. Nick will be on another Teams Call tomorrow (Wed, May 29) at 2:00 to continue working thought these issues with the E-911 Board IT Manager.

Update Action Items

- A brief review indicated nothing is egregiously overdue.
- #13. Develop animal emergency disaster plan – see 2006 PETS Act federal legislation requirement & CEM minutes. Denise to invite ACO Buffy Langlois to June 25 EM meeting
- #14. Follow up with Lisa Lemieux from Central Vermont DART re: animal shelter training for volunteers. Denise to invite Lisa to the same June 25 meeting as Buffy. Denise to also invite CVHS Executive Director Erica Holm to June 25 meeting.
- #23. Put emergency management phone numbers on personal cell phone in separate folder. Betty asked that this task be a basic "do-it". Everyone should immediately (like *now*) add all the EM contacts into their phones, all listed as EM xxx, so they are all grouped together and easy to find and access in an emergency.
- Add a new task: Develop a google folder site map.

Radio Communication Project

Jane encouraged the group to stay active and engaged in using the radios. It was agreed that members should feel free to contact each other spontaneously to "play radio", continue practicing protocol and etiquette, and keep the enthusiasm going. This will enhance our ability to complete the items on the radio to-do list created at a previous meeting.

Meeting adjourned at 7:50 pm

Prepared and Submitted by Barbara Butler