

Calais Emergency Management Meeting
November 28, 2023 6:00 - 7:30 PM
Location: Calais Town Hall

Present: Barbara Butler, Jacob Aho, Denise Wheeler, Betty Copeland, Rick Kehne, Nick Emlen
Meeting called to order at 6:02

Additions to agenda

- Review/amend/approve October meeting minutes
 - Minutes Approved with changes reflected in [October meeting minutes](#)

- Shelters Training
 - Training materials:
 - Jake uploaded shelter training materials to google drive to share as needed.
 - **Betty** to email out [LINK](#) to people on email list.
 - Training to be ~20 people, hosted possibly January or February
 - Marsha is still looking for FUA with school
 - 3 ways to run a shelter based on an agreement form that Betty handed around. Can make the agreement at the time of the incident.
 - Do it ourselves / self-managed
 - Partner with Red Cross / shared management
 - Entirely managed by Red Cross
 - Lydia Faesy from E. Montpelier asked if it was possible for E. Montpelier residents to use the School as a shelter as well and they would help with staffing. Collaboration on managing the shelter would be a plus all around.
 - Action item: Get organized and coordinate with surrounding towns.
 - Food for shelter (Granola Bars, just add water materials)
 - Link to one pager document for communicating about [shelters](#)

- Discussion of moving generator
 - **Nick** to send email to Anne Winchester and John McCullough about the topic. CEM team not taking a position on the merits of the proposal to move the generator.
 - **Nick** to ask Brookfield about clearance for vegetation and access requirements.

- November 8th REMC meeting notes taken by Jake: [Link](#)

- Nick provided information regarding getting municipal officials registered to send out VTAlerts

- [VT-Alert Manager Training on Jan 10th 1-2:30 online.](#)
- **Action item for all** for next meeting: Review:
 - [2024 Emergency Management Planning initiatives, first draft](#)
 - Review [Calais Local Hazard Mitigation Plan](#)
 - Discuss at special meeting on January 9th
 - Nick to warn as a special meeting

Special meeting for a tabletop Saturday December 30th 11am-1pm. Tabletop scenario for snow/ice storm.

Rick will make an agenda/discussion topics, and facilitate the exercise

Everyone to review in advance the Calais Local Emergency Operations Plan (LEOP)

Barbara to bring flip charts or easel

Barbara to print out copies of [LEMP](#) aka LEOP

Acronyms: VEM Vermont Emergency Management Acronyms

<https://vem.vermont.gov/contact-us/acronyms>

ICS Incident Command System acronyms <https://www.emsics.com/resources/ics-acronyms/>

Meeting Adjourned at 7:58pm.

Minutes submitted by Jake Aho