

Calais Emergency Management
Meeting minutes August 22, 2023

Location: Calais Town Hall

Present: Denise Wheeler, Betty Copeland, Jake Aho, Nick Emlen, Charlotte Bassage

July meeting minutes approved – Jake/Denise

Charlotte updated us on the work of documenting flood related expenses and preparation for an upcoming recovery scoping meeting with FEMA reps. 5% of indirect expenses e.g. volunteer hours are eligible for reimbursement. She reminded and encouraged all of us to maintain a log of our hours and send the timesheets to Teegan. The deadline to report flood-related damage to FEMA is October 22. (NB five percent of \$1.5 million = \$75k)

Jake reported on the radio communication purchases including 4 antennas, 4 coax cables, 2 radios with power supply. Discussion about the preferred location for the fourth base station - we agreed on the town garage. During a disaster incident we can station a volunteer with a ham radio operators license at the garage to dispatch messages while the road crew is out in the trucks. Remaining purchases as approved by the selectboard are a cell signal booster for the town hall and one or possibly two handheld radios. As required by the terms of the EMPG grant agreement, all equipment must be installed and in use by September 30.

Denise will contact John Stafford once a month to confirm that the new two-way radios are at the garage and charged for use. Denise will also ask whether the sawhorses and cones that were put into use during the flood can be stored at the town garage.

Reviewed list of topics still to be addressed with CES, including exterior installation of radio antenna.

Proposal that at each monthly CEM meeting we will take a reading of the hours-meter on the town hall generator. This will indicate whether the weekly 20-minute automatic tests were successful. Maintain this record on a clipboard at the town hall. Ask Brook Field Service how to initiate a test of the generator.

Next meeting September 26 at TH

Motion to adjourn approved at 8:15 – Denise/Jake

Minutes submitted by Nick