

Calais Emergency Management
September 26, 2023 7-8:30 PM
Location: Calais Town Hall

Denise Wheeler, Betty Copeland, Jake Aho, Nick Emlen, Barbara Butler

Meeting convened at 7:06

AGENDA

Approved August meeting minutes

Minutes Approved, Betty, Jake seconds

Additions to agenda:

- Barbara suggested that someone at town hall be able to send VTAerts.
 - Nick will follow up with Barbara about this.
- Barbara asked if the town has a very loud siren that can be triggered.
 - The question is where is it located, who can activate it, and then what is the cost.
- Barbara asked if we have a document in addition to the LEMP
 - Goals and activities for the next few years
 - Nick to make an agenda item for next meeting on this
 - ALL come to next meeting with ideas for goals/plans for the next several years

Coordination with Design Advisory Board and Friends of Calais Town Hall

Need to talk to DAB and Friends of Town Hall about (conversation with John Mccullugh):

Placement of radio and AED; larger propane tank, shelter, food storage.

DAB is exterior only: so would want to bring up the propane tank

Denise to talk to Clif Emmons from Friends of Calais Town Hall

Denise to talk to DAB - need to complete application that is on their website.

(DAB=David Schutz, John McCullough, Ryan Edwards, Kurt Janson)

Location of Generator: DAB recommends moving the town hall generator back a few feet to allow room for planting a vegetative screen. Tech from Brook Field Service took photos and measurements to provide a cost estimate. Nick will follow up with them.

Radio communication:

Three empty file drawers in the town hall, Barbara to look through the keys at the town office and label the drawer for CEM.

Jake to follow up about using radio as a repeater for town trucks.

Betty in communication with Marsha Heines (Red Cross) about Shelter simulation training, possibly this fall. She will ask Marsha for a link to ARC training slides from the March 18 training at the town hall.

Betty to follow up with Marsha

Installation of antenna in town hall bell tower- not yet complete, should review with DAB and Friends of Calais Town Hall.

Jake to install

Action: Jake to go through and separate out a list of items purchased with the EMPG grant that are being used for town hall, and other items that would otherwise be returned. Nick will contact selectboard about purchasing the remaining equipment.

Jake to schedule future HAM radio trainings

Betty to set up CPR and AED training.

To learn about what grants are available, Keith Cubbon at CVRPC may be a helpful resource. Also our new VEM Northeast Regional Coordinator: Sid Pollock, 800-347-0488 **Sidney.Pollock@vermont.gov**

Nick in contact with selectboard about creating a reserve fund of \$5,000 for use during an emergency when convening the SB on short notice may not be feasible. The money remains in the fund until used, and can be added to over time as needed. Establishing the reserve fund requires voter approval at town meeting.

We are also proposing a line item in the annual town budget for purchase of canned food and other items for the emergency shelters. Unlike the reserve fund, any unused amounts roll into the general fund balance at the end of the fiscal year - no balance forward. Betty is researching options for storable food items and cost.

Shelters

Betty provided an update on the Facility Use Agreement between Red Cross and WCUSD. She will forward to us email from WCUSD attorney.

2019 document defining ownership and use of CES as emergency shelter with option to purchase the CES property granted to the town by WCUSD

Next step is for the school district chair Flor Diaz Smith to sign FUA.

Report on 9/7 meeting with Cat Fair and Chris Tuller re emergency shelter logistics

Denise learned at the VEM conference that FEMA will reimburse for food made available at the emergency shelter. See link to the presentation powerpoint [here](#) (*Using Federal Child Nutrition Programs for Emergency's Feeding.*) Cat Fair informed us that federally funded food cannot be reimbursed by FEMA.

Denise recommending installing generators at stores.

East Calais Store, MCCS, Adamant Coop.

Town garage also needs a generator.

Is there grant funding available for generators?

We should contact Sid Pollock!

Betty will contact the three Calais stores about creating MOU for providing food to shelters during an emergency. (Did we reimburse MCCS for December event?)

2016 agreement with CES re maintenance of school generator

Future agenda: list of items that CEM may need with a cost estimate to propose for the town budget.

Motion to adjourn - Denise/Jake

Next meeting October 24

Minutes submitted by Jake