



**Naugatuck Emergency Management Advisory Council
N.E.M.A.C.**

Minutes of the 7/23//12 Meeting

Attendance:

Members:

Chief Ken Hanks, NFD, Chairman
Fran Dambowsky, EMD
John Deer, NEMAC
Chief Christopher Edson, NPD
Karen Spargo, NHVD
Terry Stieber, NVNA
Jay Pugliese, NPD
Al Raymond, Secretary

Attendees::

Kate Balanda, Chemtura

The meeting started at 2:08 PM with the Chairman leading the Pledge of Allegiance. Chairman Ken Hanks introduced Ms. Kate Balanda of the Chemtura Corp. of Naugatuck. The Council members and the EMD introduced and identified themselves. Chairman then reviewed briefly the history and function of the LEPC and NEMAC.

The Chairman proceeds to explain that this meeting is purposed to discuss the upcoming statewide emergency management exercise which will be occurring in two sessions, 7/28/12 to 7/29/12 and 7/30/12 to 7/1/12/. Naugatuck will be participating in the second session. A brief discussion ensued about the availability of facilities for the exercise.

Jay Pugliese made a motion to accept the previous meeting's minutes. Terry Stieber seconded it. The motion passed unanimously.

.Chairman Hanks briefly mentioned the Council's discussion of this exercise and that this exercise was one of our Governor's initiatives and that 161 Connecticut towns will participate.

Karen Spargo told the Council that she would send someone from her office to the exercise.

Chairman Ken Hanks then informed the Council about the new State draft for commodity requisitions which include ice, water, tarps, generators, MRE's and other materials. A brief review of exercise related materials from the state ensued. Al Raymond remarked to the Council that there appeared to be no provision for Amateur Radio participation in the communications portion of the exercise. He then inquired the Chairman as to as to the status of an application for Amateur Radio equipment that the State is offering towns. Per the Chairman, the application is in process. Fran Dambowsky, EMD then explained that Amateur Radio would be a useful addition to the CERT skill set. Al Raymond discussed training options, with the possibility of doing the training himself. The EMD said he was looking to a Fall time-frame for the training class. Al Raymond said he would look into the matter.

Karen Spargo then asked the Council if anyone remembered an Amateur Radio installation at the Valley Health District office.?Al Raymond replied that he remembered it. Karen Spargo then told the Council that she had no one to operate the station. Al Raymond asked Karen Spargo if she would like him to come to office and make sure the system was functional? Karen Spargo indicated that that was a good idea. A brief discussion of the history of the station ensued. Al Raymond then talked briefly about the utility of having a person local to the Health District office to run that station on a regular basis.

Chairman Hanks then told the Council about several objective s and procedures that have been identified for the sheltering portion of the exercise. In our case the sheltering portion of the exercise will be in the table-top format. It has become apparent that the State is emphasizing a regional shelter approach. He then discussed local issue and problems with sheltering during real emergencies in Naugatuck. He then talked about another exercise objective, setting up a formal Unified Command structure. He indicated that his will fit in with our previous experience and should enhance our ability to more easily use the FEMA reimbursement system as the more formal system generates the fine grained documentation that is useful in the reimbursement process.

Chairman Hanks continued his discussion of the ICS forms and the exercise. He talked about the compressed time scale of the exercise and how the forms will work in the exercise. He then began discussion of WebEOC and how we and other participating towns will get situational reports, and make requests for equipment via the system.

Chairman Hanks then talked about the Communication Plan portion of the exercise. The communications do not have to be via radio, as cell phones will be part of the communication portion of the exercise. Chief Ken Hanks then asked Jay Pugliese about the STOX communication boxes. Per Jay Pugliese, NPD they have not come in yet.

The Medical Plan portion of the exercise and the role of hospitals was mentioned.

The Chairman then began to explore the exercise scenario with the Council which includes a Category 3 hurricane, much rain, flooding and power outages. One of the days of the exercise there will be representation from CL&P. Chairman Hanks discussed the implications of recent changes made in CL&P's emergency procedures.

The Chairman then talked about event injects for the exercise. He then talked about the Commodity Distribution portion of the exercise. Changes in the State procedures for such distributions were discussed.

Fran Dambowsky, EMD offered the use of his VHF radio equipment for the exercise if circumstances warranted. Chief Edson clarified the situation concerning the training room at the PD and made clear that it would be available for the first day of the exercise. The Chairman then asked Chief Edson about the STOX box situation. Chief Edson replied that they were not in yet. The Chairman then explained the function of the STOX Box to the council. The times and dates of the exercise were discussed. Chairman Ken Hanks polled the Council as to who would attend the exercise.

The Chairman discussed integrating the local dams and flood potential into exercise, with the caveat that the exercise scenario involves an event of much greater magnitude than what would be expected. The Chairman, Chief Edson and Jay Pugliese then reviewed the maps and other data in their possession concerning the dams in our area.

Chairman Hanks discussed the goals of the exercise and that it was not about score keeping, but about learning.

John Deer then asked the Chairman if he could present new business. With no objections from the Council, the Chairman granted his request.

John Deer began by talking about emails between him and Secretary Al Raymond concerning the contents of the minutes of the Council meetings. Copies of these emails were forwarded to the Chairman at the time of writing. John Deer talked about minutes as guidelines for an organization. The minutes can be a mechanism for collecting hotwash data from exercise and then be used for future guidance for a committee or Council. H discussed a meeting we had in December that was supposed to be a hotwash for two major storms we had. He told the Council that action items from that hotwash never made into the minutes. John expressed a desire for us to use such data to improve the Council's functioning. John Deer feels we need a method of recording such data.. John then asked Al Raymond, Secretary if he would like to enter the discussion. The Secretary demurred and asked John Deer to continue. He then said that Al Raymond, Secretary, because of FOIA keeps the minutes benign. Al Raymond, Secretary then told the Council that an FOIA request is not necessary to get the minutes, they can be downloaded with any web browser. John Deer continued with discussing that the "skeletal" nature of the minutes requires an alternative document to carry forward data to acted on at future meetings. He then discussed a system where we would web safe minutes and an internal document that would allow monthly continuity for comments and needed actions.

The Chairman then said that with certain exceptions almost any document we generate is part of the public record. Fran Dambowsky EMD made the suggestion that we contact Attorney Brenda Bergeron of DEHMS concerning these issues.

John Deer continued with a brief history of LEPC and it's evolution into NEMAC after the 9/11 disaster. Al Raymond mentioned that committee name was formally changed in 2003 by the town Burgesses.

Chairman Ken Hanks then asked John Deer if he would like them to follow up with the attorney. John Deer replied affirmatively.

Chairman Ken Hanks then discussed Council membership with Ms. Kate Balanda.

John Deere, made a motion to adjourn. Chief Christopher Edson seconded it. The motion passed unanimously.

The meeting adjourned at 2:46 PM.

Respectfully submitted

Albert E. Raymond
Secretary