

**EMERGENCY MANAGEMENT/LEPC MTG**  
**August 12, 2010**  
**WF Palmer Road Fire House**  
**7:30 PM**  
**Meeting Minutes -Draft**

Present: Craig Mansfield, Emmett Lyman, Jennifer Spencer, Joe Szczech, Fred Thumm

Meeting was called to order at 7:40 PM

**MINUTES APPROVAL**

Motion by Jennifer Spencer, second by Emmett Lyman to approve the July 1, 2010 minutes as written. Motion passed unanimously.

**VOLUNTEER CERT TRAINING**

We are in the final stages of setting up Cert class dates. We are tentatively set up to do a Wednesday night class starting September 15<sup>th</sup> (5 Weeks) and a Thursday, Saturday, Sunday class in late October/Early Nov. Once Craig gets final dates for second class, he will put out an email to all the volunteers.

We need a minimum of 10 per class.

**CHATHAM HEALTH:**

A discussion was held around planned flu clinics in the fall. More information will be disseminated as it becomes available.

**NIMS CLASSES:**

So far for NIMS 300 we have Joe Szczech and Fred Thumm signed up. Craig Mansfield, Jiffy Spencer and Emmett Lyman will be talking the 400 class.

All departments should encourage their line officers to attend these trainings.

**HURRICANE PREPARATION / DISCUSSION:**

Discussions were held around continued preparation for hurricane season. The shelter plan was discussed as well as each departments need to have a SOP in place around Pre-Storm Planning. The town has no cots on hand but can get them from the Red Cross or Region if needed. One foreseen problem with this will be during a statewide emergency everyone will be looking for cots to support their shelters.

The Towns Debris Management plan was discussed. It is in final Draft stage. Craig will email the group the plan. Fred will complete the areas that remain open. Please review and provide comments.

Food MOU's need to be updated. Craig and Jiffy to address.

Town has 500 Empty Sandbags on hand.

**STAFFING UPDATES:**

Tabled

**OLD BUSINESS**

Craig advised the group that we did not get the generator grant for the Senior Center.

**NEXT MEETING:**

The group agreed to move the next two monthly meetings to Wednesday nights because of the NIMS training. The next Meetings will be held at the CO # 2 Fire House on September 8, 2010 at 7 PM.

**ADJOURNMENT:**

Motion to adjourn by Fred Thumm, second by Joe Szczech. Motion passed unanimously.  
Meeting adjourned at 8:55 PM

Submitted  
Craig Mansfield  
Emergency Management Director  
09/06/10