

Office of Emergency Management
Minutes
November 10, 2014

Present

Councilman Sebastian Giuliano
Councilwoman Hope Kasper
Councilwoman Deborah Kleckowski
Councilman Robert Santangelo
Councilman Thomas Serra
Emergency Management Director George Dunn
Deputy Emergency Management Director Angel Fernandez

Meeting Called to Order:

Councilwoman Kasper called the meeting to order at 7:35 p.m.

Minutes:

On motion of Councilwoman Kleckowski, seconded by Councilman Giuliano, the minutes of September 8 2014, were unanimously approved.

Public Hearing:

There being no members from the public wishing to speak, the public hearing portion of the meeting was closed.

Correspondence

- The Public Safety Committee was notified of Governor Malloy's Policy for monitoring travelers from Guinea, Liberia and Sierra Leone. The Connecticut policy is more stringent than the CDC in that the State will conduct mandatory active monitoring for all travelers; quarantine individuals based on risk factors, if necessary; final determinations will be made on a case by case basis.

Monthly Report

- 739 volunteer hours were recorded from September through October. The recent addition of volunteers will increase the number of hours logged. Most likely, volunteer hours will focus on training and work detail.

The Director asked if he could change the reporting to include the volunteer hours by day rather than by individual volunteer. Councilwoman Kleckowski suggested that the volunteer hours include the detail of the work/training that is actually being conducted. The Director stated the report could be modified as such. The Public Safety Committee was not opposed to getting the volunteer monthly report that would include the hours by day and the activity details rather than individual names.

- The Year to Date departmental budget was referenced. The Director stated that the budget had not changed much, because he did not have a credit card yet. Councilwoman Kleckowski asked if he saw any budget shortfalls due to the increase in volunteers. Director Dunn responded that he would like to bring in more trainers, but that one CERT Class may cost approximately \$1700 to \$1800. He stated that there are subject matter experts among the Emergency Management volunteers that could be tapped for training. The Director also stated that he needs to get volunteers trained so that they are safe out in the field. Councilwoman Kleckowski also asked if a training record is kept on each volunteer so that they can be dispatched appropriately depending on emergency situations. Deputy Director Fernandez confirmed that a training record for each volunteer is kept by the department.
- Director Dunn reported that in September, Emergency Management personnel set up the mobile hospital tent at the State Veteran's Hospital.
- Emergency Management personnel also participated in the South District 9-11 Remembrance ceremony.
- During October, Director Dunn met with the Region 3 coordinator, Tom Gavaghan, to go over where Middletown Emergency Management stood with grant funding. One of the big items discussed was school security plans. The school district is required by statute to submit their security plans. Middletown is currently not in compliance, but neither are a good percentage of the towns. Director Dunn met with Superintendent of Schools, Dr. Charles, and confirmed that planning is on track. It looks like Dr. Charles will be able to submit the Middletown school security plans by the first of the year.
- On October 4, 2014, South Fire District had an open house, which drew interest for emergency management volunteers. Several applications were received as a result.
- On October 6th, Chief Kronenberger, Salvatore Nescl and Director George Dunn conducted an Emergency Management plan review due to the fact that the Operations Plan was due to the State by October 14, 2014. The same day, Governor Malloy issued his policy on monitoring travelers who had visited countries impacted by Ebola. This spurred a meeting with School districts, hospitals and response agencies to discuss the City's expectations for communications and preparedness. Integrated communications with the hospital, public and private schools and emergency response agencies is key. At this meeting, it was stressed that all need to work together to ensure preparedness.
- Director Dunn reported that Emergency Management personnel assisted with the lighting for the Portland Fair on the October 10th.
- He also reported that personnel attended the Citizens Corp Conference on October 16, 2014 at Water's Edge. This conference is attended by approximately 400 volunteers each year, he stated. Federal funding supports the conference.
- In Mr. Dunn's absence, Chief Kronenberger had a meeting of Middletown response agencies due to an Ebola scare in the city. The chief wanted to make sure that the response agencies knew the protocol. The first meeting rolled into another meeting where Middlesex Hospital was involved; 27 people were in attendance. Mr. Dunn expects that an excellent response plan will be complete within two weeks.

Councilwoman Kleckowski asked if City fire, police and emergency management volunteers have the proper safety equipment needed to respond to suspected Ebola cases, to which the Director responded, yes. Director Dunn advised that training must be comprehensive between the Communications 911 Center, Hazmat team, and all first responder.

- Councilwoman Kleckowski advised that the public should be made aware that the City is prepared to address problems that may arise due to Ebola. Chief Kronenberger stated that two Public Service announcements had been issued. Deputy Chief Hernandez added that letters had gone home with school children as well. Director Dunn advised that on November 18th, Emergency Management will be participating in the Middlesex Expo. Information will be disseminated at the booth detailing precautionary measures, as well as the City's preparedness plans.
- Councilwoman Kleckowski thanked Director Dunn for leading, organizing and bringing together all key people to protect the City for a biological incident.
- Mr. Dunn reported that on October 24th 2014, Emergency Management volunteers assisted Cromwell with a Halloween lighting detail; the volunteers also assisted Middlesex Community College, handing out waters, for the annual road race to raise scholarship money.
- Councilman Serra asked if Emergency Management is compensated for services it provides other communities. Director Dunn responded that monetary contributions were never received. For example, if lighting is provided for the Portland Fair, the City does not receive contributions. When the mobile hospital tent was set up at the State Veteran's Hospital, the City was not compensated. However, Director Dunn stressed that these events provide training opportunities for the volunteers. He went on to state that most other towns do not have the same level of emergency management operations as Middletown. Manchester and New Britain are the only two towns that may be comparable.
- Director Dunn announced that Councilman Santangelo has attended meetings for area responders at City Hall. He stated that it sends a strong message when the Public Safety Commission and the City are represented in this manner. Councilman Santangelo stated he was very impressed with the way the Emergency Management district is operating and coordinating activities with the police, fire and other emergency responders. Councilman Santangelo raised the point that we have a community that has visitors from all over the world due to Wesleyan staff and students. He also stated that the State of Connecticut facilities also have medical personnel that travel to many regions stricken with Ebola. Consideration should be given to these areas of the community when emergency operations plans are put together. Director Dunn said he has given consideration to the City's diversity in the planning process.

New Business

- Director Dunn informed the Commission that Powers Generator, the company that maintains the generator at Middletown High School, has submitted an estimate to address the "wet stacking" problem. The cost is nearly \$11,000. The Director shared that there should be a monthly 30 minute exercise cycle under building load. If the building load is over 30%, then the wet stacking issue may solve itself. According to the generator technician, if the building load does not reach 30%, then it is recommended to bring in an auxiliary load (load bank) to run the generator under at least 75% capacity

for the time outlined. The quote submitted is to run the generator under at least 75% load for 4 hours because the generator already shows signs of wet stacking. The 4 hour load bank will burn off the carbon and unburned fuel built up in the exhaust and engine. Once that is burned off, the future load bank tests can be shortened. The quote includes load bank equipment, cables, running cables, connect/disconnect and the 4 hour run time under at least 75% load.

Discussion was held on the responsibility of the Board of Education personnel to run the generator. Director Dunn suggested that because of personnel changes at the Board of Education, things may have fallen through the cracks. He stated he would be revisiting the current procedure for running the generator with BOE personnel to determine why it is not being run as recommended.

Councilman Serra asked Director Dunn to also review the feasibility study prepared by Consulting Engineering Services. He stated that the Public Safety Committee had unanimously approved that the City go to bond for the cost of adding additional electrical loads to the existing MHS generator, as recommended in the study. Councilman Serra suggested that the matter be referred to Finance & Government agenda so that the ordinance can be drafted to appropriate bond funds for this project. Councilwoman Kleckowski stated she notified the Finance Director to add this item to the next agenda of Finance & Government for further action. Councilman Giulliano added that if the Mayor does not agree with this project, he can veto the Bond Ordinance once it comes before the Common Council.

- With the meeting the night before Veteran's Day, Mr. Dunn felt it was appropriate to publicly thank Deputy Director Angel Fernandez, a veteran, for his service to the country. The Public Safety Committee joined Mr. Dunn in expressing their gratitude to Mr. Fernandez.

Adjournment

On motion of Councilman Giulliano second by Councilwoman Kasper, the meeting was unanimously adjourned at 8:26 p.m.