



Middletown CONNECTICUT

PUBLIC SAFETY COMMISSION MEETING

OFFICE OF EMERGENCY MANAGEMENT

REGULAR MEETING AGENDA
Middletown Police Department Community Room
January 12, 2015

1. CALL TO ORDER
2. MINUTES OF PREVIOUS MEETING
 - a. December 8, 2014
3. PUBLIC HEARING OPEN
4. PUBLIC HEARING CLOSED
5. MONTHLY REPORT
 - a. Month of December Volunteer Hours
 - b. Year-end statistics
6. CORRESPONDENCE
 - a. Consulting Engineering Services – email from D. Lajoie
7. OLD BUSINESS
 - a. Furnace at Emergency Management Base UPDATE
 - b. Emergency Management Storage Building UPDATE
 - c. Powers Generator Maintenance (MHS Area of Refuge Generator) UPDATE
 - i. Load Bank operation
 - ii. Potential Maintenance process
8. NEW BUSINESS
 - a. NIMS ICS Requirements
 - b. Emergency Management Work Group report.
 - c. School Evacuation incident (NIMS/ICS) process
 - d. Emergency Management MHS Agricultural Building Exercise
9. ADJOURNMENT

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Office of Emergency Management
Minutes
December 8, 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:

Councilman Santangelo called the meeting to order at 8:25 p.m.

Minutes:

On motion of Councilman Giuliano, seconded by Councilman Kleckowski, the minutes of November 10 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.

Old Business

• **Item 6a. – November 5 – Powers Generator Repair Quote (Middletown High School)**

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. 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. Currently, it is impossible to bring the load up to 75 percent, since only a small portion of the building is receiving power from the generator. The quote includes load bank equipment, cables, running cables, connect/disconnect and the 4 hour run time under at least 75% load.

From this point forward, the load banking may be necessary to do yearly and would be included with the normal yearly maintenance, then the cost would be \$8,800 to perform two hours of load test. Councilwoman Kleckowski asked if the load test could be performed on a weekend to which Director Dunn responded that the scheduling is being looked at by both the School District and Powers Generator.

The generator currently has a maintenance contract with Powers Generator for major and minor services conducted every six months, but Director Dunn would like to see the load testing added to the maintenance contract. Once the money is in place, the Director will determine if a competitive bid is necessary or if Powers Generator could be used for the load testing. They are very familiar with the generator and have provided the City with great service.

Councilman Serra asked about the status of the recommendations made by Consulting Engineering Services Professional Engineer, Douglas Lajoie. Director Dunn stated that he would need to have more conversations with Mr. Lajoie before he could make a recommendation.

The Director advised the Committee that he met with Judy Yoder, Director of Facilities for the school district. He felt the meeting was positive and that Ms. Yoder was receptive to working together to resolve any prior issues with the maintenance of the generator.

Director Dunn recommended the implementation of a protocol in how generators are maintained city-wide, and he stated he would be further reviewing this matter with Public Works.

The Director asked for support of an \$11,000 appropriation request to address the wet stacking issue with the High School generator. On motion of Councilman Serra, seconded by Councilwoman Kleckowski, it was unanimously approved to move the matter forward and place the item on the December 29, 2014, Finance & Government agenda.

MONTHLY REPORT

- **Volunteer Summary Report**

Deputy Emergency Management Director Angel Fernandez explained the monthly activity report had been revised to show the number of volunteer hours by category, i.e., Meeting Hours, Training Hours, Work Detail, Drill Hours, On-scene Hours, Admin. Hours. Volunteer hours total 381 hours for the month of November. Councilwoman Kleckowski asked that the volunteer hours be shown with a value, as was done in the past. Deputy Emergency Director Angel Fernandez referenced the 2010 Independent Sector website for placing a value on volunteer hours and estimated the value of the volunteer time in dollars to be \$10,580.37 (381 hrs. X \$27.77).

A recommendation was made to add Public Service hours as another category on the report, and the Director agreed to do so next month.

Deputy Director Fernandez confirmed that the volunteer hours for the month of November are average. He stated that when things are quiet, volunteer hours average approximately 10,000 hours per month.

- **Chiefs Ebola Protocol Meeting at South Fire District**
 The Ebola meeting will be repeated on November 3, 7 and 14th. Middletown area responders met and a procedure was devised to respond to biological issues. The second phase will address how to address individuals who may need to be quarantined or monitored for the recommended 21-day period after exposure to the Ebola virus.
- **Meeting with Dr. Charles on November 4th**
 The schools are required by state statute to have emergency operation plans for each school. The District is behind but so are the other school districts around the state. Dr. Charles is concerned but working towards putting together the required operation plans.
- **Operations Section Training (Truck 2 Lighting Unit)**
 Emergency operations volunteers received training on the truck lighting unit and small generators. The Director was extremely pleased that they all followed proper protocols and guidelines.
- **C.E.R.T. Training at Fire Academy**
 Eight volunteers went to Connecticut Fire Academy for C.E.R.T. weekend training. They took 3-4 classes that they can add to their training hours.
- **Middlesex County Chamber Expo – Cromwell**
 On November 18th, Emergency Management Director Dunn participated in the Middlesex County Chamber Expo with hospital and health department employees. A program on Ebola response was presented. Councilman Santangelo commented that the public needs to know that the community is prepared to address a biological issue if one arises. Director Dunn stated that information may be disseminated between the hospital and City to make the public aware. Councilman Santangelo further stated that meetings such as this encourage discussions about how to address employees, students and residents in the community that may frequent countries where Ebola may be prevalent. Director Dunn stated that Wesleyan is monitoring the travel of students to maintain the health of everyone on campus.
- **School Safety Meeting**
 A school safety meeting was held on November 21st. The topics discussed were multi-agency coordination, incident command training, and school inspections. A question arose on the need for a vulnerability assessment on all the schools. The grant funding received for school safety included cameras and security only; however, other issues such as building structures and access need to be further reviewed.
- **South Green Tree Lighting**
 The annual South Green Tree Lighting was held on November 28th. Emergency Management volunteers assisted the Public Works employees.

NEW BUSINESS

- **Furnace inspection at EM building**

The Furnace is barely operational. The technician that worked on the furnace reported a large amount of debris in the tubes, and he was concerned that the forceful removal of the debris would cause him to puncture one of the tubes. The Emergency Management Director will acquire three quotes, and he will bring a cost proposal for the furnace to the next meeting.

- **Building Inspection**

The upper building, previously used by the Parks Department for storage, was recently inspected and determined to have severe structural problems. The Building Inspector and Deputy Public Works Director, Robert Dobmeier, both determined that an architect should be contacted to determine improvements that should be made. Director Dunn will be following through on this recommendation.

- **Emergency Management Work Group**

The Emergency Management Director asked the Mayor to convene a work group to look at the sheltering protocol. The work group will consist of the Police Chief, Fire Chief, Salvatore Nesci, representing the Health Department, and the Emergency Management Director. The group will look to put together a strategic plan on how sheltering would be most effective. The Director will report back with the findings of the group. The items to be explored include: sheltering alternatives for short-term situations, special populations that may need specific sheltering, how do we move people around based on circumstances. The Director reported that when he first joined the Fire Department, there were 139 shelters around town. He agreed that the City does not need that many, but suggested that others may be needed throughout town to better serve the public in emergency situations.

- **Emergency Management Annual Christmas Party**

Deputy Director Fernandez invited the committee members to the annual Christmas Party to be held on December 14th, at 2:00, at the Emergency Management building on Randolph Road.

Adjournment

On motion of Councilwoman Kleckowski second by Councilman Giuliano, the meeting was unanimously adjourned at 9:17 p.m.

5a.

**Middletown Office of Emergency Management
Activity Register
December 2014**

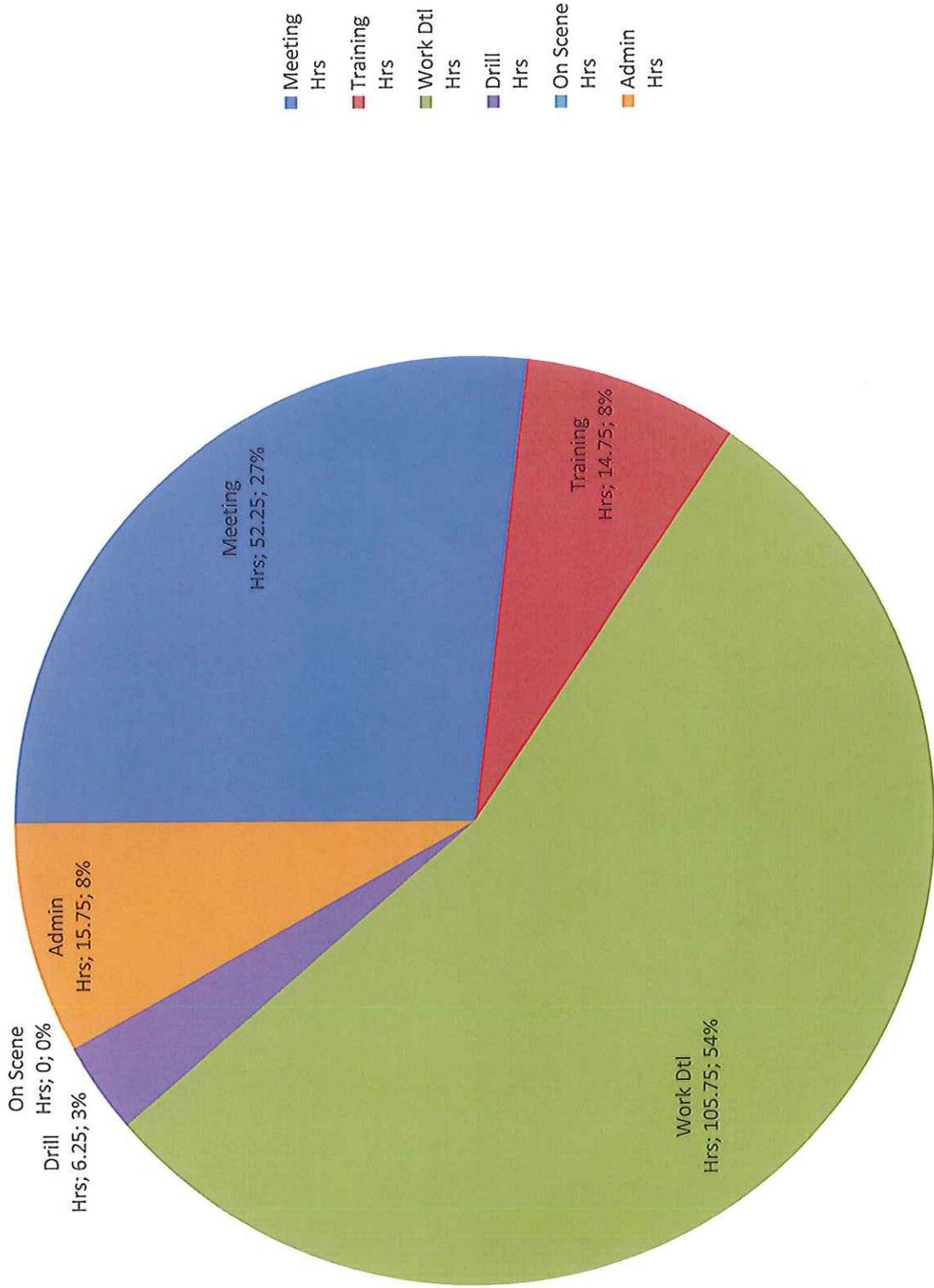
There were 13 days of activity for the month of December

There were 18 days with no activity for the month of December

Operations Section Activities for December 2014



December Data 2014



- Meeting Hrs
- Training Hrs
- Work Dtl Hrs
- Drill Hrs
- On Scene Hrs
- Admin Hrs

| December | Meeting Hours | Training Hours | Work Dtl Hours | Drill Hours | On Scene Hours | Public Srvc Hours | Admin Hours | Total Hours |
|----------|---------------|----------------|----------------|-------------|----------------|-------------------|-------------|-------------|
| 1 | 0 | 0 | 2:00 | 0 | 0 | 0 | 0 | 2:00 |
| 2 | 0 | 0 | 1:00 | 0 | 0 | 0 | 0 | 1:00 |
| 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | 8:30 | 4:15 | 24:00 | 5:00 | 0 | 0 | 1:00 | 42:45 |
| 5 | 0 | 1:00 | 0 | 0 | 0 | 0 | 5:00 | 6:00 |
| 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 3:00 | 0 | 0 | 0 | 0 | 0 | 0 | 3:00 |
| 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 16:45 | 1:00 | 21:00 | 0 | 0 | 0 | 1:00 | 39:45 |
| 12 | 0 | 1:00 | 6:45 | 0 | 0 | 0 | 0 | 7:45 |
| 13 | 20:30 | 0 | 4:30 | 0 | 0 | 0 | 2:00 | 27:00 |
| 14 | 0 | 0 | 28:45 | 0 | 0 | 0 | 0 | 28:45 |
| 15 | 0 | 1:00 | 0 | 0 | 0 | 0 | 6:15 | 7:15 |
| 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| December | Meeting Hours | Training Hours | Work Dtl Hours | Drill Hours | On Scene Hours | Public Srvc Hours | Admin Hours | Total Hours |
|-----------------|----------------------|-----------------------|-----------------------|--------------------|-----------------------|--------------------------|--------------------|--------------------|
| 18 | 3:30 | 0 | 14:15 | 0 | 0 | 0 | 00:30 | 18:15 |
| 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 28 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 29 | 0 | 5:15 | 1:30 | 0 | 0 | 0 | 0 | 0 |
| 30 | 0 | 00:45 | 1:15 | 1:15 | 0 | 0 | 0 | 3:15 |
| 31 | 0 | 1:30 | 0 | 0 | 0 | 0 | 0 | 1:30 |
| Summary | Meeting Hours | Training Hours | Work Dtl Hours | Drill Hours | On Scene Hours | Public Srvc Hours | Admin Hours | Total Hours |
| December | 52:15 | 15:45 | 105:45 | 6:15 | 0:00 | 0:00 | 15:45 | 195:45 |

Time Sheet Detail Definitions

Meeting Hours:

These are hours spent receiving briefings from command during a regularly scheduled meeting night

Training Hours:

These are hours spent receiving training on equipment on or offsite

Work Detail Hours:

These are hours spent performing cleanup or maintenance on the HQ grounds

Drill Hours:

These are hours spent in mock scenarios using live equipment to test the group's readiness

On Scene:

These are hours spent deployed to an actual scene to assist State and or local police / fire emergency first responders

Public Service Hours:

These are hours spent providing support to a local organization for a special event

Admin Hours:

These are hours spent by command or other staff performing office / technical support functions for the organization

2014 Year End Statistics

- Total volunteer hours :5,958
- Average hours per month :496.50
- Peak Month February :1062 hours
- Low Month December :195
- Total membership :32
- $5958 \times \$27.77$ per hour = :\$165,453.66 for the year
- $496.50 \times \$27.77$ per hour = :\$13,787.80 for December

| Month | TotalHrs | MeetingHrs | TrainingHrs | WorkDtlHrs | DrillHrs | OnSceneHrs | AdminHrs |
|-----------|----------|------------|-------------|------------|----------|------------|----------|
| January | 728 | 55 | 5 | 170 | 440 | 0 | 54 |
| February | 1062 | 19 | 0 | 122 | 184 | 708 | 27 |
| March | 402 | 23 | 56 | 117 | 125 | 30 | 39 |
| April | 303 | 28 | 1 | 44 | 15 | 186 | 32 |
| May | 514 | 18 | 131 | 277 | 2 | 4 | 70 |
| June | 288 | 40 | 16 | 156 | 25 | 0 | 38 |
| July | 549 | 31 | 204 | 191 | 18 | 86 | 17 |
| August | 377 | 84 | 20 | 147 | 65 | 29 | 31 |
| September | 420 | 68 | 113 | 120 | 24 | 25 | 70 |
| October | 739 | 86 | 54 | 177 | 22 | 362 | 36 |
| November | 381 | 30.5 | 145.5 | 130.5 | 23.25 | 0 | 51.25 |
| December | 195 | 52 | 15 | 105 | 6 | 0 | 15 |

Total Hours so far: 5958/12 months = 496.50 avg. per month

6a.

Microsoft Office Outlook Web Access

Type here to search | This Folder | Address Book | Options | Log Off

Mail | Reply | Reply to All | Forward | Move | Delete | Junk | Close

Mail

Calendar

Contacts

Deleted Items (142)

Drafts (56)

Inbox (5)

Junk E-mail

Sent Items

Click to view all folders

AREA III (12)

American Red Cross

Area II

CL&P 14

DEMHS

GPD Saved (282)

HEALTH DEPT (8)

MHS Generator (2)

Mayors Office (1)

OEM (10)

Manage Folders...

MHS Generator
Douglas S. Lajole, PE [dlajole@cesct.com]

Sent: Monday, January 05, 2015 12:34 PM
To: Dunn, George
Cc: Stephen Muckle [SMuckle@cesct.com]; Douglas S. Lajole, PE [dlajole@cesct.com]
Attachments: MHS Generator Recommendation~1.pdf (89 KB) [Open as Web Page]

Hi George,
It was nice speaking with you today.
As we discussed, you indicated that the City would like to engage CES for a design build project delivery (turnkey) method on this project.
We are happy to assist you in this manner.
The desired scope of the work has changed since our February 27, 2014 correspondence (which identified the potential scope of work and the costs associated with this work to be \$739,500 - see attached).
We understand the new scope of work to be essentially the majority of the first floor being served by the generator (no work on the second or third floors). We will work with you and the City's staff to incorporate as much as your new scope as feasible into the project budget and will present options to you for consideration.
As we understand the project limitations to be a budget of \$739,500, we will provide engineering services and construction up to this amount, to provide a fully functional system (the final loads on the generator are to be determined).

Please let me know if you have any additional questions.
Thank you.

Douglas S. Lajole, PE
Vice President | LEED® Accredited Professional

Consulting Engineering Services
20 Years of Engineering Excellence
811 Middle Street | Middletown, CT 06457
Phone: 860.632.1682
Fax: 860.632.1768
Mobile: 860.250.9254
dlajole@cesct.com | www.cesct.com

Middletown, CT Canton, MA New York, NY

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Figure III-3. Training Requirements for Employees with Emergency Response Duties

| Discipline | IS-800 National Response Framework | IS-700 NIMS | ICS 100 | ICS 200 | ICS 300 | ICS 400 | IS 701 Multi-agency Coordination System | IS 702 Public Information System | IS 703 Resource Management | IS 704 Comms and Information Management | IS 705 Preparedness | IS 706 Intra-state Mutual Aid | IS 707 Resource Typing | Notes |
|--|------------------------------------|-------------|---------|---------|---------|-----------|---|----------------------------------|----------------------------|---|---------------------|-------------------------------|------------------------|-------|
| Local Chief/Elected Officials | X | X | X | | | | X (2010) | X (2010) | | X (2010) | | | | 1 |
| Local Officials involved in EM ops | X | X | X | X | | | X (2010) | X (2010) | X (2010) | X (2010) | | | X (2011) | |
| Local EMA Director | X | X | X | X | X | X* (2009) | X (2010) | X (2010) | X (2010) | X (2010) | X (2011) | X (2011) | X (2011) | |
| Public Works Director | X | X | X | X | X | | X (2010) | | X (2010) | | | X (2011) | X (2011) | |
| Public Works Supervisor | | X | X | X | | | | | X (2010) | | | X (2011) | X (2011) | |
| Public Works Worker | | X | X | | | | | | X (2010) | | | | | |
| Schools K-12/HEI's General Personnel | X | X | X | X | | | X (2010) | X (2010) | X (2010) | | | | | 2 |
| Schools K-12/HEI's Critical Personnel | X | X | X | X | X | X* (2009) | X (2010) | X (2010) | X (2010) | | | | | |
| Schools K-12/HEI's Leadership Role | | X | X | X | X | | X (2010) | | X (2010) | | | X (2011) | X (2011) | 3 |
| Utilities Management | | X | X | | | | | | | | | | | |
| Utilities Worker | | X | X | | | | | | | | | | | |
| Hospital/Healthcare System Partners (Impacted Staff TBD) | X | X | X | X | | | X (2010) | | | | | | | 4 |
| EMS Chief | X | X | X | X | X | X* (2009) | X (2010) | X (2010) | X (2010) | X (2010) | X (2011) | X (2011) | X (2011) | 7 |
| EMS Crew Chief | | X | X | X | | | X (2010) | X (2010) | | | | X (2011) | X (2011) | |
| EMS Personnel | | X | X | | | | | | | | X (2011) | | X (2011) | |
| Police Chief/Deputy Chief | | X | X | X | X | X* (2009) | X (2010) | X (2010) | X (2010) | X (2010) | | X (2011) | X (2011) | 7 |
| Police Road Patrol | | X | X | X | | | X (2010) | X (2010) | | | | | | |
| Supervisor | | X | X | | | | X (2010) | | | | | | | |
| Trooper/ Patrol Officer | | X | X | | | | | | | | | | | |
| Fire Chief/Chief Officers | X | X | X | X | X | X* (2009) | X (2010) | X (2010) | X (2010) | X (2010) | | X (2011) | X (2011) | 7 |