

**Public Safety Commission**  
**EMERGENCY MANAGEMENT DEPARTMENT**  
**September 19, 2016**  
**MINUTES**  
**COMMUNITY ROOM, MIDDLETOWN POLICE DEPT.**  
**-----Minutes-----**

**1. CALL TO ORDER**

Commissioner Santangelo called the meeting to order at 7:00 p.m.

**2. ATTENDANCE**

**MEMBERS PRESENT:**

Commissioner Carl Chisem  
Commissioner Deborah Kleckowski  
Commissioner Phil Pessina  
Commissioner Robert Santangelo

**MEMBERS ABSENT:**

Commissioner Mary Bartolotta

**STAFF PRESENT:**

Doug Brown  
Joe Carta  
Jeff Islieb

**STAFF ABSENT**

**PUBLIC PRESENT**

**3. MINUTES OF PREVIOUS MEETING**

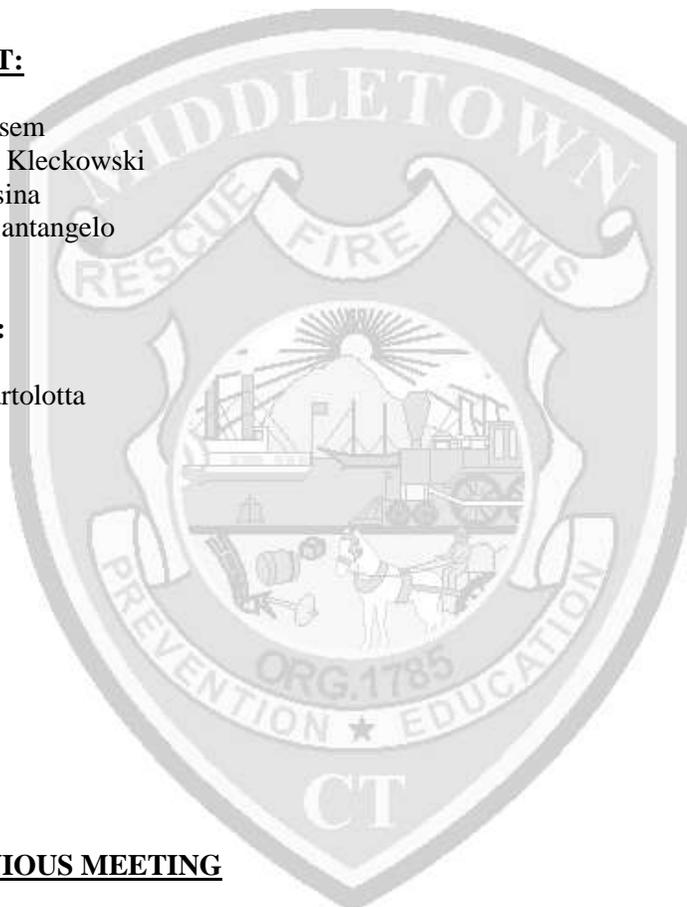
Commissioner Santangelo stated that due to late filing for posting he asked to defer the minutes from previous meeting held on July 18, 2016 and to vote on it at the next meeting. Commissioner Chisem made a motion to defer it to the October meeting for voting, motion was seconded and all voted in favor.

**4. PUBLIC HEARING**

- None

**5. CORRESPONDENCE**

- None



## 6. MONTHLY REPORT

- Monthly report given by Director Dunn:
  - Director Dunn made an introduction of Jeff Islieb
    - One of original members of emergency management, left, and has come back
  - Monthly activity register:
    - Had activation of emergency operations center for 911 system failure
    - Provided an Honor Guard for former member that passed away
    - Emergency operations center activated for a second time due to storm conditions with lightening, flooding, and wires down
      - Emergency Management assisted with logistical support and issues
    - Did logistical lighting detail for last outdoor movie held at Wesleyan
    - Assisted with manning command posts for Motorcycle Mania, provided logistical support and assisted with traffic control
      - 17 people participated – all worked out well

## 7. OLD BUSINESS

- Records Management Commission Update:
  - Continuity operating process that was mentioned last meeting had started and critical records were being looked at by each department – nearing the end
    - Once brought forward going to start the continuity operation plan for each department
- Mile Lane Facility:
  - Have been out to the facility and from EOC part:
    - Looked at space requirements and the potential for that building site to be for the emergency management center for the city and it is ideal
    - Room wise the layout could not be better – Director Dunn stated that he thinks that this will work out extremely well

## 8. NEW BUSINESS

- Emergency Operation Center & Emergency Operation Plan:
  - Yearly the city's emergency operation plan needs to be reviewed and accepted by the department of emergency management/homeland security in the state
  - This year through advance planning in research was looked into that maybe bi-annually the emergency operation plan should be looked at.
    - The state put together a working group that took from each region a large city representative and a small city representative to look at what potential possibilities there were for newer type of emergency operation plans
      - Lot of concern from everyone as to what direction to go in so they broke the group down into a smaller group, came out with a new template that follows FEMA and is built on and around the emergency support functions rather than just a management style of operations – it follows NIMS, the incident command system, it follows Unified Command, and it will work with the management style that we have for our emergency operations center . It's a 260 page template which means that there is stuff there that needs to be put in but a lot of material from our previous emergency operation plan will be added to it so it will

be a large document. Current plan is 548 pages – not user friendly

- New template is user/agency friendly and comply with FEMA requirements and also any other guidelines that are there – will be a work in progress step through document
- Met the other day with Joe Samolis, Chief Kronenberger, Sal Nesci and looked at the potential to use the new template
  - Going to meet every week until it is done in January
- In the interim what needs to be submitted by January 1 is the old plan as unchanged and that will be the working plan until the new one comes in
- After 2017 plan will need to be revised or updated bi-annually
  - When revisions are made the only thing that has to be submitted is the updated material or the revisions
    - It was asked if the Police Chief or his representative was present at this initial meeting and Chief Dunn stated no and that they will be at next Thursday's meeting
  - Document is multi-agency friendly
  - Protocols can be in place for recovery as needed

9. **ADJOURNMENT**

Councilman Santangelo called to adjourn the meeting. The meeting was adjourned at 7:10 p.m.

Respectfully submitted,  
Lori Ruffino  
Recording Secretary

**NEXT MEETING TO BE HELD ON OCTOBER 17, 2016**