**EMERGENCY MANAGEMENT COMMITTEE**

**MEETING MINUTES**

**Call To Order:** EMD Tom Williams called the meeting to order on February 16, 2023, 7:03 PM at the Shelburne Police Station/Municipal Building 623 Mohawk Trail.

**Present:** Tucker Jenkins, Joe Judd, Penny Spearance and John Taylor

**Acceptance of Minutes:** Minutes fromthe past two meetings, November 17th and January 19th, reviewed and accepted.

**Summary of Discussion Each Topic:**

1. Tom welcomed everyone and started with a report regarding a Grant that was approved for all expenditures that have been added to the Emergency Management Facility. Tom also mentioned the moving of some antennas and acquiring a stand-by generator. He is also hoping to be able to use some ARPA money for this as well. Tom also explained that he is hoping that he can persuade some elected town officials to get some training in basic emergency management topics relative to Senior Elected Officials.
2. Discussed Communication Protocol between Shelburne Control and Shelburne EOC. Expectation is that this will be slow process, but with practice and rehearsal things will eventually smooth out. More details on this to follow.
3. John Taylor announced that Mark Shippee and the Highway Crew did some service work on the large (25kw) generator.
4. Tom presented a Power Point of his long range vision for the town in terms of Emergency Management. Good conversation ensued throughout Tom’s presentation by all present.
5. IPAWS (Integrated Public Alert & Warning System) was also discussed a little more in depth by both Tom and John. A broader, more detailed description of the program was laid out. Tom will discuss further with Joe regarding his involvement with the program.
6. The group also discussed ways to better utilize our meetings. John suggested the following:
	1. Continue business meetings per usual
	2. Have speakers or trainings during the year at these meetings
	3. When possible, utilize the opportunity to practice and rehearse our roles.
7. John also pointed out that someone who has taken on a specific role with this committee needs to be a regular member of the group. He also mentioned that it would be good to have an educator from one of the schools as a regular member. Tucker will research a candidate(s) from the schools that may wish to become a member.
8. Tom continued the conversation, wanting to bring more awareness to the community by promoting FEMA and Emergency Management information by starting to meet with different groups and organizations throughout the community. Everyone thought this was a great idea and encouraged Tom to move forward with this. Tom also hopes to get at least two more members for the EMC sometime in the near future.
9. Tom then shared with the group his outline of what he hopes we can work on going forward, which could include, Emergency Operation Plans (EOP) for Warming/Cooling Centers, Emergency Relocating of Polling Place, Continuity Of Operations and Debris Management; and perhaps get practice in developing action plans by assisting with organizing the Bridge of Flowers Road Race and Moonlight Magic.

**Decisions Made/Actions Taken:** None

**Documents/Exhibits:** None

**Next Meeting Date/Time/Place:** March 16, 2023 at 7:00 PM at the Shelburne Police Station/Municipal Building located at 623 Mohawk Trail

**Adjournment:** Meeting adjourned at 9:07pm - Minutes submitted by, Joe Judd