



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

Emergency Management Department

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Director

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FREDERICA WEEKS
Deputy Director

EMERGENCY MANAGEMENT ADVISORY COUNCIL (EMAC)

January 8, 2018 2:00 PM Town Hall Meeting Hall

MINUTES

Councilors Present: Patrick Getler – North Central District Health Department (NCDHD), Anna Turner – Social Services, Tim Webb – Public Works, Lisa Houlihan – Town Planner, Rob Butler – Facilities Director, Board of Education, Gary Feldman – Chief, Ellington Volunteer Fire Department, James York – Fire Marshal, Peter Hany – President, Ellington Volunteer Ambulance Corps, Brian Santa – Sergeant, Resident Troopers' Office, Lori Spielman – First Selectman, John Littell – Tolland County Coordinator, Fire + Emergency Services, John Streiber – Deputy Emergency Management Director, Joseph Palombizio – Emergency Management Director, Julia Connor – Recording Secretary

1. CALL TO ORDER – 2:02 PM
2. APPROVAL OF MINUTES
 - a. Meeting of November 13, 2017

MOVED (WEBB), SECONDED (HANY) AND PASSED UNANIMOUSLY TO APPROVE THE NOVEMBER 13, 2017 EMAC MINUTES.

3. UNFINISHED BUSINESS
 - a. NCDHD – Appointment of Town Coordinator

Patrick Getler is the Town's officially appointed representative. In terms of the Emergency Response Coordinator position, the department is in the midst of a transition period, and the Director of Health will be responsible for filling that position when she sees fit.

- b. Eversource – Update from October 31 Storm – Toni Berlandy

Toni Berlandy was unable to be present at the meeting, but Joseph Palombizio provided the Council with a few questions and answers from Eversource regarding their response to the October storm. The first question that was asked was why crews were sent to Ellington with only an hour of work time available, which was admittedly a mistake by Eversource. No one could

answer why the second crew was sent to Mansfield, but the possibility is that it was due to the severity of blocked roads. The discrepancy in outages between the October wind storm and the January snowstorm was brought up as well; the difference in what had been forecasted prior to the storm events had a significant impact on how those responses differed. The ground being frozen in January kept more trees in place, whereas in October, the ground had been softer and wet, causing trees to uproot much more easily, especially compounded with the extreme wind speeds. Tree work is scheduled to take place in Ellington by Eversource's arborist, but Toni has been unable to get that finalized schedule; she will provide that timeline when she has it.

4. NEW BUSINESS

a. Cyber Attack – Town Hall IT System Exercise

A nearby town experienced a cyber-attack where their computer system was locked down and “held hostage” until they paid a certain amount of bitcoin, a type of virtual currency. This led Joe Palombizio to look into organizing an exercise to test the Town’s IT security and to see the timeline for full recovery of the system. 80% of attacks come from employees inadvertently giving an unauthorized individual access. Joe will work with Patrick and Keith from The Computer Company to organize this exercise. The plan is to hold the exercise on a weekend so as to not interrupt regular working hours for employees. Anna recommended bringing this up at a Department Head Meeting, as some employees like Bob Tedford and Mary Bartley regularly work on Saturdays with their various recreation programs.

b. Pat Getler – Updates from NCDHD

The NCDHD just conducted a Regional Training Needs Assessment through the Capitol Region Emergency Planning Council. The data from the related survey that was taken will go into a workforce development plan, which helps guide the department in terms of what emergency preparedness trainings are needed for the staff to participate in. Joe Palombizio asked if the department was involved with any NARCAN administration or Stop the Bleed training. Patrick responded that they were not directly involved with NARCAN training but that the department just received an opioid-related grant which is being handled by their Health Educator, Joanna Keyes. The department doesn’t offer Stop the Bleed training but Patrick thought they would be able to point someone in the right direction if they were looking into it. He also mentioned another FEMA program, When to Help, which is geared toward the general public. Joe is interested in these programs for Ellington’s CERT members. John Littell is currently certifying six to ten people in a Stop the Bleed program and offered to see if he would be able to get a couple of spots for the members.

c. Chief John Littell – Tolland County Coordinator; Fire, Emergency Services

Joe Palombizio formally introduced Chief Littell to the group. One of John’s main focuses has been on reaching out to ambulance and fire services to emphasize shared resources and collaboration, and to promote standardization across the board. He also brought up guidelines for town shelters, which should be able to house and provide for 7% of the town’s population; he believes very few, if any, in this area are capable of this. He recommends a more self-sufficient system that would require fewer people to operate. Communication between departments is crucial to ensure appropriate knowledge of what resources are available to them, such as CERT team support. He would like to create a resource list for Tolland County that centralizes and streamlines department policies and emergency plans; he also wants to see the various towns

in the county to work together and merge services when it makes sense to. His plans include creating similar IDs; Ellington purchased a machine that allows departments to follow this unified ID system. He referenced PublicEye as a system to look into to easily collaborate between departments and disseminate necessary information to residents.

Procedures related to school fire and emergency drills are being looked at and amended. Emergency kits including blankets are being distributed to teachers, and a certain number of busses are being automatically activated, in the event of a long period of exposure to the elements.

John also recommended having a centralized list of properties with crumbling foundations, as those would require a specialized rescue in case of an emergency incident. Peter Hany asked where this list would be accessible. Lori Spielman said she would work with the Assessor's Office on accessing this list and making it available to emergency services departments. Tim Webb reported that the Water Pollution Control Authority has encountered similar crumbling issues with septic tanks. This is one reason emergency vehicles should avoid parking on yards whenever possible. Chief Feldman reported that they do not park their vehicles on grass. Many crumbling foundations have not yet been reported, as people may be waiting to see what comes through in terms of assistance. Communication with building and planning departments is crucial to keep these lists up-to-date.

Anna Turner asked him about informational magnets that had been distributed through churches in his area. He had given a presentation on the importance of some of the aforementioned policies he was focusing on, and these churches purchased additional magnets as a reference tool for their members. Anna noted that it was similar to the File of Life cards.

d. Emergency Management/CERT Updates

John Streiber reminded the Council that supplies have been moved in the Crystal Lake shelter. There are approximately 200 total cot setups throughout the three shelters in Town. The CERT team has been dormant as of late. There is HAM radio training that takes place on Wednesday evenings which is open to anyone who is interested. Four team members are planning to attend an American Red Cross shelter training. The Ellington CERT team sponsored families over the holidays through the Human Services gift and meal programs; they also marched in the EVFD Torchlight parade in December.

5. ROUNDTABLE – INPUT

Tim Webb reminded everyone to use caution entering and exiting vehicles and buildings with the added hazard of winter weather conditions.

Anna Turner took the opportunity to thank custodians Kim Gallicchio and Dana DiNallo for their excellent upkeep of the Arbor Commons building. She felt comfortable having clients visit the office, as they have kept the sidewalks and steps free of ice and snow. Joe echoed this sentiment, commending other Public Works staff for their work with plowing and other winter maintenance. Anna also thanked the CERT team for food collection and donation efforts.

Patrick Getler reported that they had people on standby to provide shelter inspections had they been needed during the snowstorm.

Lisa Houlihan shared that in 2013, Ellington and about 29 other communities worked with the Capital Region Council of Governments (CRCOG) to develop a Natural Hazards Mitigation Plan, which is good through 2019. It is a living document used to reduce vulnerabilities, minimize loss and provide for more efficient recovery to natural disasters. It identifies risks and strategies to accomplish these goals. CRCOG is organizing the efforts to update this plan; the first meeting is scheduled for January 23, 2018.

Joe took another moment to thank the Senior Center and Hall Memorial Library staff for the extra "warming center" accommodations offered to residents during the period of extreme cold.

Sergeant Brian Santa has, along with Rob Butler, been updating the school plans and invited Chief Feldman and John Streiber to stay after the meeting to review the most updated version in order to consult on the final product that will be distributed to emergency services departments. James York asked about the room labeling and whether it would be possible to program fire alarm panels to coincide with the various locations within the school buildings.

Lori Spielman will distribute the crumbling foundations list to the fire and emergency services departments, as well as the Resident State Troopers office.

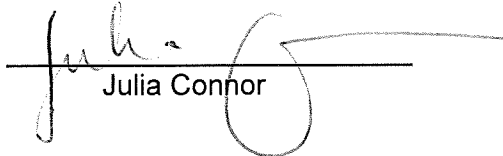
Joe Palombizio, along with Brian Greenleaf and Scott Nicol, were invited to attend a cyber-attack tabletop exercise hosted by the Town of Vernon, scheduled to take place on February 15.

6. ADJOURNMENT

MOVED (HANY), SECONDED (FELDMAN) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 2:58 PM.

The next EMAC meeting is scheduled for 2:00 pm, Monday, April 9, 2018.

Submitted by:



Julia Connor