

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**JANUARY 17, 2012**

**ATTENDANCE**

**Members and Guests**

Peter Souza  
Steve Bartha  
Joyce Stille  
Bob Skinner  
Jeff Bridges  
Emily Moon  
Steve Wawruck  
Cheryl Assis  
Bill Austin  
Hedy Ayers  
Maureen Barton  
Jennifer March-Wackers  
Lyle Wray

**Town**

Windsor  
Avon  
Bolton  
Canton  
Wethersfield  
Windsor  
Windsor Locks  
CRCOG  
CRCOG  
CRCOG  
CRCOG  
CRCOG  
CRCOG

Chair Peter Souza called the meeting to order at 12:05p.m.

**1. ADOPTION OF MINUTES**

Joyce Stille made a motion to adopt the minutes of the December 20, 2011 meeting, Jeff Bridges seconded. The motion was adopted by unanimous voice vote.

**2. MUNICIPAL CHECKLIST FOR EMERGENCIES**

Ms. Assis distributed the draft First Hour Checklist for Emergencies and a copy of CRCOG's After Action Report on Storm Alfred. She informed the committee that they want to ensure their checklist is in-line with DEMHS recommendations and they are reviewing it now. It was noted that since the checklist is in draft form, towns can still recommend updates for inclusion in the final version.

Ms. Assis informed the committee that DEMHS is now developing a training session for CEOs which is tentatively scheduled for March 1<sup>st</sup>. CRCOG is also working on a specific RESP familiarization PowerPoint for CEO's. Chief Austin walked through the draft checklist, which reflects a seven stage process, and explained while towns have protocols in place to handle routine police and fire emergencies, they wanted to provide officials with a guide when a situation like a chlorine leak has the potential to affect your municipality. He focused on the importance of situational awareness.

Some questions were asked about how towns will be notified if the regional EOC is opened. Ms. Assis stated that Town Managers and First Selectmen will be added to Everbridge, and she will be collecting emergency phone numbers from that group. Chief Austin stated that communications about the regional EOC opening will be sent via e-mail, phone call, over the radio, and through the dispatch center. Chief Austin said that the checklist should prompt you to think about and look at the resources you have. Maybe you have resources that someone else can use. A question was asked about activating the RESP. Chief Austin responded that when municipalities notify RICS, anyone can then activate the RESP. Another member asked whether anyone will know if a town has not received any of the communications about the regional EOC, and Chief Austin replied that CREPC will follow up if they haven't been able to confirm that a town has been notified. Even if a town has no power, a command center can be set up for them off-site. Other things to consider are whether specific phone providers are down, and how to contact towns that are using that phone provider. Chief Austin said that the plan is for him to meet with emergency directors, town managers and first selectmen, and there should not be a repeat of what happened during Storms Irene and Alfred. A member asked for confirmation that RICS is where you go when you need to implement/activate RESP. Chief Austin confirmed this and said that this will give you a straight line into the RCC. Ms. Assis reminded the members that several towns have active CERT teams who can provide support during an emergency. Members with any follow-up questions should contact Cheryl Assis.

### **3. CENTRAL CT SOLID WASTE AUTHORITY UPDATE**

Ms. March-Wackers wanted to provide a brief update on CCSWA, which currently stands at 21 municipalities. Most of the members have decided to contract with CRRA, although some are going with Murphy Road and a couple of others are going with Covanta. Household hazardous waste is not part of the contract. Next steps include mattresses and waste streams. CRCOG will continue to provide support for the Authority. Ms. March-Wackers will be available until next Thursday; Pauline Yoder will take over the CCSWA in her absence. The legislation is working on a solid waste plan for the State, and CRCOG will continue to stay involved.

### **4. STATUS REPORTS**

#### **Capitol Region e-Government Initiative**

Updates have been completed for Regional Online Permitting.

#### **Capitol Region Purchasing Council**

Ms. Barton reported bids for Grass Seed and Fertilizer and Portable Toilets are out and will be opened on January 26<sup>th</sup>, and she is currently soliciting requirements for Fuel Oil & Diesel and Recycling Bins, which will be released on February 8<sup>th</sup> and opened on February 29<sup>th</sup>.

#### **Municipal Service Sharing**

Mr. Wray reported that some movement is happening on broadband, currently, there

is a decision to be made about whether to open up the CEN or the new Public Safety broadband for general government usage. We are potentially 18 months out from all members having access to high speed broadband, and those involved are trying to make sure it doesn't unravel.

The Regional Performance Incentive Program grants have been submitted and are being reviewed. OPM received 30 applications, they are anticipating having \$8 million to give and received \$13 million in applications, so the odds are good. While Ms. March-Wackers is on leave, Ms. Assis will be the contact person for grant questions.

Ms. Ayers reported that Human Resources subcommittee met last week and walked through the highlights of the research Ms. Ayers had prepared. In addition to the items she identified in last month's handout, Ms. Ayers said a few other things came up, and that the subcommittee will need a better idea of human resources staffing in our communities. Ms. Ayers will put out a survey on many topics, and she will want members feedback, as well as direction from CAO/CEOs. Ms Ayers will run the Municipal Services Committee meetings while Ms. March-Wackers is on leave.

#### **5. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS**

Ms. Stille asked if anyone had heard from FEMA regarding Storm Alfred. Mr. Wawruck stated he's working with a FEMA rep, but wanted to share that he learned that FHWA roadways don't fall under FEMA's jurisdiction, and assistance for those will have to be applied for separately. Bolton is still dealing with Irene. Mr. Bartha said that Avon was assigned the same representative for both Irene and Alfred, so that should be helpful.

#### **6. ADJOURNMENT**

With no other business, Chairman Souza adjourned the meeting at 1:15 p.m.