THETFORD EMERGENCY MANAGEMENT  
Planning Meeting Minutes  
1/28/16

**PRESENT:** Mariah Whitcomb, Don Fifield, Robin Pettingell, John Mosson, John Stephens, Chad Martin, Michael Evans

Review minutes from last meeting. Website contains all TEM minutes as well as agendas for upcoming meetings. No changes were noted in the minutes.

**UPDATES:**1. Need to plan a workday (during daylight hours ) to move stuff to container at TA. Robin noted we will need to alert Bruce Hyde of the date so that he can be sure to have the container accessible. Chad Martin will coordinate with Mariah to bring the signs and sign bases from Post MIlls.

1. Alternate shelter site at N Thetford church—the group is still interested  is pursuing this.
2. Generator-Chad M. has a connection for a 7,000 watt used generator--will sell for  $800. Chad will put Mariah in touch with the person to explore further. Mariah needs  to email Chad if she is interested in learning more about this opportunity. Mariah will check on whether a generator of this size is big enough.
3. MOU’s- The next priority is to obtain these with Wings, Isabell’s, Huggett’s and Thetford Village store for food resources. Robin  will get MOU’s signed after Mariah sends her the templates.
4. Michael Evans—no new info on radios. Mariah noted that there are no V-comm grants for agencies other than police departments in 2016.

**COMMUNICATIONS:**

1.FCC license --No report from Penny Sirjane at this time. Tabled.

2. Facebook vs website/ Continue facebook and link to TVFD page. The group also noted the value in a quarterly update on the list serv/town newsletter. (Addendum: a week after this meeting, the facebook page for emergency management was deleted by the previous admin. A new one will need to be created)

3.Purchase of walkie talkies denied by Selectboard in 2015 due to a request to freeze any end of year spending.

**TRAINING:**

1. FEMA-NIMS 100 and 700 -2 online course all should complete. Please do provide the completion certificates to Mariah. Mariah will talk to scheduling office through VT HSU scheduling the 2 classes if people prefer to do in a classroom setting.

2. Do we need another Red Cross Shelter Training class? John M. noted it would be helpful to have 1 or 2 people do the longer class, perhaps someone from N. Thetford church so that they could be a “shelter manager” Others who are interested could take the “watered down” version, only upper management need the “full blown course”. The group thought that a course offered in mid-summer or early fall would be advisable.

3. DLAN -local training at TVFD for Feb meeting--90 minute class. We will invite T. Borst and J. Graf and others who may fill a role during an emergency.

**LOCAL EMERGENCY OPERATIONS PLAN**

1. The LEOP is due for its annual update. State only requires a base plan, but Mariah would like to expand what we currently have on file. We have the minimum at this time.

This would require some work on various sections by the local Dept. Heads in town. The information in emergency binder also needs to be updated.

Mike E. inquired about any grants available to help fund this process? Mariah replied that she was unaware of any, but that the staff at TRORC and the LEPC are very willing to help. We really need to get on paper what everyone knows/does/has for resources, etc

**NEXT STEPS;**

VTAlert.gov /Alerts – clarify process to utilize this service

 Discussion of MOU’s--Fogg’s, Lyme Hardware and contact info for non-business hours

Next Meeting\_Feb 25, 2016 at TVFD--DLAN training at 7:00PM . This meeting will only focus on the DLAN training. The next regular meeting will be in March.