

**Town of Somers  
Civil Preparedness Advisory Council  
Friday, May 3, 2013  
8:00 AM  
Fire House**

**Meeting Minutes**

The meeting was called to order by Chairman Dan Thayer at 0802 hours.

Members present: DEMD George Collins, Mr. Peter DeBrino, Mr. Tim Kradas, Deputy PWD Todd Rolland, EMD Dan Thayer, and 1<sup>st</sup> Selectman Lisa Pellegrini (Ex Officio).

Members absent: SGT Jose Claudio, Supt. Maynard Suffredini and Fire Chief Gary Scheissl.

Also present: Mrs. Paula LaFrance, Mr. William Boutwell, D/C Frank Falcone, and Town Clerk Ann Logan.

**Old Business**

**Approval of Minutes**

A motion was made and seconded to waive the reading of the minutes for the April, 2013 meeting. There was no discussion, and the motion was passed by voice vote.

A motion to approve the minutes of the April, 2013 meeting as submitted was made and seconded. There was no discussion, and the motion was passed by voice vote.

**Shelter Procedures Manual**

A lengthy discussion was held regarding the approval of the Shelter Procedures Manual by the Board of Selectman. A consensus was reached that the manual's intended purpose is to serve as a guide to those tasked with opening and maintaining a shelter. It provides suggestions as to procedures that might be employed, but is not a statement of the Town's shelter policies. Those policies are contained in the Local Emergency Operations Plan (LEOP) and its annexes. Therefore, the manual may and should be updated and changed as necessary to reflect changes in shelter procedures, without the need for Board of Selectmen review.

Towns Clerk Ann Logan stated that the manual remains in her possession. She agreed to present it to the Board of Selectmen so that they may be familiar with its contents and

purpose. However, it was understood that the formal approval of the Board of Selectmen is not necessary.

## **New Business**

### **Shelter Supplies**

The Chair announced that purchase orders were being requested for the purchase of consumable supplies for the shelter, such as flashlights, wristbands, caution tape, etc. These needs were identified by Amy Saada at the April meeting.

Funds permitting, Family Radio Service (FRS) radios will be purchased for use by shelter volunteers for intra-shelter communications.

### **Field Road Fuel Island Pre-wired**

Mr. Rolland reported that the fuel island on Field Road has been pre-wired for connection to a generator, in the event that electric power is lost. The fuel island at the Public Works garage is already powered by that building's generator.

### **Senior Center Generator**

Mr. Rolland reported that an estimate of \$28,000 had been received for the installation of a standby liquid propane –powered generator at the Senior Center. This would power the entire building. The estimate did not include the cost of a suitable propane tank. This building has been designated as an alternate polling place in the event that Town Hall is without power. Possible sources of funding for this project are being investigated.

## **Adjournment**

A motion to adjourn was made and seconded, and passed by voice vote. The meeting was adjourned at 0835 hours.

Respectfully submitted,

Dan Thayer  
Chairman

**Minutes are not official until accepted at a subsequent meeting.**