

TOWN OF WILLINGTON

Special Meeting Minutes

Board of Selectmen
40 Old Farms Road
Willington, CT 06279
(860) 487-3100
(860) 487-3103 Fax
www.willingtonct.org

EMERGENCY COMMUNICATIONS TASK FORCE

Via Zoom Meeting

August 16, 2020

6: 30 PM

First Selectwoman Wiecenski called the meeting to order at 6:35 PM with the following in attendance:

First Selectwoman Wiecenski, Alex Moore, Stuart Cobb, Phil Stevens, Mike Makuch and Lt. Palmer.

A. Elect Chair

BOS decided to open it up to a larger discussion. First Selectwoman Wiecenski asked if there were any volunteers. Alex Moore volunteered to be chair of the committee. First Selectwoman Wiecenski thanked him for his willingness.

Selectwoman Wiecenski moved to appoint Alex Moore as Emergency Communications Task Force chair. Mike Makuch to 2nd the motion.

Vote: 5 Yes (Wiecenski, Palmer, Makuch, Moore, Cobb, Stevens) No: 0

B. Discussion of Goals & Charge

First Selectwoman Wiecenski describes the charges for the committee as they were chosen by the BOS. Charge described as follows "To explore usage and cost implications of an emergency response system for the Town of Willington., to develop protocols for usage of emergency response systems, including a regional approach and make recommendations to the BOS."

Alex Moore starts discussion of goals. One being a possible software system for the town vs. what TN already has. First Selectwoman Wiecenski stated that Stuart Cobb was able to get a quote from Everbridge while she and Mrs. Robin Campbell received one from Code Red, which is currently used in Mansfield.

First Selectwoman Wiecenski also noted the amount of residents that were notified during the most recent storm was 4,000 vs. the 2,300 which were notified in May. Mike Makuch adds that one of the things to determining goals is figuring out what the public wants. Lt. Palmer confirms that these software systems are currently being used for surrounding towns and that with 4,000 residents currently being notified with Everbridge, it seems like a good choice. Alex Moore notes the utilization of the system (i.e. a storm vs. a public threat) is to be determined by local authority (police/fire). Lt. Palmer recommends that the committee establish a process where once the authorities have information it can become public, whether it be Everbridge or another software system.

Stuart Cobb questions whether or not CSP PIO would release an Everbridge statement if a community issue (such as the event in May) would arise today. Lt. Palmer states that messages would be crafted sooner and released sooner.

Phil Stevens suggests creating a flow chart so that citizens can be educated about the process. Stuart Cobb notes the advantage of Everbridge is the advertisement for CT Alert. First Selectwoman Wiecenski notes that we need to make sure people are signing up for these alerts and updating their information if it changes.

Alex Moore suggests a zoom meeting for the committee going over Code Red vs. EverBridge. Mike Makuch wants to figure out exactly what the public wants before the next meeting.

C. Meeting Dates

Phil Stevens says meeting dates would depend on when we can get the demonstrations from the software vendors. Stuart Cobb wants to do the meetings sooner than later with the upcoming CIP and BOF. He also said financially if

the group needed to purchase anything it would need to be done before budget season. First Selectwoman Wiecenski says she understands the concern for the budget but wants to make sure everything is done right. Alex Moore schedules the next meeting for Wednesday October 7th, 2020 at 6:30 PM. Stuart Cobb states that there are 2 different discussions that need to be had, what needs to be sent out and when/how. First Selectwoman Wiecenski says we have to work with local authorities to determine these things. Phil Stevens asks Lt. Palmer which towns have a similar system. Lt. Palmer states Mansfield does. He discusses reaching out to local resident troopers to see what their protocol is. Mike Makuch wants to bring several questions to the next meeting with responses from the public. Stuart Cobb requests an email address be setup for this committee for responses. First Selectwoman Wiecenski said she will look into that with IT as well as Phil Stevens possibly setting up a Google Form. Alex Moore states he will be setting up a vendor demonstration for the next meeting.

Mike Makuch moved to adjourn the meeting at 7:08 PM.

Alex Moore seconded the motion

Vote: 5 Yes (Wiecenski, Palmer, Makuch, Moore, Cobb, Stevens) No: 0

Respectfully Submitted,
Michele Cyr

TOWN OF WILLINGTON, CT
Received for record September 17, 2020
At 1:48 pm [Signature]
76