

# TOWN OF WILLINGTON

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Board of Selectmen  
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## Emergency Communication Task Force

Special Meeting Minutes  
Via web interaction (via Zoom platform)

December 9, 2020  
6:30 PM

*\*Minutes are not official until approved at the next regular meeting*

WFD#1 Chief Moore called the meeting to order at 6:36 PM with the following in attendance;  
First Selectwoman Erika Wiczenski, Lt Robert Palmer, Superintendent Phil Stevens, Mike Makuch, Sarah Worthen, Stuart Cobb, Christina Mailhos arrived at 6:40  
Members absent- Vincent Pagano.

### Approval of Minutes

First Selectwoman Wiczenski moved to approve the minutes of November 18, 2020 with the following edits.

*Page 1 2<sup>nd</sup> paragraph the wording should read as, Mr. Makuch expressed that the committee has seen another demonstration from another vendor.*

*The spelling of Mr. Racicot spelling should be corrected on all pages.*

*Page 2 paragraph 2 the wording should read as, TN will assist in condensing a message as the limitation is a one minute police voice message limit.*

WFD#1 Chief Moore seconded the motion.

Vote: 6 Yes (Wiczenski, Palmer, Makuch, Worthens, Stevens, Moore) 0 No 1 Abstain (Palmer).

### A. Discussion on Everbridge vs. Code Red notification system

A discussion took place regarding municipal references on Everbridge and Code Red products. First Selectwoman Wiczenski will reach out to Willimantic, Tolland & Mansfield to see how they utilize each application, emergency, administrative notices or dual purpose. It has been noted that Fairfield started using Code Red but transferred over to Everbridge. The committee would be interested in getting feedback from current users.

### B. Discussion on questions / info for residents.

A discussion took place regarding the survey being crafted to residents. The questions should be phrased in a way that is easy to understand with multiple choice answers, ideally with examples of an emergency notification vs. an administrative notification. It was noted of the importance to convey to residents that an administrative message would not be broadcast later than 8:00P.M. Having multiple choice questions will assist in streamlining the process to extrapolate data. The Committee thought it is important to give residents space for free form comments additionally so their concerns are heard. It was discussed that the multiple choice questions should align with the pre-canned messages distributed by Lt. Palmer from the Everbridge system. Sarah Worthen and Mike Makuch will get together to formulate the questions using survey monkey. Once complete, the committee will review and discuss. When the survey is complete, marketing and outreach to residents will need to occur. Notifications will be send through the Town Website, E-blast and Superintendent Stevens will send a message out to parents.

C. Review surrounding town notification protocols.

A discussion took place related to surrounding towns. Tolland utilizes Everbridge. Ashford is in the same circumstance as Willington. Union utilizes CT Alerts and the Town of Mansfield uses Code Red. There is a lot of functionality with utilizing CT Alerts with no additional cost. It was discussed that there has been guidance disseminated down to step back from utilizing CT.ALERTS in COVID related alerts as there is a decline of subscribers. This was prefaced due to most if not all towns are or have been in a red status. There is concern the COVID topic through media is an overloaded saturation of information for the community. While these systems should be used for immediate life and safety, prior to COVID these systems were used very seldom with the exception of weather events. Prior to the tragic event from which this committee was born, life and safety events such as we experienced were far and few in-between. Our society has advanced to instant communication. Although it is important for the public to receive information timely, it has been exceedingly difficult to notify internal personal on events with in the State Police before information is communicated through social media.

The next meeting is scheduled for Tuesday December 22<sup>nd</sup> at 6:30 P.M. to review the survey with the intent of sending the survey out to residents the week after Christmas.

First Selectwoman Wiecenski moved to adjourn the meeting at 7:31 PM

Lt. Palmer seconded the motion.

Vote: 6 Yes (Wiecenski, Palmer, Makuch, Worthen, Stevens, Moore) 0 No.

Respectfully submitted,  
Heather Sharpley