

**TOWN OF SOMERS
CIVIL PREPAREDNESS ADVISORY COUNCIL
MEETING MINUTES
Friday, November 6, 2009
7:30 a.m.
Somers Fire House**

1. Call to Order – Joe Tolisano, Emergency Management Director, called the meeting to order at 7:35 p.m.
2. Members Present – Bob Cafarelli, Arthur Hoza, Ed Pagani, David Pinney, Mike Provencher, Maynard Suffredini, Dan Thayer, and Joe Tolisano. Also present were Bill Boutwell, BOE Business Manager; Peter DeBrino, CERT; Frank Falcone, Career Deputy Fire Chief; Steven Jacobs, Town Sanitarian; Ann Marie Logan, Town Clerk; Jim MacFeat, BOE Supv. of Buildings and Grounds; Marcia Mitchell (recording); Lisa Pellegrini, First Selectman Elect; Todd Rolland, Highway Foreman; Judith Snyder, Somers Community Health & Wellness; and Connie Tague, Home & Community Health Services (VNA).
3. Emergency Response Plan Briefing
 - o H1N1 Briefing – The H1N1 Immunization Plan will serve as the basis for our annual tabletop exercise. The plan was signed and finalized. Ms. Tague stated for the record that, if a clinic were scheduled, sharps containers should be provided by the State, and that syringes provided for other clinics were too large for use on smallest of the population, so smaller syringes would also need to be provided. Lead time for clinic notice to the VNA is two days. A by-appointment only clinic is tentatively scheduled for 11/17, 4-7 and is dependent on availability of vaccine. Ms. Mitchell will coordinate scheduling and notification based on state’s priority groups, town’s plan, and parent intent to participate provided by schools.
 - o Continuity of Operations Plan (COOP)-Influenza Pandemic Emergency – Mr. Tolisano requested that the phone numbers be provided to complete the plan.
 - o R-911 issues – status – R-911 notification to residents about a potential H1N1 clinic took much longer than expected, and didn’t conclude until 10:49 p.m., resulting in complaints about too-late calls from residents. This was a result of too many retrys, and not enough outgoing phone lines. R-911 tech support recommends another software upgrade.
 - o CERT update – CERT will provide external traffic support at clinic.
 - o Tabletop Exercise plan – H1N1 Immunization will serve as basis for annual tabletop exercise. It was agreed that the EOC will be activated if any clinic for more than 500 people is scheduled.
5. Approve 10/9/2009 Meeting Minutes – Motion by Dr. Suffredini, seconded by Mr. Provencher and unanimously voted to approve 10/9/2009 meeting minutes as written.
6. Adjournment – Motion by Dr. Suffredini, seconded by Mr. Provencher and unanimously voted to adjourn at 8:20 a.m.

Respectfully submitted,

Marcia L. Mitchell
Recording Secretary

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING