

Somers Long Term Recovery Committee **(LTRC)**

Meeting Minutes

5.18.21

7:00 pm - Kibbe Fuller

1. Recap final decisions made regarding stress management training/assessment – **Selectman Keeney and Dr. Salva met with Keith Burger and Chief Roach regarding the training and EAP access for volunteers. It was learned that volunteers do in fact have access to EAP and will be included in all training that the Lexington Group offers. Glen will check the employee handbook to see if there is any information related to EAP as it seems that many employees do not know all the services that it offers. It would likely be the First Selectman's office that would manage accountability for all mandatory training for town employees. Kim LaFleur to be invited to next month's meeting.**
2. Review the remainder of the committee's recommendations from short term recovery report. Draft report to the Board of Selectman with regard to implementation.

Recommendations:

1. Everbridge Communication System (Implemented)– **Update from Kim LaFleur and Glen Reynolds (Invite Kim LaFleur). Dr. Salva also suggested that the town's welcome packet to all new residents include information about Everbridge.**
2. Required Mental Health/Stress Management training for all town employees (Approved)- **Invite Kim LaFleur regarding implementation and accountability.**
3. Recommend Job descriptions for all town jobs/classifications – **This will assist with ensuring employees know their responsibilities during routine and emergent circumstances and help with accountability. Recommend Directors draft all job descriptions for employees in their department and**

finalized by the First Selectman's office. Job descriptions should be for every town employee.

- 4. The committee felt that specific direction from the top town officials and emergency management to the directors is essential to set expectations and clear direction during crisis. Organizational charts should be established to show the who is in the chain of command during an emergency and also what the flow of information is. This should be handled by the Emergency Management Director and the Selectman's office to create and manage organizational charts to include all departments ie. School, Police, Fire/EMS etc...**

- 5. Recommend that the town establish a system for identifying unmet recovery needs of the community and have tangible resources to provide to those in need. Creating a directory of current services and contact information would be helpful in streamlining service delivery. It is important that town officials advocate and assist when needed. Recommend that this be led by Social Services Director Allison Maynard in coordination with the Selectman's office.**

- 6. Through our many discussions, we learned that the Office of Social Services is underutilized, meaning that we know that there is a higher need in our community, however, many are not reaching out for assistance. While there may be a variety of reasons for that, one that we feel we can address is that of marketing. The Social Services Office is relatively new to Somers. The LTRC recommends putting together a marketing strategy to ensure the community is not only aware that the office exists, but that they are aware of all that it has to offer and the process by which they can access services. This tied in with requesting contact information via Everbridge that will build awareness and connectivity with the population that is most vulnerable and in need - Recommend that initiative be led by Social Services Director Allison Maynard.**

7. Having regular table top emergency drills is highly recommended - Emergency Management Director Glen Reynolds Glen Reynolds. Drill to set up a town shelter currently scheduled.
8. Require monthly reports from Department heads to indicate what has been accomplished. This helps not only with accountability, but it assists with quantifying where the unmet needs are and what has been done to address them. Aids also when asking for both public and private assistance. - Some Departments already do this, and reports should be managed through the Selectman's office.
9. Suggested that the town engage with the public 1x a week or more as warranted during an active crisis- Emergency Management Director Glen Reynolds and First Selectman's office to implement. It was also recommended that reaching out to the community annually about emergency preparedness.
10. Recommend highly that the Economic Development committee create a plan to get an updated business directory as well as a way to keep it updated. The committee recommended possibly partnering with the high school and utilizing students to assist in the effort. In addition, a town/business partnership strategy should also be developed. The relationship between the town and its businesses is a critical one as the success of the businesses in town contributes to the success of the town. A mechanism by which relationships are built between the two is vital. -Dave Marti to meet with the Economic Development Committee to discuss recommendations
11. Record keeping/Timeline of Events - Memorializing this entire crisis and the community's

response is essential. The committee recommends that each department that has any role in managing a crisis, maintain a chronology of actions taken from the day the crisis was declared until such time as they no longer have any emergency response needed. - Emergency Management Director Glen Reynolds to add form to Emergency plans and handle getting form to town employees and training them on when to use them.

Next meeting - 6.8.21