Minutes
Local Emergency Coordinating Committee Meeting
December 5, 2019
Town Hall Conference Room B

1. The meeting was called to order at 5:03 PM. Present: Jim McLoughlin, Fire/EMS/EMD; Bud Meyers, Fire Marshal, NCVFD; Mark Palmer, Police Department; Julie Blanchard, Town Council; John Elsesser, Town Manager; Lenny Bragdon, Public Schools; Ken Boutin, CVFA; DJ Figiela, Department 18; Matthew O’Brien, Jr., Town Council
Also present: Ray Oliver, Chris Bellatone, Ryan Boutin

Julie Blanchard welcomed the group. Introductions were made and annual thank-you gifts from the Town Council for volunteer committee members were distributed.


3. Acceptance of Minutes:
Bud Meyers moved to accept the meeting minutes of November 7, 2019, seconded by Jim McLoughlin. The motion carried with Matthew O’Brien, Jr. abstaining and all other members in favor. John Elsesser noted that if there are topics you want to add to the agenda, to forward them to Jim McLoughlin, John Elsesser or Julie Blanchard.

Agency updates:
NCVFD – Bud Meyers:
- During the month of November, NCVFD responded to 39 calls consisting of 1 fuel burner/boiler malfunction, 1 grass fire, 1 gas leak, 2 electrical or equipment malfunction, 1 authorized burn, 7 motor vehicle accidents, 5 false alarms, 9 wires down, 3 severe weather, 4 good intent and 5 medicals.
- The T111 driver-side window was repaired.
- R111 on-spot chains had a recall, which was rectified.
- Our ladder truck was used to assist with decorating the tree for Christmas in the Village. Captains Mancini and Cook took charge with assistance from firefighters Kane and Bohr.
- A Stuff the Truck toy drive, held in conjunction with CPD and CVFA will take place on 12/7 from 10 am to 2 pm.
- An incident took place at sub-station 211 where our members were possibly exposed to elevated CO levels. Two possible sources at the station produce CO, the furnace and diesel exhaust. The furnace was eliminated as a possible source. Diesel emissions also contain carbon monoxide, Sulphur dioxide, diesel particulates, volatile organic compounds and nitrogen dioxide (NO₂). We have no metering for nitrogen dioxide, which aggravates the respiratory system and can cause such symptoms as coughing, wheezing or difficulty breathing, which were displayed by the member present. We would like to get a monitoring device that will alert us of unsafe levels of CO and/or NO₂. We will be requesting capital funding for an exhausting fan that would automatically start when triggered by the monitoring device. Bud has sent some quotes to Jim McLoughlin for review. John Elsesser inquired if this condition was caused by running the truck inside. Bud replied no. We did have two calls back to back and members are required to wash the vehicles before they go home. Jim McLoughlin said he spoke to the person who was
exposed. The levels were high but exposure was brief. The member plans to follow up with his personal physician, and we are also following up on the matter. We recently purchased meters for EMS bags for on-call response. He talked with CIRMA – each department has taken on their own reporting, but that is changing. Jim is being added as a report person for FD injuries. John Elsesser noted that he has not received a report from CIRMA – which we are supposed to receive within 48 hours. The incident happened Tuesday night so the report should be imminent.

CVFA – Ken Boutin:
- We have been busy helping with the ambulance. There has been an uptick in CO calls with the colder weather.
- Members are completing coursework, with testing soon for FF1, and EMT certifications. Some members are also doing driver training.
- We are doing capital budget review.

Fire/EMS/EMD – Jim McLoughlin:
- At the last meeting we talked about a emergency management mapping tool that takes FD, PD, schools and PW needs into account. We are getting together with Scott Roberts at South Windsor to develop a task force for a product that can be used by validated public safety personnel. One concern was Eversource not getting back to us when the road is re-opened. Julie Blanchard asked if TN is involved. Jim replied they will be one of the reporting entities. Timing and needs of each agency will be taken into consideration. Ken Boutin said there is a weak link in storm reporting between Eversource and us. If a tree is down with wires involved we’re not getting the feedback. Mark Palmer said during the last storm that communication was not good. On Riley Mountain Road for example, they changed our report from Tier 1 to Tier 2 and three houses couldn’t get out. Sometimes we get a tree crew with no line crew, and vice versa. It is frustrating.
- We launched at Fire/EMS Facebook page last month and would appreciate sharing of content by other established pages (Manager, PD, etc.)
- SCBAs have been tested by the contractor.
- As part of the Folly Lane Bridge replacement project, we discussed the addition of a dry hydrant. Two desired locations have been provided to the Town Engineer for inclusion in the project specifications.
- Jim attended the quarterly task force meeting on fire services. It is a good group to be part of. Jim also continues to attend DEMHS regular meetings.
- We are trying to change the calendar year for LOSAP (length of service award program). This program provides a pension-like benefit based on the number of years of service. John Elsesser noted that the maximum benefit is $50/month. There has been a push to double it. The auditors are starting to treat it as a pension program – like a regular pension there is an unfunded liability. GASB is still figuring out where it fits into accounting practices – whether it is insurance, etc.
- We are working on a policy for claims reporting since this area of responsibility is new to Jim. He wants a clear and concise method.

EMS – DJ Figiela:
- Last month we had 54 calls with 37 transports, 4 cardiac arrests and one major trauma. The ambulance had 17 re-tones for manpower and 9 of those were covered with a mutual aid ambulance. Commendations to Sgt. Kuhns, Officer Grimaldi for assisting DJ during the major trauma until more manpower arrived. Also to Chief
Ken Boutin and EMT Alex Bohr for the excellent care they provided. The patient was stabilized and flown to Hartford Hospital in critical condition. Special thanks to both fire departments for a job well done on the landing zone. The pilot landed the helicopter in a neighbor’s yard.

- One new member has joined Station 18 and the Vintech staff, Justin Rondeau. Justin is an EMT and will be a paramedic by the end of December.
- We are losing Zach Martin, a three-year Vintech member. He is moving back to Maine and we wish him the best of luck.
- A Stop the Bleed class will be held on Tuesday, December 10th at 7 PM at station 11. The class is free to Town residents, who can sign up through the Parks & Recreation Department.
- Starting January 1, we have budgeted to have Vintech cover weekends from 5 AM to 5 PM. During weekends from 1/1/2019 to present from 5 AM to 5 PM, there were 53 re-tones for manpower with 34 of those going to mutual aid transports. Jim McLoughlin noted that every ambulance transport is $1,000.

**Police Department – Mark Palmer:**

- The PD surpassed our fundraising goal for No Shave November. We also did a food drive to benefit the Coventry Human Services and the public was very generous.
- We are collaborating with FD on a Stuff a Truck event.
- We are participating in a Career Day event at the middle school today.
- We posted a reminder about the seasonal overnight parking ban, which began December first and runs all winter. There is no street parking from 2 AM – 6 AM.
- Some policy amendments are due to changes in State law regarding limitations for pursuit of stolen vehicles, plus a few other issues. We will be working on those.
- We are preparing for the CALEA annual accreditation assessment with a site visit planned for April 4-6th.
- We are finishing up the department’s capital and operating budgets.
- Sgt. Spadjinske will be attending the FBI National Academy from January 6-March 13, 2020. Participation is by invitation only and subject to a rigorous selection process which includes meeting stringent physical fitness standards.
- We sold a number of items on GovDeals and raised nearly $1,000. GovDeals is a good mechanism to get rid of unused items. Julie Blanchard asked where the money goes. Chief Palmer replied the General Fund.

**Coventry Public Schools – Lenny Bragdon:**

- The LED interior lighting project at Nathan Hale Middle School is wrapping up and we are moving on to the high school.

**Town Manager – John Elsesser:**

- Capital budgets are due and operating budgets will be due at the end of the month.
- TMobile has merged with Sprint so we may have 5G on the tower here. TMobile has said they are going 5G statewide. They are trying to compete with FirstNet. Verizon has priority service and we are meeting with them soon. We take our cellphones for granted, but when there is a real emergency we get dropped calls. There is no extra cost for the priority service and we encourage public safety personnel to sign up.
- At the State level there are pending efforts on post-traumatic stress for ambulance workers that may break the bank of the insurance carriers.
Construction of the Cumberland Farms project was supposed to start this week but they are running into weather challenges. Another general merchandise store is looking to come to town. The name of the firm is undisclosed. The site is across from CVS at the former doctor’s office.

CT Water is running 2000 feet of new water main in the Northfields area. We are following with catch basin replacement on the same route. We have authorized $6,000 to study a connector of Northfields to the new Swamp Road. Anecdotally we hear that a lot of people cut through that area to beat the light. Potential construction date would be summer of 2020. Folly Lane Bridge will also start construction in 2020.

The firehouse LED interior lights are done and will pay for themselves over four years.

4. Events:
   - The Veterans Day Road Race took place on November 9th. The event ran smoothly. The only conflicts we were aware of was the UConn dock-out day and a sailing regatta. Parking was tight but not unavailable.
   - Christmas in the Village: Jim McLoughlin noted that Ray Oliver is taking over liaison duties for this event and is doing a great job. Ray said we are in great shape, with several planning meetings with the Lions Club accomplished. 3–4 fire police will be strategically placed at the event. We are prepared to shut down Main Street for the light parade. The weather is looking good and we expect a good crowd. The tree lights come on at 5:30 PM. John Elsesser noted that a couple of things are incorrect on the event flyer – there is no Polar Express activity and the bathrooms at Mill Brook Place were not listed. Mark Palmer said that the PD will have an officer on foot patrol.
   - Wreaths Across America: John Elsesser reported that the event is in good shape with a number of volunteers. People will park in the Miller Richardson lot and take the shuttle. The FD might do the aerial apparatus/flag again, weather permitting.
   - Make a Wish Foundation Road Race: The tree lights come on at 5:30 PM. John Elsesser moved to add this item to the agenda. The motion was seconded by Mark Palmer and carried on unanimous vote. Connor Ratte, event organizer, was present to discuss plans for this year’s event, which is tentatively set for February 22, 2020. Chief Palmer noted that last year was the first year for the event. He thought it was going to be a one-time event. One issue that occurred last time was the number of runners in the road, which blocks traffic. Having the event in February also raises concerns about snow piles and narrowing of the road, along with sight-line concerns. He wants the roads to stay open so fire trucks or ambulances can get through. He recommended that Connor meet with St. Opendenbrouw to discuss the PD’s concerns. Connor said he is open to changing the date. He would like to turn over the funds in early April. He did not get as many volunteers last year as he had hoped and is trying to address that. Chief Palmer will have Sgt. Opendenbrouw reach out to Connor for further discussion.

5. Radio communications with Police, Fire and Public Works:
   John Elsesser said that Public Works has been too busy to work on this initiative. We will try to get to it over the winter months. Under the current scenario PW will pick up better communications with the PD but we would like to get a better conduit to the FD.

6. Fire Transition Study Committee – progress report:
   Jim McLoughlin said that the committee met last week and worked on job descriptions and an updated organizational chart. Plan of execution will be the next step. The Board of Fire Officers
is reviewing different policies for a joint manual. John Elsesser said that the MOU is under review. We will evaluate whether to spend a lot of time on interim measures or wait for the revised MOU.

7. **Adjournment:**
   The meeting was adjourned at 6:20 PM on a motion by Mark Palmer, seconded by Bud Meyers and unanimously approved.

Respectfully submitted,
Laura Stone