

Minutes
Local Emergency Coordination Committee
January 6, 2022
(Virtual meeting due to COVID-19 safety guidelines)

1. The meeting was called to order at 5:02 PM by Lisa Thomas, Town Council Chairwoman.
Present: Lisa Thomas, John Elsesser, Bill Watkins, Ted Opendbrouw, Amanda Backhaus, Jeff Spadjinske, Jonathan Hand, Bud Meyers, Jim McLoughlin
2. **Audience of Citizens:** none.
3. **Acceptance of Minutes:**
Jon Hand moved to accept the minutes of December 2, 2021, seconded by Ted Opendbrouw. The motion carried on unanimous vote.
4. **COVID-19 Update – John Elsesser:**
 - We have had a couple of discussions about test kit distribution. Bill and the DPW crew have the kits and they are being stored inside at DPW. We also received three cases of masks, so that will give us enough to distribute with the test kits.
 - 830 kits were received. We will distribute the same number of kits as last time, otherwise we will get complaints.
 - Discussions to the first-come, first served method of distribution were discussed, given the long lines which disrupted traffic and complaints from people who were turned away when we ran out. Mansfield’s distribution at their middle school also did not work well because it was complicated by bus traffic. We have decided to use the Recreation software so people can sign up 75-100 at a time in a “class” type window. People will have to register with the Rec software, but this approach will give them a specific time that they can rely on. The software checks for residency and can send an appointment reminder. The software also allows a waiting list. The registration confirmation can be shown on a phone or printed on paper. Classes can be targeted, i.e., senior citizens or essential workers. This approach could be a barrier for those without computers or who are not tech savvy. West Hartford used this method – the library helped people register. Our Human Services office has volunteered to help. The Rec office is short-handed due to COVID. If we do it this way, we can do it this weekend, maybe Sunday, or mid-week next week. Location could be changed to DPW – a disadvantage of that is that it is not well-lit at night. An additional benefit would be that it adds more people to the Rec system to register for programs.
 - Lisa Thomas said there will always be people who don’t like what we do, but the Rec software makes sense. We want to be fair. We can do timeframes to accommodate people who work, such as early morning or late afternoon. We could also stage a person on the side road, so they can turn around if they don’t have a receipt. The reservation waves could be at different locations.
 - Bud Meyers said if we need to run a little later on a Thursday, we could use the rescue truck for extra lighting.
 - Jim McLoughlin suggested that messaging appeal to people who already got some kits to let others have a chance. John Elsesser suggested other criteria as well, such as those who are symptomatic, who have traveled, or who need a test to return to work.
 - People who can’t drive can call Human Services. John noted that we got some kits purchased through the special needs fund, and Orchard Hills residents got a delivery. Human Services delivered 10 kits to homebound residents. Jim said a surplus of masks could be dropped at select locations. John said Pam Rochette will reach out to businesses for essential workers.

- John said that people will be encouraged to set up their Rec software account now so they will be ready when we go live with the registration link early next week. Lesley is planning to open up 45-minute time slots and will hold back 5 kits per slots for people who call. She will also need verbiage about what will happen if people miss their time slot.
- Lisa said the efficiency of gate keeping with increased staff there will mean we can hand out the kits faster. John said the fire department staff will work on logistics. Signage will also be needed. A teaser announcement will go out on Friday with a link to sign up to create a Rec software account.

5. Events:

- **Christmas in the Village Debrief:** Lisa Thomas said the event seemed to go well. There were lots of Fire/EMS people on hand, which was nice. Jeff Spadjinske said there were no issues for the police department. Bud Meyers said our fire police were concerned about the length of time they were in the cold. We may have to look at doing shifts. Jim gave kudos to the fire police, and to the fire department who did the parade at the same time as the Galey wake.
- **RiMaConn Relay:** John Elsesser said this is an annual event that takes place along the Hop River trail. Minimal impacts are anticipated, and the bridge replacement is not a factor. We will follow up with the race organizers on paperwork.

6. Agency updates:

Fire/EMS/Emergency Management – Jim McLoughlin:

- There was a snag with the ambulance order. We have gone to another vendor. We received their written quote and will work with Finance to finalize the order ASAP. A verbal commitment is in place.
- Fire Department activities during December included the Christmas in the Village event, and we borrowed the ladder truck to support the Wreaths Across America event. We also assisted with the Galey funeral planning. It was a busy month.
- We are moving into the new year. We canceled some training due to COVID – and will reschedule at a future date. COVID has up-ended a lot of activities.

Fire Department 18 – Bud Meyers:

- During the month of December we responded to 161 calls. Details attached to minutes.
- The department was very active with community service activities including events already mentioned by Jim, as well as Stuff-A-Truck and escorting Santa deliveries. This equated to 271 volunteer hours.
- We had an additional 178 hours in in-person training. Thanks to Todd Penny and Spazzarini Construction for use of the Swamp Road house for training prior to demolition.
- Preventive maintenance was completed on T-218.
- We received seven sets of structural firefighting gear, and 18 SCBA bottles, and ordered 17 bottles for this fiscal year. That leaves an additional 18 bottles to be replaced by 2023.
- Officers were issued new portable radios.
- We have initiated additional training to become OSHA compliant. December's topic was leadership traits and qualities.
- NCFD dissolution was finalized, with remaining funds going to a scholarship endowment to Coventry Scholarship Foundation for Dollars.
- Work continues on our five-year strategic plan. A survey has been sent to the community for input. Policy development work continues.

- The Board of Fire Officers nominated three past chiefs for Honorary Charter Membership, which was approved by the Town Council. Congratulations to Bobby Breault, Dick Cooper, and Peter Krawetsky.
- *(Additional information can be viewed in attached report.)*

Public Works – Bill Watkins:

- DPW picked up the COVID test kits at Mohegan Sun today and they are in storage. An employee who is on light duty is assisting to deliver the kits to homebound individuals.
- We are taking care of a lot of tree work around town, including at Patriots Park and Lisicke Beach where there are a lot of dead ash trees. Tenet Tree is coming in for a couple of days next week, and then we will be close to expending our available tree-removal funds.
- The Kubota was delivered to the dealership and is getting outfitted with a plow and sander. This will help with sidewalk plowing.
- We had two early-morning callouts this week due to ice. Yesterday was tricky. We are deploying tonight at 12:30 for tomorrow's storm.
- John Elsesser noted that the DPW crews did some landscaping work at the firehouses.

Police Department – Jeff Spadjinske:

- COVID cases in-house around Christmas have caused us to tighten our protocols – we have two people out sick so we are 25% down.
- Joe Pansini from New London has come on board. He will do a short field training before he goes on the road by himself. Joe is fluent in Spanish and Italian. We are happy to have him.
- Jeff wrapped up the budget and JAG grant application.
- Kelsey Carpenter has been appointed to the detective slot and is starting next week. The position has been open since last summer because people were needed on patrol.

Coventry Public Schools – Ted Opdenbrouw:

- The long-awaited State grant for multi-media has been approved. Three of five schools received it. Some legwork is needed. We will be looking at new fire and burglar alarms for schools, camera coverage, and a portable radio for Ted's position. We haven't heard on the other grant. John Elsesser noted that a portion of the match is included in our bonding – he thanked Ted for his work, which will result in savings.

Administration – Laura Stone:

- A parking ban has been posted in advance of tomorrow's storm.
- We have publicized a reminder about signing up for CivicReady alerts, along with a suggestion to create a secondary contact as an alternative to voice mail messages.
- Items for the monthly e-blast are due on January 14.
- The winter 2022 issue of the Town newsletter is available online and will be delivered to homes by mid-month.

Town Manager – John Elsesser:

- T-Mobile got permission to come onto our cell tower. Dish Network also wants to come on as a phone carrier – they are working with Pelletier for space.

Other Business:

A committee meeting schedule for 2022 was reviewed. Jonathan Hand moved to adopt the schedule as presented. The motion was seconded by Bud Meyers and carried on unanimous

vote.

7. Adjournment:

The meeting was adjourned at 6:14 PM PM on a motion by Bud Meyers, seconded by Jonathan Hand and unanimously approved.

Respectfully submitted,

Laura Stone



1712 Main Street
Coventry, Connecticut 06238
(860) 742-1606 Ext 6007 desk



Town of Coventry

OFFICE OF THE FIRE CHIEF
FIRE-EMS DEPARTMENT

Bud Meyers, Fire Chief
bmeyers@coventryct.org

LECC Report

January 6, 2022

Calls:

For the month of December we responded to 161 calls consisting of: 76 BLS, 53 ALS for a total of 129 Medical calls, 1 Electrical fire, 2 Outside fires, 15 MVA's, 9 False alarms, 5 Good intent.

The department was very active with community service in December. Stuff-a-Truck, Wreaths Across America, Christmas in the Village, a highly requested Holiday Light Parade, Escorting Santa deliveries, just to name a few. This equated to 271 volunteer person-hours.

If calls and community service was not enough we had an additional 178 person-hours of training. With that, I would like to thank Todd Penny and Spazzarini Construction Company for making accommodations with the use of the house slated for demolition for the Swamp Road intersection project.

We completed preventive maintenance on T-218, when it was in the shop the fuel sensor needed replacing in the fuel tank. In February, the ladder will need its five-year Non Destructive Testing.

We received seven (7) sets of structural firefighting gear.

In keeping up with our SCBA bottle expiration last year, we received 18 bottles, and we ordered 17 bottles for this fiscal year, leaving an additional 18 bottles to be replaced by 2023.

We had another overhead door mishap at Station 418, besides damage to the door; the light bar on ET-418 was damaged.

We issued the officers their new portable radios. To become OSHA compliant we have initiated additional training to occur directly after our officer's meetings. December's topic was leadership traits and qualities.

While at an accident scene, a citizen attacked a member's private vehicle. Luckily, there was no physical damage to the vehicle and we transported the individual for psychiatric evaluation.

NCFD finalized their dissolution with their remaining funds of \$12,212.42 going to a scholarship endowment through the Coventry Scholarship Foundation for Dollars.

Human Services Department received ID Tags made from our ID tag system.

We continue to work on our five-year strategic plan and have sent out a survey for input from the Town Council and citizens.

Dedication – Teamwork – Respect



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Town of Coventry

OFFICE OF THE FIRE CHIEF
FIRE-EMS DEPARTMENT

Bud Meyers, Fire Chief
bmeyers@coventryct.org

We have accepted three new probationary members bring our total to seven probationary members.

We continue to work on our policies, the latest being an Inactive Member Policy. The concept is to keep the skilled members as active as possible, the policy defines what is required to maintain an inactive member status, as well as provide the potential for the Department to make use of inactive members' skills and time where possible and desired by both the Department and the inactive member. With four (4) types of inactive members Non-responding, Administrative Support, Training Support and/or Specialized Functions.

The Board of Fire Officers nominated three (3) past Chiefs for Honorary Charter Membership and the Town Council approved their membership. Congratulations to Bobby Breault, Dick Cooper and Peter Krawetski.

Speaking for the members and officers, we would like to thank all the Town Departments, Town Council, Jimmy, John and Amanda for your support. The progress we are making is directly proportionate to you all supporting our cause.

Respectfully submitted,

Bud Meyers

Bud Meyers,
Chief

Town of Coventry Fire & EMS Department