

EOC Building Committee

Meeting on Wednesday, June 18, 2014

In attendance: Jim Lally, George Keithan, David Gross, Kate Novick, Gina Regolo, Don McDougal

Also present: Fred Dudek Jr.

Absent: Al Chapman

Chairman David Gross called the meeting to order at 6:30 p.m.

This was the first meeting for the EOC Building Committee.

George Keithan nominated David Gross as Chairman of the EOC Building Committee. The nomination was seconded by Jim Lally and the nomination carried unanimously.

David Gross nominated Kate Novick as Secretary of the EOC Building Committee. The nomination was seconded by Jim Lally and the nomination carried unanimously.

David Gross made a motion to approve a meeting schedule for the EOC Building Committee. The motion carried unanimously and the approved meeting schedule is attached.

The committee agreed that its first goal is to revisit and revise a needs assessment and estimated budget that was developed in 2012 and 2013 by the Town Hall Building Committee for the next meeting. George Keithan expressed that this will ensure that the EOC Building project will be executed within the STEAP grant amount of \$500,000. David Gross suggested a goal to have a Request for Proposal ready to issue to contractors in the fall of 2014 and the committee agreed to commit to this timeframe.

George Keithan noted that incorporating the barn into the design of the EOC may not be feasible due to budget constraints and the committee agreed. The committee also agreed that the EOC should be a stand-alone building in close proximity to the barn, so that there remains the potential to connect the barn and EOC should that need arise in the future.

George Keithan noted the importance of identifying the soft costs for the EOC such as information technology and communications. Although the STEAP grant provides an EOC checklist, Kate Novick suggested that the committee visit three recently-constructed EOCs in our region that belong to towns that are a similar size as Killingworth to get a sense of what capabilities they possess (e.g., network connectivity, telephone, radio) and inquire about lessons learned after they built their EOCs. The committee unanimously agreed.

Don McDougal said that he will contact the Town of Essex Emergency Management Director to set up a site visit. Don McDougal also said that he will contact John Field, the Connecticut Emergency Management and Homeland Security Regional Coordinator for Region 2 to find out what other towns might have EOCs that would be good candidates for this committee to visit.

Jim Lally noted that the elevation in the proposed EOC location varies. The committee agreed to walk over the area and brainstorm best design solutions.

The committee discussed the storage needs of the EOC. Don McDougal noted that he stores cots to be used at various shelters in town as well as equipment and supplies for the local Community Emergency Response Team. Kate Novick noted that additional storage capacity may be needed

so the town can securely store the Strategic National Stockpile or other resources from federal and state agencies in the event of a large-scale emergency, such as a mass disease outbreak.

The next scheduled meeting is for Wednesday, June 25, 2013. The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Kate Novick
Secretary