

Emergency Meeting Minutes
December 12, 2023
Otis Town Hall

Attendance: Keith O'Neill, Brittany Phair, BJ OBrien, Richard Phair, Brandi Page, Scott Bergeron, Derek Poirier, Lyn OBrien, Matt Clark, Eric Kreis

Meeting called to order at 10 am.

Lyn gave an overview of the shelter and supplies on hand. Future supplies were discussed for the shelter and for pet needs. A shelter volunteer list has been started.

Group discussion on strategies to get people to the shelter who cannot drive themselves.

Brandi discussed a town wide CPR class for employees. Lyn inquired about first aid and stop the bleed kits in the maintenance and highway vehicles. They are equipped with first aid kits.

Discussed the emergency plan and updating it. Keith recommended doing a tabletop exercise in the future because it will help define roles and responsibilities.

Keith discussed protocols for the WWTP when there is a flood and how there is a call list who must be notified within a certain amount of time.

Things to be done:

- Identify where fuel and hazardous materials are in the municipal buildings.

- Highway doesn't have a back up generator and is the source for fuel.

- Derek requested Rick to look into getting highway added on the repeater at the East Otis Station.

- A contact list needs to be created for emergency officials.

Decided the meetings will be quarterly. The next meeting will be at the end of March or early April.

Meeting adjourned 10:45

Submitted by,
Lyn OBrien