

Present

1. William H Miller- CU Veterinary Professor
2. Doug Dake- Lansing Town Board member
3. Scott Purcell- Town of Lansing Fire Chief
4. Katrina Binkewicz- TST BOCES teacher
5. Dan Ferguson-LCSD teacher and EMT Lansing Fire Dept.
6. John Fleming- Walnut Ridge Dairy LLC
7. Karen Bishop- Community Health Nurse Supervisor at TC Health Dept.

Absent

1. Mary June King- - LCSD Business Administrator
2. Chris Pettograsso- LCSD Superintendent
3. Charlie Purcell- Lansing Town Highway Dept.
4. Glenn Fenner-LCSD Buildings and Grounds Supervisor
5. Lynn Day- Codes & Fire Inspection

Tasks from May

1. List Vulnerabilities/Critical infrastructure- Flooding discussion general and specific to Auburn road (Harner property and neighbors) **Check**
2. Doug report on NIMS resolution **Check**
3. Lansing schools report on shelter details & contact numbers : also public communication policy
In an emergency event- How does the public know where to go? **Not Present**
4. Proposal for a generator for the Town Hall? **In process**
5. Write down 'line of succession' for the Town **Check**
6. Distribution of relief supplies? North Stations? **Not discussed**
7. Set emergency plan writing goals and sub-committee formation for tasks: outreach to church and public service groups for more people on sub-committees **In process**

Discussion /Reports

Bill- Proposed :

1.) That the 'Emergency Liaison' be a permanent staff position (volunteer or paid) at the Lansing Town Hall.

Arguments for - for the Emergency plan to be effective, someone needs to evaluate Emergency Plan, coordinate information on the town website, ensure regular training of staff on the chain of command list, communicate with local groups that would be involved in a community emergency, and ensure effective communication with the public.

2.) The categories of the Emergency Plan planning process should be divided among the committee members and they should report back to the committee for review and adoption.

Doug -Verified the NIMS resolution has been passed by the Town of Lansing.

-Consulted with Guy Krogh about reimbursements for community expenses during an emergency.

-Established that the Pet Management Plan (PMP) is important to establish in order to receive Federal reimbursement. An animal control organization needs to be contracted with to handle this.

Bill -Listed items to accomplish: employee chain of command, existing hazard analysis (All Hazard Mitigation Plan-FEMA), Identification of community partners, preparedness and mitigation planning, creation of a 'debris management' plan.

-The Town of Lansing 'spokesperson' needs to be chosen so that all public information releases are accurate and consistent with Town goals.

-Does Town Hall have several walkie-talkies? So that- in an emergency the Supervisor's office and the Planning/codes office could communicate with staff in the field.

(General discussion)

Dan- Reviewed the Vestal Emergency Management Plan with the committee.

Chain of Command- Town Supervisor or Deputy Supervisor can declare a town emergency.
Highway Supervisor or TC Health Department can declare an emergency in their area of expertise.

- 1.) *Transportation*- Highway Sup.
- 2.) *Fire*- Fire Chief
- 3.) *Police*- TC. Sheriff
- 4.) *Pet management*-*designated by Supervisor
- 5.) *Public Information Officer*- *designated by Supervisor
- 6.) *Resource management*- NYSEG-elec., Bolton Point-water, Town Highway-broken pipes
- 7.) *Annex B*- refers to alerts and warnings, evacuations, shelter facilities and staffing

Scott- How do we get information out? Reverse 911 broadcast? Radio, Television, Facebook/twitter?

Katrina- We need to update the Town of Lansing website with: the Emergency Preparedness information that the committee compiles, a place for alerts on the front page, links to County Emergency Planning resources. In the event of an emergency utilize business display boards to convey shelter & traffic info.

Karen- Suggests a Town of Lansing 'News Spot' that informs the town citizens of emergency planning updates

Dan- Will create drop-box and share with committee members. Katrina suggests-add Town Board members

Other business>

Discussion of the Town flooding especially as it pertains to the Harner property.

Doug updated the committee on the flooding status, DEC involvement, and the proposed overflow retention pond that should be sited on the farmland along Peruville Rd. Committee agreed that the flooding was in the prevue of the DEC and Town Highway department and the Planning Dept.as it was related to heavy rain events. Storm water evaluation should be stepped up and preventative measures taken.

Next meeting: August 18th

August Tasks

- 1.) **Bill** -will check with the ASPCA about the PMP
-check with Dryden on their plan and share with the committee
- 2.) **Doug** -will discuss with the Town Board the need for a permanent EM liaison/manager, and also the need for a generator at the Town Hall to ensure staff communication and record keeping in an emergency. This would be the Emergency Operations Center (EOC) in a larger emergency. The Fire Halls and the Town Highway Barn will need their sites to deal with their tasks. The public should be directed to the Town Hall for coordination of activities and information dispersal.
-will check with Town staff on subjects- 1.) Purchasing authority 2.) Discretionary spending
-check with Village whether they have an emergency management plan and if they want to send a representative to our meetings.
-will follow up with Guy on required legislation for Emergency Management plans
- 3.) **Dan** - will create drop-box and share with committee members.
-check on the shelter designation progress at Lansing Central Schools
- 4.) **Katrina** -will reach out to community advertising board owners about availability for emergency postings