

EMERGENCY SERVICES CONTINUITY MEETING
WEST DOVER FIREHOUSE
MARCH 17, 2020

Present - Rich Werner, Sarah Shippee, Joe Mahon, Vicki Capitani, Tabi Freedman, Matt Martyn, Heidi Taylor, Bobby Maynard, Bobby Holland, Travis Briggs, Marco Tallini, Andy McLean, Randy Johnson, Shelly Mann, Laura Sibilia, Maggie Lewis, Becky Arbella, Tim Dolan

Meeting called to order at 9am

School

- Emergency shelter is ready to go
- Teachers are working, shifting to moving courses online
 - Will allow students to come to school in small numbers to utilize computers if they don't have home access
 - As long as state continues to allow small numbers
- Meals - state asked to provide food to families
 - Will taper up as time goes on
 - May have to do a bus run if people begin getting sick and can't travel
 - Freezers and fridge are full
 - Meals on Wheels is working
- Custodians are working on cleaning
 - Parents are coming in to clear out cubbies next few days so those can be cleaned
- Parents have been offering to help out in any areas needed
- Fuel, oil, supplies, cleaning supplies etc. are all in good shape
- School wi-fi reaches to parking lot, people can utilize in the parking lot if they want to use
 - Same at Dover Town Offices
 - Public wi-fi at town common
 - Tabi will compile list of all places where public service is available

Meals on Wheels is working

- State is mandating that restrictions be lowered so anyone 65 and over can get service

Time Zones in stores for people over 65? Other communities are asking stores to allow seniors only for a period of time to reduce risk

- Rich talked to Snow Mountain Market
 - If in quarantine or high risk, they are willing to create system to put together food packages and get it delivered
 - Rich will ask about limiting some hours to seniors only as an option as well
 - Reach out to 7-11 as well

DVR

- Well stocked for the time being, but can't order more
 - State has surplus, but is usually difficult to obtain
- District coming up with non-transport protocol
 - Call 211 if you have symptoms, not 911
 - Our system isn't designed for large scale

- May need help with drivers, would have safety equipment available and limited exposure
- Lots of unknowns
- If PD or fire are called to assist, limit exposure by maintaining the 6' distance
- If no symptoms, will be helping as usual but trying to limit exposure as much as possible
 - Limited equipment, can't treat everyone as infected at this point

Marco & Matt - going to look into getting sanitizer dispensers to be able to place into public spaces

- Hand washing is still preferred, but sanitizing is a good convenient option
- At Town Offices, possibly enforce that anyone entering needs to wash hands while entering
- PD has supplies and is cleaning regularly, asking people to call instead of coming in if possible

Highway Department

- Supplies have not been an issue at this point except sanitizer
 - Matt will get some from the school to give to the road crew
- Landfill
 - Attendant collecting money, is checking with his doctor for opinion on risks with this process
 - Wears gloves
 - Select Board will be discussing at meeting tonight about waiving fees
 - Punch cards? Doesn't make sense at this time as someone would still need to sell the cards, but could make sense in the long term as it would limit the number of transactions

Town Offices

- Economic Development is currently closed
- Limit number of people into vault at one time to limit exposure
- Andy can sign checks if Marco becomes incapacitated
 - Marco can self-isolate in his office for the time being to limit his risk
 - System isn't on the cloud so need to be onsite, but Tabi is working on a remote connection possibility
- Credit Cards - departments ask Marco is one is needed, WDFD needs one

2nd Homeowners

- PD felt approximately 25% of homes occupied on Sunday night
- Plan on another wave of people coming, housekeepers are receiving lots of requests to have second homes ready
- State level recognizes that there are limited resources in our small communities, but anyone that is here is going to be treated
 - 4 of the 12 cases in VT currently are visitors who are being treated
- Select Board discussing messaging
 - Laura has written good statement, will send out to everyone

Butterfield

- Signs are posted
- Asking maintenance to put up hand sanitizer stations
- Discouraging visitors, but can't prohibit

- Food bank monthly drop is happening
 - Any surplus will be stockpiled at Butterfield or community room in Bennington
- Can't share list of high-risk people
- Service about 100 people in the area, setting up a buddy system to check in on each other daily to bi-daily
- Staff working from home, all office phones are being forwarded
- Rotary wants to help with food deliveries and checking on people

Laura is available as needed, her number is on website, text is the best way to reach her

Mount Snow -

- Now closed for the season
- Will look into cleaning surplus supplies

Gathering Place

- Everyone entering building is answering questionnaire
 - Admitted if answered no, then need to wash hands with sanitizer
 - Employees, vendors, and participants
- Closing on Wednesday afternoon through April 13 - date may be extended at later time
- Employees are being laid off, have everything they need to expedite unemployment process
- Building will be available for use if needed
- Staff are working on reaching out to families to find out what their needs are - food, medicine, etc.
- Working with transportation to pick up people at homes for appointments
- Have birds that need care, reach out to Maggie if you can help

Select Board

- Tonight's meeting moved to Town Hall for expanded space
 - Most likely meetings going forward will be at Town Hall
- Concerts have been cancelled
- Andy to look into any private functions booked for the Town Hall
- Econ dev working on application for business help during this period
- Working on option for electronic meetings so no one needs to meet in person
 - Josh is working on it, school may be interested in same thing
 - Open meeting law requires that it will be open to anyone to attend virtually

Tabi

- Communicating daily across the state as health officer
 - Compiling resource lists
- Tabi is self contained at Town Offices
- Working on allowing remote connections for town employees

Emergency Management Coordinator

- Communications received are nothing specific to just Rich, others in emergency services receiving the same communications as Rich. Also are available online
- State has an on-call person in the Emergency Center
- Randy is capable of stepping into coordinator role in if anything should happen to Rich

DVN

- Committed to continue printing as well as online service
 - Updating Facebook and website daily
- Anything Covid-19 is available online without pay
- Send any information that needs to be shared

Police

- Taking precautions to limit exposure
- Glass is closed, communicating through it to people in lobby
- Staff is out and patrolling
- Tabi has some of the recommended N95 facemasks she will give to PD
 - May want to get staff fit tested for masks in case this escalates further

Fire

- Cancelled next drill, will re-evaluate April as we get closer
- Limiting exposure by only sending one person in on still alarm calls and maintaining 6'
- May have less people as some members are at risk
- If feeling ill, don't come
- Otherwise trying to maintain status quo
- Have mutual aid as backup should all members become incapacitated

Think about place where we could establish a call center if needed in the future

- School has 25 lines, one in every classroom so staff could be separated
- Mount Snow has space
- Would need a cheat sheet for any staff manning phones

Supplies- start process now to start getting so we have it sooner than later in case things develop further.

Will hold another meeting based on need as this progresses, possibly next week

Meeting adjourned 10:38am

Submitted by Tim Dolan

Public notices of these minutes have been posted at the following locations:
Dover Town Clerk's Bulletin Board, Dover Town Meeting Bulletin Board, Dover School
Dover Free Library, East Dover Post Office, Town of Dover Website: www.doververmont.com