

## **Agenda Item 21-023-(2): To establish the Town of Chebeague Island Emergency Community Response Team**

In response to the global COVID-19 pandemic, the Town of Chebeague Board of Selectmen (BOS) is putting in place these roles and procedures to draw on the full range of the island's community resources to:

- Communicate clear, up-to-date information with everyone;
- Coordinate the way we protect and care for each other based on the most recent state and federal guidelines;
- Establish relationships and clarify roles, identifying where each of us can turn for help and support during the pandemic.

Each one of us has a role to play to protect ourselves, our families and our community.

Structure: (Each position below will have a substitute of record on call if needed)

1. Co chairs: 1 from Community; 1 from the BOS
2. Assistant to the Chairs: 1 Community Member
3. 3 functions: Municipal, Transportation, Communications and Outreach
4. Membership: Municipal -1 BOS; 2 EMS; 1 TA
5. Membership: Transportation -1 CTC GM; 1 CTC Board
6. Membership: Communications and Outreach – 1 Chebeague.org; 1 Community Member
7. Membership: Non-profits – 1 from each non-profit that choses to join the effort
8. Membership: At large – the first 3 community members who apply by email to: ????? and currently reside on Chebeague, have the equipment and expertise to participate remotely

Responsibility: To work together to determine the best ways to protect the health and welfare of the Chebeague community during the pandemic by developing and implementing policies, procedures, and plans relating to public safety, transportation, communication, social isolation, and basic needs.

Authority:

The committee is advisory of the BOS. Requests for funding the committee's activities will be made to the BOS. The committee and subcommittees will keep written records, which must be shared with the BOS and other members of the Team.

- A quorum is one of the co-chairs and at least two other members.
- Upon a majority vote of the quorum, the Committee may initiate communications directly to the residents of Chebeague. All votes will be recorded participant designated by the chair and submitted to the BOS as minutes of the meeting.
- The Town staff will be responsible for all mailings and postings requested by the Committee.
- The Committee members will work collaboratively with and assist each other for the betterment of the community.
- The Committee may reach out to State and Federal Agencies, other non-profits, and individuals for assistance.
- Any external agreements for services must be made in writing and approved by the BOS.
- The Committee may solicit donations of cash, food, or supplies if needed and will keep a written record of those contributions.
- The Committee may create subcommittees at its discretion and staff them with volunteers of their choice. The subcommittees will keep written records and share them with Committee.

Meetings:

The co chairs will meet virtually on March 26<sup>th</sup>, 2020 for the purpose of setting a first agenda, determining a date and time for the first meeting and notifying the members of the committee. They will ask the Town staff to post the date, time and method of the first meeting, which will be held no later than Friday, March 27<sup>th</sup>. All subsequent meetings of the Committee will be noticed in a similar manner.

Duties:

The Committee is charged to consider and plan for possibilities as well as address immediate needs.