

**Brookfield Public Schools
Security Task Force Special Meeting**

MINUTES

Thursday, November 30, 2023

10:00 AM

Town School Office Curriculum Room

The special meeting was called to order at 10:05am

PRESENT: Bob Belden, Rosa Fernandes, Superintendent Dr. John Barile, Director of Business Operations Kasey Diotte, Police Chief John Puglisi, Major Pete Frengs, Emergency Management Director Sarah Palmer, WMS Principal Deane Renda, Director of Technology Eric Conklin, Bryan Chnowski, and representatives from Iroquois Pipeline Operating Company and members of the public.

ABSENT: Fire Marshal Mike Connors, Gaspare Marturano, Kevin Durkin, and Director of Facilities Dan Caldwell

Approval of Minutes

B. Belden moved, R. Fernandes seconded, and the committee voted unanimously to approve the minutes of the 10/26/2023 meeting.

Old Business

Town of Brookfield Emergency Operations Manager Sarah Palmer arranged for Mike Kinik and Rob Pearlless from Iroquois Pipeline Operating Company to speak with the task force regarding the Iroquios expansion project. Discussion included emergency preparations, hazard analysis, mitigation and monitoring. The representatives emphasized that they are not increasing pressure in the pipeline line, but rather the project includes increasing throughput.

Sarah Palmer provided the task force with the communications protocol for venting and emergency events document. Further discussion regarding the WMS evacuation plan options and protocols were also discussed.

The task force inquired of the Iroquios representatives about air quality testing. Mike and Rob confirmed that stack testing is conducted per DEEP regulations. Modeling demonstrated that the Iroquios expansion project is below the DEEP threshold standard. Modeling is conducted at 100% operating capacity with maximum load. While the modeling demonstrates the aforementioned conditions, the plant never operates at full capacity.

Sarah Palmer will work with first responders, police and fire departments to fine tune Town response and collaborate with the WMS middle school administration.

Next meeting agenda/ schedule dates

While the next meeting has not yet been scheduled due to the fact that the Board subcommittee make up will be changing, Mrs. Fernandes suggested that we continue our discussions about security staffing at each of the schools.

Adjournment

Without objection, B. Belden adjourned the special meeting at 11:02 am.

Respectfully Submitted,
Lisa Gramling, Board Clerk

COMMUNICATIONS PROTOCOL
FOR VENTING AND EMERGENCY EVENTS
IROQUOIS PIPELINE OPERATING COMPANY
and
TOWN OF BROOKFIELD

VENTING

The Venting Communications Protocol is intended to inform the community about operations at Iroquois' Brookfield facilities that involve the venting of natural gas. Gas venting is required to make the facility safe during abnormal operations as well as during maintenance and/or repairs. It can be initiated automatically in the control system of the equipment, or manually on site.

AUTOMATED

Unscheduled gas venting via the Emergency Shut Down system (ESD) is an attempt to ensure the safety of the public and the facility. It is an unplanned event and can occur at any time for a variety of abnormal operating conditions. While noisy, an ESD only lasts approximately 5 minutes and does not occur often.

MANUAL

Scheduled gas venting is sometimes done during operations and maintenance activities to ensure proper operation of safety systems as well as the equipment.

Communication:

1. For planned Minor Venting, (regardless of it being for repair, maintenance, etc) such as a meter station, compressor unit or station, **Emergency Central Dispatch (203-775-2575)** will be notified just prior to gas being released.
2. For planned Major Venting (mainline) performed at our Main Line Valves (MLV), Iroquois will initiate a communications plan that will include: notification to local officials, emergency responders, and residents & businesses within 1/2 mile; coordination with school officials; and newspaper notices to the general public. Code Red may be utilized in the event of rescheduled activity or as a reminder within one hour prior to start of event.

EMERGENCY EVENT

The Emergency Communications Protocol is intended to minimize hazards to life or property and to make safe any actual or potential hazard from an event involving the Iroquois Pipeline or the Iroquois Brookfield Compressor Station. It outlines the communications methods/process and recommended emergency response action.

CENTRALIZED COORDINATION

In the event of an emergency, all communications between Iroquois and the Town of Brookfield Emergency Responders will be coordinated 24/7 through Iroquois' Gas Control located in Shelton, CT. Upon indication of an event, Gas Control will immediately dispatch a Technician to the site and notify Emergency Fire Dispatch. Coordination between the Town and Iroquois will be maintained through Gas Control until such time as an on-scene Incident Commander arrives. At such time all communications will flow through the Incident Command Post.

800-888-3982 IROQUOIS GAS CONTROL
203-775-2575 BROOKFIELD EMERGENCY CENTRAL DISPATCH

RESPONSE TO NON-THREATENING EVENTS

If the indication is a non-threatening issue (e.g. no threat to people and critical infrastructure), Iroquois will isolate the Compressor Station (or other facilities) and release the gas to atmosphere (ESD) to make safe the situation. Iroquois will notify Brookfield Emergency Dispatch immediately of such release.

Recommendation: No emergency response action needed.

RESPONSE TO IMMINENT THREATS

If there is visual confirmation that there is imminent threat to life or critical infrastructure, Iroquois will coordinate with Brookfield Emergency Responders. Iroquois' designated Incident Commander will report to the Field Command Center to be determined by police personnel at onset of event. The Brookfield Emergency Response Incident Command Post (ICP) will be located at Police Headquarters.

1. **Condition A:** Explosion with significant potential of spreading fire.

Recommendation: Establish ICP; Follow evacuation plan established for Whisconier Middle School; Initiate Code Red program for parent and resident notification; Carry out evacuation of residents if warranted.

2. **Condition B:** Gas or industrial fire in compressor or yard piping that has potential to escalate.

Recommendation: Lock down (shelter in place) of Whisconier School according to established procedure; Prepare for possible evacuation of school and/or residents.