

Shutesbury Emergency Management Team Meeting Minutes

Monday, November 19, 2018 at the Shutesbury Fire Station, 42 Leverett Road

Members Present: Emergency Management Director (EMD) Walter Tibbetts, Deputy Emergency Management Director (Dep. EMD) Police Chief Dan Fernandes, Assistant Emergency Management Director (Asst. EMD) Mark Foster, Board of Selectmen Chairwoman Melissa Makepeace-O'Neil, Board of Health Chairman Kenneth Rotondi, Emergency Operations Center Ham Radio Operator (EOCHRO) Aaron Addison, Team Secretary Leslie Bracebridge, recording.

The meeting was opened at 6:35 PM by EMD Tibbetts.

1. The minutes of the September 17, 2018 meeting were reviewed, and approved with edits.
2. Unfinished Business:
 - a. FFY 2018 EMPG (Emergency Management Preparedness Grant) – EMD Tibbetts:
 - i. Everything has been ordered.
 - ii. The tables and chairs for the Emergency Operations Center (EOC) will arrive next week.
 - b. Update of Contact Information for Current Personnel – EMD Tibbetts:
 - i. Current contact information for members present was collected.
 - ii. Select Board Chair Makepeace-O'Neil will remind current Select Board members to send their information to EMD Tibbetts.
 - c. New Sign at Dam About Not Removing Stones – EMD Tibbetts:
 - i. Sample wording for the sign was circulated and suggestions made.
 - ii. Final wording:

“For the Protection of the Dam

Please Do Not Move Any Rocks Above or Below Dam.”
 - d. Lake Wyola Dam Updates - EMD Tibbetts:
 - i. Lake Wyola Dam Consulting Engineer Morris Root met with a representative from the company which did the repairs and shared the following information with EMD Tibbetts:
 1. A lightweight grout was selected for use around the culvert that extends through the dam.
 2. The specialty grout was not manufactured to come into contact with water.
 - ii. Engineer Root may have found a company that can move the weir with a mini-excavator.
 - iii. It is already time for the next Phase I inspection, which will happen early next week.
 - iv. EMD Tibbetts “dove the dam” a couple of weeks ago, to clear the build-up of debris at the trash-rack.
 1. A lot of brush and debris had accumulated at the trash-rack.
 2. A controlled experiment was done to test the velocity of the water rushing against the trash-rack when the gate is opened. It is believed that a swimmer might not be able to free him/herself from the trash-rack and come to the surface, if caught there during a sudden lowering of the water level.
 - e. Web EOC Training - EMD Tibbetts:
 - i. Massachusetts Emergency Management (MEMA) Region 3/4 Agency Acting Manager Bonnie Roy is scheduled to provide a Web EOC Training for Emergency Management Team members on Monday, December 17 at 6:30 PM at the Fire Station.
 - ii. The Web EOC is a useful tool during emergencies to do such things as:
 1. Provide situational awareness sharing between MEMA and the EOC
 2. Help Incident Command find and order resources
 3. Provide a template for Incident Action Plans (IAP's)
 4. Serve as a time/date stamp for recording events during the incident.

- iii. Team members brain-stormed the municipal officials who should be trained in Web EOC and therefore invited to attend the December 17 meeting, including the Public Information Officer, the Emergency Shelter Manager and a technology representative from the Highway Department.
- iv. Participants are invited to bring their own laptops, and Bonnie Roy will also bring 6 laptops.

f. Other unfinished Business – None.

3. New Business:

- a. Updates from the Quarterly EMD (Emergency Management Directors meeting for MEMA Regions 3 and 4 – EMD Tibbetts presented things brought up at the 1/4ly meeting for our town to consider:
 - i. If we were to have a major emergency, what would we use as a Resource Recovery Center: defined as a place where town residents could go for information?
 - 1. Information included might be where and how to move forward after the event.
 - 2. A site where MEMA and FEMA could tell residents about their options and resources.
 - ii. FEMA and MEMA also suggest planning for a drive-through Community Point of Distribution for such things as drinking water, food, and other basic necessities. The scale discussed at the meeting that EMD Tibbetts attended was larger than the small towns of Western Massachusetts could provide, but how such services in our town would be provided is important to consider.
 - iii. Up-coming Homeland Security events that might be of interest to Team members:
 - 1. Cyber-security Preparedness Conference: Wed. Dec. 5. 8:30 to 4: PM. at UMass Campus Center. Registration at the WRHSAC (Western Regional Homeland Security Advisory Council) Website.
 - 2. When Controversy Comes to Campus: What to do and not to do if, for example, a confrontational speaker is coming to speak. January 10, 2019 8 AM – 5 PM at UMass.
- b. Fuel tanks at the Highway Department – EMD Tibbetts:
 - i. Sometimes the municipal vehicle fuel supply tanks, housed at the Highway Department go empty. Emergency vehicles: Police, Highway and need reliable access to fuel, close at hand. A simple resolution is for the people who use the in-town tanks to have the authority to re-order fuel when the tanks are getting low.
 - ii. Following a short discussion including safety and efficiency, a motion was made and seconded that “a request be made to the Board of Selectmen that the gasoline and diesel fuel tanks at the Highway Department be kept no less than ½ full, that they be scheduled for automatic delivery, and if the Highway Superintendent or his designee sees or anticipates that either tank is below or could soon fall below ½ full, that person has permission to call the fuel provider directly to order a fuel delivery.” The motion passed unanimously, and Board of Selectmen Chairwoman Makepeace-O’Neil said that she would bring the matter to the Board of Selectmen.
- c. 211 Program – EMD Tibbetts: By dialing the 211 telephone information system, citizens can receive:
 - 1. Emergency information, help, and counseling in a confidential and convenient way, 24/7.
 - 2. The service can be accessed by TTY-users and is multilingual.
 - 3. It is one, easy to remember number to call, for almost any kind of helpful information.
 - 4. Massachusetts towns can set up services through 211 at no cost to the town.
 - 5. The service is offered by the United Way in partnership with MAIRS.
 - 6. More information is available at www.Mass211help.org.
 - 7. EMD Tibbetts will research what is involved, and bring information back to the Team.
- d. MOA (Memorandum of Agreement) with food vendors (Stop & Shop, Big Y, Market Basket) – EMD Tibbetts and Asst. EMD Foster:
 - i. Having a standing MOA in place with a local store such as Stop & Shop or Big Y would be an asset to have in place before any emergency situation.
 - ii. Research on the concept will start with municipal finance officials, and if they say it’s possible stores will be approached.

- e. Village Neighbors EMD Tibbetts:
 - i. A group of seniors from Wendell, Leverett, Shutesbury and New Salem have formed a regional group called Village Neighbors. The concept is for neighbors to help each other to age in place. Shared services might include rides, yardwork, and technical support. It is being developed through the Council on Aging.
 - ii. Some people thought this was a program of the emergency management department. It is not.
 - iii. It is not part of the Board of Health sponsored Plan C neighborhoods plan either.
- f. Deerfield River Tabletop EMD Tibbetts
 - i. A planned regional table-top exercise using the situation of a dam wash-out wiping out the Deerfield River valley took place on Nov 3.
 - ii. Shutesbury's participation brought to light how other towns view emergency preparedness.
 - iii. Relatively speaking, Shutesbury is well-prepared.
 - iv. It brought to light the importance of continuity of operations plans, and including keeping finance officials trained for disasters.
- 4. Report from EOC Ham Radio Operator Addison:
 - a. Arron continues to attend trainings and networks with fellow ham radio operators about the potential usefulness of ham radio communications in an emergency situation.
 - b. Aaron reported a new capability called WINLINK which allows emails and photos to travel via ham radio. WINLINKS is mostly HTML though plain texts can also be sent via ham radio.
 - c. WINLINKS has all the FEMA and ICS forms loaded, which might be useful for us. WINLINKS has servers on every continent, but Antarctica.
- 5. Reports of Boards and Committees: None.
- 6. Business not reasonable anticipated 48 hours prior to the meeting: None.
- 7. Next Meeting Date: Monday, December 17, 2018 at 6:30 PM at the Fire Station, 42 Leverett RD. (Clerical Note: The proposed December 17 meeting was not posted and never occurred.)
- 8. Voted to adjourn at: 8:30 PM.

Respectfully submitted, as approved January 21, 2019,



Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

1. Emergency Management Team Meeting agenda for November 19, 2018.
2. Draft minutes of the September 17, 2018 meeting.