

Shutesbury Emergency Management Team Meeting Minutes

Monday February 11, 2019 at the Shutesbury Fire Station, 42 Leverett Road

Members Present: Fire Chief and Emergency Management Director (EMD) Walter Tibbetts, Assistant Emergency Management Director (Asst. EMD) Mark Foster, Board of Selectmen Chairman BOS Ch) Melissa Makepeace-O’Neil, and Select Board Members Elaine Puleo and April Stein (arrived at 7 PM), Board of Health Chairman (BOH Ch) Kenneth Rotondi, Emergency Shelter Coordinator Jessica Carlson-Belanger and Team Secretary Leslie Bracebridge, recording.

Fire Chief and Emergency Management Director Tibbetts opened the meeting at 6:37 PM.

1. The **minutes of the January 21, 2019 meeting** were reviewed, and approved as written.
2. Unfinished Business:
 - a. New Sign at Dam About Not Removing Stones – EMD Tibbetts: Was installed 2 or 3 weeks ago.
 - b. MOA with Food Vendors (Stop & Shop, Big Y, Market Basket) – Group discussion with EMD Tibbetts:
 - i. Credit Card:
 1. Can a person use a credit card if that person is not the name on the card?
 2. The department credit card has a \$1500 limit.
 - ii. Memorandum of Agreement (MOA) in addition to credit card:
 1. MOA’s are often used along with purchase orders (a small duplicate form.)
 2. Results of informal surveys:
 - a. Greenfield and Orange have open contracts with local stores for use by all town departments.
 - b. Becky to report on Conway’s experience with MOA’s.
 3. Open MOA accounts get closed if they are not used within a couple of years.
 - iii. The goal is to keep purchasing as simple as possible in the event of an emergency, as all hands will be needed “on-deck”.
 - c. Pre-Incident Checklist – Group Discussion with EMD Tibbetts and Asst. EMD Foster:
 - i. Review of Pre-Incident Checklist created by Asst. EMD Foster for discussion purposes:
 1. Though some emergencies occur without warning, department heads can create a checklist of considerations for the more predictable weather emergencies, pre-planned road closures and health epidemics.
 2. Department checklists should include basic information: how to reach a second in command person, for continuity of operations in the event that a department head is out of town: Adequate personnel? Important contacts information, keys and passwords.
 3. Top-off building and vehicle fuel levels; always keep at 50% or above.
 4. Radio, telephone and all other batteries fully charged?
 5. If personnel are called in, are there adequate food, drink and water supplies on-hand?
 6. First concerns: Manage incident and take care of residents.
 7. Is volunteer waiver form still current? Should it be run by town’s insurance provider?
 8. Town hall offices open or closed? Is Town Hall prepared to serve as preliminary shelter?
 9. Is the school closed and available to be used as a shelter? Jessica will review a shelter checklist created for discussion purposes.
 10. Are any regional shelters available?
 11. Are all regional and state mutual aid agreements up-to-date?
 12. Are department paper records and computer data saved, and stored properly?
 - ii. General checklists should be sent to each department for consideration.
 - iii. Each incident will be unique. Encourage departments to think about unusual possibilities.
 - d. PIO (Public Information Officer) discussion follow-up – EMD Tibbetts:

- i. EMD Tibbetts talked with current PIO, who is willing to continue in his position, but would not be offended if others are also put under consideration to either replace him or back-up PIO's.
 - ii. Brainstorming suggested a couple of possibilities who Elaine will contact, and if they might be interested, she will refer them to EMD Tibbetts.
 - iii. PIO training is available online.
 - iv. It is important to know both what to say, and what not to say.
 - e. Any Other Unfinished Business: None.
3. New Business:
- a. Solar Facility on Pratt Corner RD – EMD Tibbetts:
 - i. EMD Tibbetts had an operational tour with other inspectors last Wednesday.
 - ii. The facility passed all inspections.
 - iii. Because of the size of the facility, rows of panels will be numbered, and posts at the ends of through roads will be spray painted to indicate such.
 - iv. There are many interesting safety features.
 - v. The entire facility is constantly monitored in Chicago!
 - b. Anything unforeseen in 48 hours prior to the meeting – EMD Tibbetts:
 - i. Beginning consideration of an alternate EOC (Emergency Operations Center) if the Fire Department building is not available: Could the school serve as an alternate space?
 - ii. .
4. Report from EOC Ham Radio Operator HRO) Addison – EMD Tibbetts: No report. EOC HRO Addison is not available on the second Monday of the month.
5. Reports of Boards and Committees: None.
6. Anything for the good and welfare of the team – EMD Tibbetts:
7. Next Meeting Date: Monday March 18, 2019 at 6:30 PM at the Fire Station, 42 Leverett RD.
8. Voted to adjourn at 7:30 PM.

Respectfully submitted, as approved on March 18, 2019,

Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

- 1. Emergency Management Team Meeting agenda for February 11, 2019.
- 2. Draft minutes of the January 21, 2019 meeting.
- 3. First Draft Town of Shutesbury Pre-Incident Checklist.