

## Shutesbury Emergency Management Team Meeting Minutes

**Monday, March 18, 2019 at the Shutesbury Fire Station, 42 Leverett Road**

**Members Present:** Emergency Management Director (EMD) Walter Tibbetts, Police Chief and Deputy Emergency Management Director (Dep. EMD) Dan Fernandes, Assistant Emergency Management Director (Asst. EMD) Mark Foster, Board of Selectmen Chairman Melissa Makepeace-O'Neil, Select Board member Elaine Puleo, Town Administrator (TA) Rebecca (Becky) Torres, Emergency Operations Center Ham Radio Operator (EOCHRO) Aaron Addison, Team Secretary Leslie Bracebridge, recording.

**Meeting opened by EMD Tibbetts at 6:38 PM.**

1. The minutes of the Monday February 11, 2018 meeting were reviewed and approved as written.
2. **Unfinished Business:**
  - a. **MOA (Memorandum of Understanding) with food vendors (Stop & Shop, Big Y, Market Basket):**
    - i. TA Torres is trying to contact the town administrator in Conway to learn about their MOA process.
    - ii. EMD Tibbetts brought the topic up at a Franklin County Fire Chiefs meeting: With the exception of Orange and Greenfield, which have open accounts, all towns represented at the meeting use MOA's.
  - b. **Pre-Incident checklist – EMD Tibbetts:** Team members received draft pre-incident checklists for the Fire Department and the EOCHRO. Other departments are encouraged to review, edit and share their plans.
  - c. **PIO (Public Information Officer) discussion follow-up – Select Board member Elaine Puleo** reported on the inquiries, which she made:
    - i. David Perlmutter is a little overwhelmed for time with his employment.
    - ii. Received no response from Donald Fletcher.
    - iii. Patrick Callahan may still be available.
  - d. **Status of Locks Pond Road culvert replacement:**
    - i. Shutesbury received approval for a grant:
      1. **TA Torres:** Many things need to be filed for the grant with the DOT (Massachusetts Department of Transportation) by the end of the month.
      2. Nitsch Engineering processed the grant application and is close to completion on filing the required documents and agreements. Everything is in order.
      3. **EMD Tibbetts:** Has had a “back and forth” with Lake Wyola Dam Consulting Engineer Morris Root about dove-tailing repairs to the dam site with the culvert replacement project, dependent upon each project's dam outflow requirements.
      4. A timeline is not yet set for culvert replacement.
      5. The culvert replacement project will probably carry the water to the other side of Locks Pond RD.
      6. TA Torres and EMD Tibbetts will be “CCing” each other with communications either might have with engineers to keep communications complete and the 2 projects coordinated.
  - e. **Lake Wyola Dam repairs update, scheduling and permitting – EMD Tibbetts:**
    - i. Lake Wyola Dam Consulting Engineer Morris Root is looking for:
      1. Someone to do the headwall on the upper part of the pipe.
      2. Materials conducive to adhering to both plastic and rocks, and in a wet location.
      3. At the LWAC (Lake Wyola Advisory Committee) meeting, it was reported that pressure injecting grout had been tried on repairs to another dam elsewhere, but that technique had not worked as well as had been wished for on that dam either.
        - a. Pressure injecting grout was not seen as an option for our dam situation.
        - b. Trash rack improvements were also discussed at the LWAC meeting.
  - f. **Other unfinished Business** – None.

### 3. New Business

#### a. Web EOC (Emergency Operations Center) Drill – EMD Tibbetts:

- i. Tomorrow (Tuesday, March 19) MEMA (Massachusetts Emergency Management) will be conducting a Web EOC drill from 9AM – noon.
- ii. EMD Tibbetts will play along with it for practice. Aaron will participate also. If others are interested, check with EMD Tibbetts or check the MEMA website.

#### b. Proposed Wireless Communications Facility – EMD Tibbetts:

- i. There will be a Planning Board Public Hearing regarding a special permit application to construct a Wireless Communication Facility just south of the Wendell RD – Locks Pond RD intersection.
  1. This is seen as a good location for functionality, as it will reach the Lake area where there is little to no cell service.
- ii. In a telephone call with Attorney Francis “Frank” Parisi, representing “Vertex” Tower Assets, LLC. EMD Tibbetts inquired about putting municipal communications equipment on the tower. Mr. Parisi responded that there is a clause in the proposal to put public safety equipment on at no cost.
- iii. EMD Tibbetts inquired about regional and state emergency communications equipment:
  1. EMD Tibbetts stated that the state just signed a contract with a firm for an engineering study for the Commonwealth of Mass Interoperable Radio System (CoMIRS) highlighting Franklin County in the scope of work to check for capacity, coverage and strength of signal, as a priority for this project.
  2. Dep. EMD Fernandes: Coverage is getting worse and worse; we might as well throw the portables away.
  3. EMD Tibbetts elaborated on the details of lost coverage and failed repairs to regional towers, repeaters and general regional emergency services connectivity, concluding that our regional towns are facing an expense of \$43,000 a year for 10 years, with the towns having to buy all new radios. Or, we could, with this tower go to a system with no fees.
  4. EOCHRO Addison added: We would need 12 repeaters to cover Franklin County.
- iv. Will the tower have a generator? EMD Tibbetts is not sure: Most towers have generator back-up. If it is approved and built, and the state police use it, all state police sites are fully generated. If there is a generator, Shutesbury would want an agreement to tie into the generator.
- v. Dep. EMD Fernandes: During a regional emergency, with this tower Shutesbury responders could switch over to town radios with much less interference, and work much better than the county radio system.
- vi. EMD Tibbetts: Cell phone coverage at the Lake would be invaluable for safety services. During a land line telephone outage at the Lake last summer, when residents were without their land-lines, and their cell phones didn’t work, there was a serious emergency, and residents had no means to call for help:
  1. Finally, someone figured out to use the “On-Star” in their car.
  2. Dep. EMD Fernandes: There are many dangerous recreational activities down there; cell service is a critical need.
  3. TA Torres: The Public Hearing is Monday March 25<sup>th</sup>:
    - a. The Cell Tower Bylaw has a 100-foot height restriction, so Vertex will need a bylaw waiver.
    - b. They’re not a telecommunications provider, they’re a tower builder; the bylaw says they must be a provider.

#### c. Code Red Reverse 911 Notification System – EMD Tibbetts:

- i. EMD Tibbetts has set-up an online Webinar with CodeRED Emergency Notification Solutions for our next meeting. The webinar will demonstrate what CodeRED has to offer, including school use.
- ii. The rate is \$1500/year rather than our current \$2000/year.
- iii. Advantages of CodeRED over our current service are:
  1. CodeRED can message with local (familiar to residents) voices.

2. If a resident misses a call, CodeRED's message says that it's a message from the Town of Shutesbury (rather than showing the Fire Department's main phone number, which can cause disruptive resident call-backs during real emergencies).
  3. If a resident does call back, CodeRED re-routes the call back to its own system, which answers and fields the calls and gives an option to replay the message. Select Board Chairwoman Makepeace-O'Neil reports CodeRED is being used at Amherst College and the first thing said is, "This an Amherst College alert."
  4. Dep. EMD Fernandes: Hadley used CodeRED when he worked there. It can be used for outreach.
  5. Code RED can be used for such things as school closings, though it has to be set-up for a special work around that adds extra steps: The school would have a separate data base, so there would be no way the school messages would call someone not in its own database.
  6. CodeRED can tie into cell phone services such that people driving through the town, would get an alert on their phones also.
- iv. TA Torres: There is also a push for more people to sign-up for the town announce email system.
4. **Any New Business Not Anticipated 48 Hours Prior To The Meeting:** Discussion concerning muddy roads and town interventions; no votes were taken.
  5. **Report from Emergency Operations Center Ham Radio Operator (EOCHRO) Addison:**
    - a. EOCHRO Addison will look further into the Event-Cast equipment: The advantage to Event-Cast is that everyone has a radio, and not everyone has a short-wave radio.
    - b. EOCHRO Addison is trained and licensed to install, maintain and repair commercial and municipal radio systems. Having his GROL(General Radio Operative License) might decrease Event-Cast pricing.
  6. **Reports of Other Boards or Committees:**
    - a. In the absence of a Board of Health member at this meeting, EMD Tibbetts reported that Board of Health member Norene Pease serves as an alternate to the Western Massachusetts Homeland Security Advisory Council.
    - b. EMD Tibbetts: Deerfield Police Chief John Paciorek notified local towns' emergency services personnel that Pelican Products (was Hardigg) located in South Deerfield, offers surplus, various sized, air tight, water-proof containers for free. Shutesbury could use some large cases to store emergency shelter supplies including cots. This last supply of containers was gone in about 30 minutes. Chief Paciorek will notify EMD Tibbetts if in the future Pelican offers large-sized containers. Though deemed "seconds" the containers are in perfect condition.
  7. **Anything for the good and welfare of the team:** An ICS EOC (Incident Command System/Emergency Operations Center) Interface Course is being offered on Thursday, May 16, 8:30-4:30 pm at MEMA headquarters, "for personnel who may serve in/manage an EOC." EMD Tibbetts will email team members more information.
  8. **Next Meeting:** The next meeting would be April 16, which is a holiday. EMD Tibbetts will contact CodeRED to see what dates would be available for a webinar, and notify the team of the next meeting, to be held at 6:30 PM at the Fire Station, 42 Leverett RD.
  9. **Voted to adjourn at:** 7:50 PM.

Respectfully submitted, as approved on April 22, 2019,

Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

1. Emergency Management Team Meeting agenda for March 18, 2019.
2. Draft minutes of the February 11, 2019 meeting.
3. Draft pre-incident checklists for the Fire and Emergency Management Department and for the EOCHRO.