

Shutesbury Emergency Management Team Meeting Minutes

Monday May 20, 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 (BOS) Chairwoman Melissa Makepeace-O'Neil, Board of Health (BOH) Member and Representative to the Western Mass Homeland Security Council (WMHSC) Norene Pease, Emergency Operations Center Ham Radio Operator (EOCHRO) Aaron Addison, Town Administrator (TA) Rebecca Torres, and Team Secretary Leslie Bracebridge, recording.

Fire Chief and Emergency Management Director Tibbetts opened the meeting at 6:40 PM.

1. The **minutes of the April 22, 2019 meeting** were reviewed. BOS Chairwoman Makepeace-O'Neil offered to make amendments and bring the April 22 minutes to the June 17 meeting for a second review and approval.
2. Unfinished Business:
 - a. Follow-Up on the April 22, 2019 conference call with CodeRed – EMD Tibbetts:
 - i. Pete Applegarth, Regional Sales Manager for CodeRed sent a price quote back:
 - ii. A 3-year 24/7/365 uninterrupted system with:
 1. System set-up and training and
 2. An extensive list of unlimited services
 - iii. Is offered at an annual price of \$1470, less than our current provider's rate.
 - iv. EMD Tibbetts can download the most recent database and upload it into Code Red.
 - v. Once made, database edits should remain; this has been an on-and-off problem with our current provider.
 - vi. The whole Select Board attended the April 22 online CodeRed demonstration, and to a member, voiced positive support for the CodeRed emergency notification system.
 - vii. The Emergency Management Team unanimously voted to send a recommendation for acceptance of the Code Red contract to the Select Board.**
 - b. Status of Lake Wyola Dam Inspection Report – EMD Tibbetts: reported having talked with Lake Wyola Dam Consultant Morris Root: The new report is not yet complete, but will be done soon.
 - c. Status of Repairs to Lake Wyola Dam – EMD Tibbetts:
 - i. Lake Wyola Dam Consultant Morris Root is in conversation with Travis Stearns from Culvert Solutions. A cost quote is needed for repairs to the sluiceway, and moving the seepage monitor at the same time as when the Locks Pond RD culvert is replaced.
 1. Consultant Root has 2 other contractors to approach with the same set of repairs.
 2. Project research is moving forward, slowly.
 - ii. Inspections are conducted every 2 years. Last fall's Phase 1 inspection has been completed and Consultant Root will forward the report to the town and state Office of Dam Inspections.
 1. Morris used to work for the state office of dam safety; the pace is understood.
 2. The same 3 things that were in the last inspection report are in this latest report:
 - a. Leakage around the headwall at the top of the sluice way outflow. The seal between the plastic pipe and the stone dam is falling apart.
 - b. Maintenance on the spillway: The grouting around the stones is starting to break-up.

- c. The seepage monitor weir was never installed in the correct place, and needs to be moved: Because it is in the wetlands, a lot of permitting will be involved. It is possible that the move can be made at the same time, and with the same crane that will be in place to replace the culvert under Locks pond RD, and that permitting can be done once for both tasks.
 - iii. Very few companies do this kind of work.
 - iv. Becky will make sure the Culvert Solutions engineer for the Locks Pond RD culvert project has the information concerning moving the weir, to add to the scope of work.
- d. McAvoy Pond Dam EAP – EMD Tibbetts:
 - i. Raymond DiDonato bought the property in Wendell below McAvoy Dam.
 - ii. Property owners around McAvoy Pond have created the McAvoy Pond LLC.
 - iii. Because it is considered a “Significant Hazard Dam” it needs an EAP (Emergency Action Plan).
 - 1. The McAvoy Pond LLC is working with Engineer David Leonard on an EAP.
 - 2. The McAvoy Pond Dam EAP was sent to EMD Tibbetts for comments, and EMD Tibbetts’ comments related to Lake Wyola have been incorporated into the plan.
 - 3. The original McAvoy Pond EAP stated that even with total dam failure, the water would dissipate into Lake Wyola with no affect.
 - 4. Lake Wyola Dam Consulting Engineer Morris Root calculated otherwise: that it would raise the water level of Lake Wyola on a “sunny day failure” by 1 foot 9 inches, and a “flood day” it would overtop Lake Wyola Dam.
 - 5. EMD Tibbetts was sent the McAvoy Pond EAP for comments, and has added to the EAP a step that Shutesbury Emergency Management be notified for even the lowest level of concern (level 1) for McAvoy Pond, as Shutesbury would need to put our Lake Wyola EAP into action also.
 - 6. EMD Tibbetts made comments on the McAvoy Pond EAP to cover Shutesbury’s safety. The McAvoy Pond LLC will likely have feedback from Massachusetts Office of Dam Safety for further edits to their EAP.
 - 7. The McAvoy Pond gate is inoperable, and the dam itself is in bad shape.
 - iv. Shutesbury has a concern in all dam EAP’s in Wendell that feed into Lake Wyola. For example, does Fisk Pond Dam have an EAP? If so, does that EAP include notification to Shutesbury Emergency Management?
- e. Lake Wyola Dam EAP updates – EMD Tibbetts:
 - i. Our updates are just personnel contact updates.
 - ii. Local officials will bring current contact information to the next meeting.
 - iii. EMD Tibbetts will bring the Lake Wyola Dam EAP to the effected towns (Leverett and Montague) in person to make sure they know where their copies are, and to update their EAPs.
- f. Updates on search for a new/additional PIO (Public Information Officer) – EMD Tibbetts:
 - i. There are no updates. We should continue to look for a PIO, as PIOs play a significant role in emergency management, and our PIO should have that one focus during the event.
 - ii. With the advent of social media, PIO’s are important and need to be trained.
 - iii. BOS Chairwoman Makepeace-O’Neil will ask resident Laura Dupont if she has an interest.
 - iv. TA Torres has had a 4-day training as a PIO.
- g. Follow-up on MOAs (Memorandums of Agreement) with food vendors – T.A. Torres:

- i. Conway's experience with a truckload of water in the absence of a planned MOA led some Team members to concur that it is important to have a thought through MOA in place before an event.
 - ii. TA Torres reported that 5 town administrators with whom she had spoken, did not think MOA's were a good idea, and requested sample MOA templates for which she can get legal review.
 - iii. Belchertown's MOA with Stop and Shop was suggested as a useful template for Shutesbury.
 - iv. EMD Tibbetts reported feedback from a Fire Chiefs Association meeting, that open accounts, like those in place for Orange and Greenfield need regular use to stay active. EMD Tibbetts concluded that Shutesbury likely wouldn't make regular use of an open account. He is therefore concerned that if Shutesbury had an "open account" with a company, it might get cleared out by the company, and Shutesbury would either be caught short in a real emergency or be constantly re-creating new open accounts. He felt that having something in place such as an MOA is a better option for Shutesbury.
 - v. No votes were taken; more research is needed.
3. **New Business:**
- a. Acquisition of an AED for Town Hall/CPR training – EMD Tibbetts:
 - i. Prices for new AED's are running around \$1700; refurbished \$870 to \$1,075.
 - ii. Westhampton is upgrading 6 AEDs and may be willing to give Shutesbury 2 AEDs that just need new batteries.
 - iii. Shutesbury will accept the gift, get the batteries and introduce them to town hall as appropriate.
 - iv. CPR training is currently running at \$65 - \$90/person, and will be offered to staff at an appropriate time.
 - v. Voice recordings are available for people directly involved, with a recent 911 call made from town hall.
 - b. Culvert Inventory by FRCOG – EMD Tibbetts:
 - i. Shutesbury is at the top of the list for a FRCOG (Franklin Regional Council of Governments) GIS culvert inventory, to be funded in the next round of DLTA grants.
 - ii. The object of a second grant would be to conduct traffic counts with UMass in and out of session to see how much Shutesbury traffic increases due to UMass. Other surrounding towns get funds from UMass for the inconvenience of the extra traffic on their roads and the strain on public safety services. UMass puts an extra strain on our roads and safety services also.
 - c. Recent Safety Training by Fire Department personnel – EMD Tibbetts:
 - i. EMD Tibbetts and 2 fire fighters attended a chain saw safety and operations class with a follow-up class entitled "After the Storm," in which training skills were put to practical use.
 - ii. The course was MIIA (Massachusetts Interlocal Insurance Association) recommended, and covered for OSHA certifications also.
 - iii. Certificates will be forwarded to TA Torres for credits.
 - iv. An audit of course mandates for town officials will be conducted, to determine if any Shutesbury municipal officials are lacking any required training.
 - v. A new 4-hour course, 402 is put on for town administrations to teach what town officials' roles would be in an EOC (Emergency Operations Center). The course is not offered online.
4. Report from EOC Ham Radio Operator Addison:

- a. EOCHRO Addison has been in “diligent contact” with event cast person Bill Baker, such that an initial quote of \$17000 was lowered down to \$13000. The quote is yet to be redone, with EOCHRO Addison doing the forms, training and set-up, which should bring the cost below \$10,000.
 - b. The product is a suitcase-sized portable AM radio broadcast unit similar to those seen along highways, instructing drivers to tune to a specific radio location (AM 1670) for various kinds of traffic advisories. People driving through town in cars, as well as residents would have access to the announcements on their AM radios, rather than every resident needing a short-wave radio, which are not as commonly owned.
 - c. There are FEMA, MEMA and state grants for such a thing.
 - d. EOCHRO Addison has a license to do the FCC certifications.
 - e. The form to be completed is 280 pages long, and can be completed by a specialist for \$300, which EOCHRO Addison recommends doing.
 - f. Aaron will send Becky a description of the product.
 - g. Back-up Emergency Operations Center (EOC) is the town Hall. The 3rd EOC would be the school. We might activate to assist neighboring towns.
5. Reports of Boards and Committees:
- a. BOH Member Pease is newly appointed to the Western Mass Homeland Security Council.
 - b. The WMHSC gets funds for training and equipment.
 - c. WMHSC Representative Pease will forward relevant information to the Emergency Management Team.
 - d. We always need stuff!
6. Anything not anticipated 48 hours prior to meeting: None.
7. Voted to adjourn at: 8:18 PM.
8. Next Meeting Date: Monday, June 17, 2019 at 6:30 PM at the Fire Station, 42 Leverett RD.

Respectfully submitted, as approved on June 17, 2019,

Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

1. Emergency Management Team Meeting agenda for May 20, 2019.
2. Draft minutes of the April 22, 2019 meeting.

