

## Shutesbury Emergency Management Team Meeting Minutes

**Monday, July 15, 2019 at the Shutesbury Fire Station, 42 Leverett Road**

**Members Present:** Emergency Management Director (EMD) Walter Tibbetts, Deputy Emergency Management Director (Dep. EMD) and Police Chief Dan Fernandes, Assistant Emergency Management Director (Asst. EMD) Mark Foster, Board of Selectmen Chairman Melissa Makepeace-O’Neil, Board of Health Chairman Kenneth Rotondi, Emergency Operations Center Ham Radio Operator (EOCHRO) Aaron Addison, Lake Wyola Dam and Gate Keeper Howard Kinder, Town Administrator Rebecca “Becky” Torres, and Team Secretary Leslie Bracebridge, recording.

### **EMD Tibbetts opened the meeting at 6:30 PM.**

1. **The minutes of the June 17, 2019** were reviewed and approved as written.
2. **Unfinished Business:**
  - a. **Update on CodeRed phone notification system – EMD Tibbetts:**
    - i. Transfer of contact information to CodeRed emergency notification system is moving along and the system is almost ready to go live.
    - ii. EMD Tibbetts is working with Ryan Cleary from the Franklin Regional Council of Governments (FRCOG) to get the correct shape file for CodeRed.
    - iii. CodeRed is very good about security.
    - iv. Users will have to log-in say “forgot password,” and then reset with the usual 8 characters, alpha numeric at least 1 capital and 1 lower case letter guidance.
    - v. Each user will be sent a launch code.
    - vi. CodeRed does not have a training feature, however, it will not send unless the launch code is entered.
    - vii. Super-users will be able to enter information for residents who cannot do it themselves. The super-user will go in through the portal and pretend they are the person for whom they want to enter information.
    - viii. The invoice has been submitted for payment.
    - ix. Melissa and Mark have put the CodeRed app on their phones.
    - x. CodeRed will automatically cleanup the database 1 time/year.
    - xi. An introduction to the new CodeRed emergency information system should be written for the next town-wide newsletter and the next senior newsletter, with a how-to insert for those who can check and/or enter their own information, instructions on down-loading the app, and an information form to fill out for those who prefer to have inputting done for them.
  - b. **Lake Wyola Dam EAP (Emergency Action Plan) updates – EMD Tibbetts:**
    - i. EMD Tibbetts is filling in EAP updates as people bring their plan books to him.
    - ii. Board of Health is complete, Lake Wyola Gate and Dam Keeper Kinder brought his to meeting to change.
  - c. **Status of Lake Wyola Dam repairs – EMD Tibbetts:**
    - i. EMD Tibbetts got a scope of work and drawings from Lake Wyola Dam consulting engineer Morris Root to take to the Conservation Commission for approval of the work to repair the outflow pipe.
    - ii. It is hoped that the spillway repairs and moving the weir will be rolled into the Locks Pond RD culvert replacement project.
    - iii. Town officials are waiting for quotes to come in for repairs to the outflow pipe.
  - d. **Update on acquisition of an AED (Automated External Defibrillator) for Town Hall – Dep. EMD Fernandes:**
    - i. Dep. EMD Fernandes has received 4 used AED’s from the Williamsburg Fire Department.
    - ii. The used AEDs need new pads and batteries. Batteries have been found for \$100 each, and pricing is on-going for pads.
    - iii. Dep. EMD Fernandes will work with T.A. Torres concerning timing and placement in Town Hall.
    - iv. These are semi-automatic AEDs. A lay person can operate them. Instructions are included, and the AED talks to you.
    - v. T.A. Torres reported that the new Assessor has CPR with AED certification.

- vi. EMD Tibbetts will purchase batteries and pads, and split costs between the police and fire departments.
- vii. There is a goal to setup a free CPR/First Aid Training for the general public and town hall staff.
- viii. The Police Department has AEDs in their cruisers.
- ix. One AED will go into the Fire Chief's cruiser, and one into the Assistant EMD's vehicle.
- x. Another will go into the Police Department office.
- xi. TA Torres will arrange for a letter of thanks be sent to the Williamsburg Fire Dept. from the Select Board.
- e. Any action on MOA's (Memorandums of Agreement) – EMD Tibbetts:
  - i. Neither EMD Tibbetts or TA Torres have new information concerning MOAs or templates.
- f. PIO (Public Information Officer) search:
  - i. Asst. EMD Foster reported Gail Huntress is not available due to her Broadband responsibilities.
  - ii. There may be an up-coming county-wide training for PIO's.
- g. Other unfinished Business – None.

### 3. New Business:

- a. Municipal Vulnerability Preparedness (MVP) Program – EMD Tibbetts:
  - i. *The Municipal Vulnerability Preparedness grant program (MVP) provides support for cities and towns in Massachusetts to begin the process of planning for climate change resiliency and implementing priority projects. The state awards communities with funding to complete vulnerability assessments and develop action-oriented resiliency plans. Communities who complete the MVP program become certified as an MVP community and are eligible for MVP Action grant funding and other opportunities. (Taken by the clerk from the Massachusetts website.)*
  - ii. It recently came up at a (Franklin County) Regional Emergency Planning Coalition (REPC) meeting that there is an extra bit of grant money available in the MVP program.
  - iii. Deerfield and Erving are working on becoming certified communities.
  - iv. Should Shutesbury strive to become a certified MVP community?
  - v. We already have the necessary Hazard Mitigation Plan.
  - vi. The certification opens up a lot more grants for pre-disaster rather than after disaster projects.
  - vii. We already have Ryan Cleary from the FRCOG Planning Department coming out to GPS our culverts.
  - viii. Grant money could be used to study and predict which culverts will fail during a storm, and repair them before there is a problem.
  - ix. T.A. Torres reported that this and a climate change grant were discussed by the Select Board last year.
  - x. The Select Board instead selected a planning study for a visioning process for Lot O-32.
  - xi. Now that the Lot O-32 Conway Design is done, the Select Board could look into this opportunity.
  - xii. Ryan Cleary will be applying for Shutesbury when the next District Local Technical Assistance grant comes through. *(Since 2009, Massachusetts has funded the District Local Technical Assistance (DLTA) program to enable communities to work on projects that they would otherwise be unable to complete. Working with the Commonwealth, regional planning agencies (RPAs) select and implement eligible DLTA projects from community applications. We emphasize projects that meet the program's goals and have a high likelihood of creating more public and private investments.)* Taken from the Web by Clerk to the Team.)
  - xiii. T.A. Torres: There is a new push from the Governor's office concerning how communities can better prepare for emergencies.
  - xiv. Deputy EMD Fernandes reported that a traffic count will be done of Leverett Road during the school year and during the non-school year.
  - xv. T.A. Torres requested a traffic count of Locks Pond RD due to the up-coming culvert repair detour.
- b. Any other business not anticipated 48 hours prior to the meeting – Asst. EMD Foster:
  - i. Asst. EMD Foster will be creating a library in the Emergency Operations Center (EOC) (upstairs in the fire station) for documents that would be essential during an emergency, including pre-incident checklists, so that the documents will be instantly available, and not needing to be hunted for during a disaster.
  - ii. Examples include Wendell's EAP, documents from MEMA, a pre-management plan.

- iii. Select Board Chairwoman Makepeace-O'Neil recommends having the plans digitized to carry to alternate locations.
  - iv. An ID badge-maker costing about \$2000 was discussed, with concern for the cost. It will be revisited when the next Emergency Management Performance Grant comes around.
4. Report from EOC Ham Radio Operator Addison:
- i. EOCHRO Addison looked further into "Event-Cast" equipment, but could not bring the price below \$11,000 and so he recommends rejecting it.
  - ii. An alternative that he is considering is to try to fill out the forms and spend \$500 for the parts on his own to make his own equipment.
  - iii. EOCHRO Addison reported that participants in the annual Amateur Radio Field Day learned a lot about what not to do, which is helpful.
5. Reports of Boards and Committees:
- a. Lake Wyola Dam and Gate Keeper Kinder: reported on beaver activity in the Lake Wyola area and non-authorized use of the reserved parking area.
  - b. Board of Health Chairman Rotondi: reported that the sanitary facilities at the state park were closed down on July 4 as the well went dry. Sani-cans were brought in. The Shutesbury Board of Health has no authority at this state-run facility.
  - c. Lake Wyola Dam and GateKeeper Kinder: The state park is for swimmers and fishing only. The launching of kayaks from the beach is prohibited.
6. Business not reasonable anticipated 48 hours prior to the meeting: None.
7. Next Meeting Date: Monday, August 19, 2019 at 6:30 PM at the Fire Station, 42 Leverett RD.
8. Voted to adjourn at: 7:30 PM.

Respectfully submitted,

Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

- 1. Emergency Management Team Meeting agenda for July 15, 2019.
- 2. Draft minutes of the June 17, 2019 meeting.