

Shutesbury Emergency Management Team Meeting Minutes

Monday, August 19, 2019 at the Shutesbury Fire Station, 42 Leverett Road

Members Present: Emergency Management Director (EMD) Walter Tibbetts, Assistant Emergency Management Director (Asst. EMD) Mark Foster, Board of Selectmen Chairwoman Melissa Makepeace-O'Neil, Select Board Member Elaine Puleo, Board of Health Chairman Kenneth Rotondi, Emergency Operations Center Ham Radio Operator (EOCHRO) Aaron Addison, Town Administrator "Becky" Torres, and Team Secretary Leslie Bracebridge, recording.

EMD Tibbetts opened the meeting at 6:34 PM.

1. The **minutes of the July 15, 2019 meeting** were reviewed, and approved.
2. Unfinished Business:
 - a. Update on CodeRed phone notification system and training session – EMD Tibbetts:
 - i. EMD Tibbetts downloaded the contact data from BlackBoard, re-worked the school contact information, and uploaded the data to CodeRed.
 - ii. Some numbers have GPS locations associated with them. The origin of those GPS locations is not known. The GPS locations would only come into play if an announcement is made by a geographical radius. Shutesbury usually makes announcements town-wide or by road.
 - iii. So CodeRed is "up and running," and good to go. The next step is to promote the new system:
 1. A notice is needed for town announce, the next newsletter, and the Facebook page.
 2. It is important to get people to review and update their contact information, including adding their cell phone numbers.
 3. A link to check the Code Red contact information is on the Emergency Management and Fire Department webpages, and needs to be added to the website homepage. EMD Tibbetts will make the edit to the homepage and notify the Web Committee of the change being made.
 - iv. Residents also need to be informed as to what will show up on their caller ID.
 - v. CodeRed shows the sender who the announcement is reaching in live time.
 - vi. There will be a training webinar on Wednesday August 22 at 10 AM:
 1. A group will watch the webinar at the Fire Station.
 2. If it is not convenient to get to the fire station, individuals can log on remotely at their own locations. Jackie and Jessica will watch it from the school.
 3. The webinar is anticipated to take about 1 to 1 1/2 hours.
 4. It is much like the old BlackBoard posting procedure, except BlackBoard allowed the sender to type out the message in advance.
 - a. A work-around with CodeRed, is to start with the typing the email announcement and then read the email into the voice message.
 - b. The text message is limited to 184 characters.
 - c. It's straightforward and easy to send messages out.
 5. CodeRed is very good answering subscriber communications, taking the influx of calls that were received after BlackBoard announcements off of the emergency services phone.
 - b. Update on acquired AED's– EMD Tibbetts:
 - i. Batteries and pads were ordered, and all 4 units are up and running as follows:
 1. Fire Chief's vehicle,
 2. Assistant Emergency Management Director's vehicle,
 3. Town Hall Police Department for the upper level of town hall, and
 4. The 4th AED will be installed somewhere in the town hall lower level, position yet to be determined.
 - ii. The elementary school has their own right outside the gym.

- c. Any action on MOA's– EMD Tibbetts:
 - i. An application has been received from the parent company of Stop & Shop.
 - ii. The application is partially filled out; it still needs bank numbers and credit references.
 - iii. We need to attach a current form ST-5 tax exempt number.
 - iv. The application is for a Stop & Shop open charge account. There are 6 lines for users.
 - 1. The Chief Financial Officers are:
 - a. Town Administrator Becky Torres,
 - b. Town Accountant Gail Weis, and
 - c. Select Board Chair Melissa Makepeace-O'Neil.
 - 2. Emergency Management Officials are:
 - a. Emergency Management Director Walter Tibbetts,
 - b. Assistant Emergency Management Director Mark Foster,
 - c. Deputy Emergency Management Director Dan Fernandes.
 - 3. Careful use of the card, with documentation is required.
 - 4. Only order what is actually needed.
 - d. PIO (Public Information Officer) Search – Select Board Member Elaine Puleo:
 - i. David Perlmutter has agreed to be Shutesbury's PIO.
 - ii. David is currently employed by Amherst College. David had his start in newspapers.
 - iii. David understands the order of being told what is to be said, how to say it and who to say it to.
 - iv. David will need ICS training.
 - v. David was already appointed by the Select Board.
 - vi. David's contact information will be passed to EMD Tibbetts.
 - vii. There is no need for a job description, it is part of the Emergency Management Team's structure.
 - e. Other unfinished Business – None.
3. New Business:
 - a. Removal of Oil Tanks at the Fire Station – EMD Tibbetts:
 - i. Oil Recovery came up and took 450 to 500 gallons of oil to the school, which welcomed it.
 - ii. The tanks and all piping have been removed and taken away, creating new space for the Fire Department Turn Out Gear washer/drier system.
 - iii. EMD Tibbetts has repaired the hole through the exterior wall.
 - iv. Since Massachusetts fire code requires proof that oil tanks are “removed or made safe,” it was easiest to remove the tanks completely.
 - v. DEP has been notified.
 - vi. At some point it will be necessary to disassemble the old oil burner.
 - vii. The main drain to the septic system has been found. EMD Tibbetts will get a plumber to come in for the washer water supply and drainage work.
 - viii. Washing machine will be shipped mid-September.
 - ix. They are still in the process of ordering the drier. The shipping cost may be an issue, as it could be as much as 50% of cost of the drier.
 - b. “Stop the Bleed” Instructor Training – EMD Tibbetts:
 - i. EMD Tibbetts, Assistant EMD Foster and Fire Fighter Jonah Meyer took “Stop the Bleed” trainer training at Franklin Medical last week.
 - ii. Next steps include:
 - 1. Getting equipment, and
 - 2. Training school staff.
 - iii. As qualified trainers, they may be called upon to do instruction at schools in the area.

- iv. “Stop the Bleed” doesn’t necessarily mean an active shooter event. It could be any traumatic injury to a limb, from household accidents, injuries from a chain saw or an auto accident for examples.
 - v. Shutesbury now has 3 certified instructors for that skill.
4. Report From EOC (Emergency Operations Center) Ham Radio Operator Addison:
 - a. Aaron will attend a meeting next weekend in Boxboro for amateur radio operators.
 - b. Aaron will use his time at the meeting to see about building a transmitter for a roadside announcement board as he has previously mentioned considering trying to put together.
 - c. Aaron may find help with the difficult task of filling out the FCC forms.
 5. Reports of Boards and Committees:
 - a. EMD Tibbetts: Has more answers than at the last meeting concerning state-wide radio system build-outs. Financially, it is looking very good for the towns. EOTSS (Executive Office of Technology Services and Security) will be funding all the radios. We will pay for installation. The timeline is looking better, although the implementation is flexible. FCECS was given about 5 days’ notice to create an implementation schedule for the state. Shutesbury currently is in the last phase of the implementation due to the fact that we are covered by C-troop which is still analog. The upgrades will be starting in B-troop and working eastward. The budget is \$25 million a year for 5 years. The transition to the CoMIRS system can’t happen too soon for those charged with maintenance, and those using it. There will be a second informational meeting for all Franklin County towns on September 5.
 - b. LWAC has been looking for some gauges to help measure/monitor the water level at Lake Wyola. Some have been found for about \$45 per unit. They measure from bottom to top but not from a zero point downward. Ken will ask Al Werner for information. They are looking for a visual monitor as well as looking for an electronic monitor to log all the time.
 6. Business not reasonably anticipated 48 hours prior to the meeting: A request was made for restricted area markers to be placed around the restricted area at the dam. People have been observed diving in that area. EMD Tibbetts will bring this to the attention of Dam Keeper Kinder and will talk about putting out buoys at the dam.
 7. Next Meeting Date: Monday, September 16, 2019 at 6:30 PM at the Fire Station, 42 Leverett RD.
 8. Voted to adjourn at: 7:32 PM.

Respectfully submitted,

Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

1. Emergency Management Team Meeting agenda for August 19, 20189
2. Draft minutes of the July 15, 2019 meeting.
3. CodeRed training information sheet.