

## Shutesbury Emergency Management Team Meeting Minutes

**Monday, October 21, 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, Select Board member April Stein, Board of Health Chairman Kenneth Rotondi, BOH Member and Shutesbury’s Representative to the Mohawk Area Public Health Coalition (MAPHCO) Norene Pease (arrived from another meeting at 7:30 PM) Town Administrator (TA) Rebecca “Becky” Torres, Team Secretary Leslie Bracebridge, recording. **EMD Tibbetts opened the meeting at 6:38 PM.**

1. The **minutes of the September 16, 2019 meeting** were reviewed and approved as written.
2. Unfinished Business:
  - a. Update on CodeRed phone notification system – EMD Tibbetts:
    - i. Due to the many ways that people are staying connected, and especially during this year when almost every Shutesbury household is converting to broadband, it is very important for every citizen to go into the CodeRed system and update their varied and preferred contact information.
    - ii. EMD Tibbetts is helping school personnel to get their complicated contact information current.
    - iii. CodeRed will be conducting a test call to detect “good” and “bad” numbers.
    - iv. Members agreed to the use of CodeRed to notify the Pine and Shore Drives neighborhood of upcoming road closures. Even though the roads are private, the public also uses them.
    - v. EMD Tibbetts is finding CodeRed to be a little more cumbersome for sending out messages but feels the advantageous features of this new system outweigh the challenges of the former system.
  - b. Update on AEDs at Town Hall – Dep. EMD Fernandes:
    - i. Dep. EMD Fernandes has looked into various methods of hanging the 2 AEDs in the public hallways at town hall:
      1. Enclosed cabinets are expensive and would be cumbersome to mount.
      2. Dep. EMD Fernandes proposed an alternate plan of putting inexpensive hooks high enough up, to be out of the reach of children for the AEDs to hang from.
  - c. Action on MOAs (Memorandums of Agreement) – TA Torres:
    - i. The MOA that was applied for early in September would expedite emergency purchases at Stop and Shop in the event of an emergency.
    - ii. No one at town hall, who was involved in the application process has heard back from Ahold (the parent company of Stop & Shop.)
    - iii. EMD Tibbetts added that he has not heard back from Ahold either.
  - d. PIO (Public Information Officer) – EMD Tibbetts:
    - i. David Perlmutter, who is reported to have agreed to assume the responsibility of PIO in the event of an emergency, has not yet contacted EMD Tibbetts.
    - ii. Select Board member Stein gave EMD Tibbetts David’s contact information so that he can be called for a meet and greet and be notified of Emergency Management Team meetings.
    - iii. EMD Tibbetts would like to get David signed up for a December full day PIO training that only occurs every couple of years, sponsored by the Massachusetts Emergency Management Agency (MEMA). Since there are only 16 student slots for the course, it is urgent that EMD Tibbetts contact David as soon as possible.
  - e. 2019 EMPG (Emergency Management Preparedness Grant) application – EMD Tibbetts:
    - i. The grant application has been sent in and EMD Tibbetts has confirmation that it was received.
    - ii. The proposed items that would be purchased with the grant include:
      1. A wireless printer copier scanner for the EOC (Emergency Operations Center.) Select Board Chair Makepeace-O’Neil recommended that the printer be toner based rather than

inkjet both for economy, and so that the ink nozzles don't dry out and clog rendering the printer useless.

2. Nine 2-terabyte external hard drives for town hall official use.
3. Attachments and first aid equipment for 2 more vests.
4. Restocking materials for all of the vests and to be stored in the Pelican boxes already available. EMD Tibbetts pointed out that while it is commonly thought that these materials are for less likely mass casualty events, events causing similar injuries are as common as motor vehicle and power equipment accidents.
5. Emergency Operations Center Ham Radio Operator (EOCHRO) Aaron Addison has offered to help with the purchase of a refurbished computer for the EOC that will be equally as functional as a new computer for only a few hundred dollars, so that proposed purchase was left off the grant application.

f. Other unfinished Business – None.

3. New Business:

a. “Are You Ready?” class – Asst. EMD Foster:

- i. With the annual fall influx of new residents, it may be an important time to run a class to help people who may not have lived in a rural setting before to understand their basic resources water, septic and heat, and how to prepare for potential storm-related emergencies.
- ii. The time and place settled on are Saturday November 23, from 10 AM to noon at town hall.
- iii. Advertising will be done through posters at the post office, town hall and school, a potential insert in an up-coming school newsletter and through the website and the town announce system.

b. “Stop the Bleed” class – EMD Tibbetts:

- i. With 3 trained trainers in our town, it is time to conduct some lay-person stop the bleed classes.
- ii. The classes run about 1 hour.
- iii. Perhaps a class could also be conducted for the Emergency Management Team members at a regularly scheduled meeting.
- iv. BOH member and MAPHCO representative Pease noted the availability at the regional level of teaching kits and will send the details to EMD Tibbetts in the form of the most recent meeting minutes of the Western Mass Homeland Security Advisory Training Committee, of which she is also a member.

c. Fire Extinguisher Class - EMD Tibbetts:

- i. A previous fire extinguisher class was very well accepted by members of the community.
- ii. The time and place settled on are November 9 from 10 AM to noon at the Fire Station.
- iii. TA Torres noted a possible conflict with a potential trench being dug the first week of November on the Fire Department grounds. EMD Tibbetts felt that the class could occur around that work, if it is not already wrapped up by November 9, but was glad to have received the information so that he can plan for the repositioning of fire and rescue apparatus.
- iv. Advertising will mirror that for the “Are You Ready?” class.

4. Report from EOC Ham Radio Operator Addison: Not present, no report.

5. Reports of Boards and Committees: None.

6. Business not reasonable anticipated 48 hours prior to the meeting:

- a. Team members were able to see the new water level gauge to be installed at the Fisk Brook box culvert entrance to Lake Wyola:
  - i. The gauge was purchased by the Lake Wyola Advisory Committee to comply with Department of Environmental Protection (DEP) due to regulations being created to address the annual fall lowering of the water level.
  - ii. The next challenge will be how to install the gauge in the lake, so as not to have it moved or damaged by the action of winter ice.

- b. Team members were notified that weather permitting, a Life-Star helicopter will be making a demonstration landing behind the fire station on Tuesday, October 22, around 5:30 PM for the Franklin County Fire Chiefs' meeting being held at that time. People should be aware so as not to think there is an emergency.
  - c. BOH member and MAPHCO representative Pease reported:
    - i. Leverett now has a vaccine-ready, temperature-controlled refrigerator for holding emergency event vaccines. The original county-wide plan is that Shutesbury's vaccines are delivered to Leverett, and then the Police Chief is responsible for transporting the vaccine up to Shutesbury's Emergency Dispensing Site in an available transport cart. This plan was developed to save all Shutesbury residents from having to go to Leverett to receive their vaccines, and Shutesbury has an agreement with Leverett for this plan.
    - ii. MAPFCO is beginning to plan a regional 4 to 5-hour table-top exercise for the first Monday in March, which will involve the distribution of emergency vaccines. All members of all area emergency management teams will be invited to participate.
  - d. EMD Tibbetts reported a gift to Shutesbury of a radio case cabinet, valued at several thousand dollars that will be useful for mounting local communications systems, if the proposed cell tower plan includes a building for such. The cabinet is not weatherproof, so it will only be useful in a building. The cabinet may also become useful for the COMIRS build-out equipment.
  - e. Asst. EMD Foster is enrolling in a 27-hour course to become a certified trauma counselor, being offered by the Massachusetts Fire Academy. This training will be another valuable resource for emergency operations in our town.
7. Next Meeting Date: Monday, November 18, 2019 at 6:30 PM at the Fire Station, 42 Leverett RD.
8. Voted to adjourn at: 7:47 PM.

Respectfully submitted, as approved on November 18, 2019

Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

1. Emergency Management Team Meeting agenda for October 21, 2019.
2. Draft minutes of the September 16, 2019 meeting.