

Shutesbury Emergency Management Team Meeting Minutes

Monday, November 18, 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, Select Board Chair Melissa Makepeace-O’Neil, Select Board Member April Stein, Emergency Operations Center Ham Radio Operator (EOCHRO) Aaron Addison, Lake Wyola Gate and Dam Keeper Howard Kinder, Team Secretary Leslie Bracebridge, recording.

Emergency Management Director Tibbetts opened the meeting at 6:37 PM.

The **minutes of the October 21, 2019 meeting** were reviewed, and approved as written.

1. Unfinished Business:

- a. Updates on CodeRed phone notification system – EMD Tibbetts:
 - i. All of the school groups are straightened out. CodeRed assisted in setting up the system needed for student codes.
 - ii. The speed test has not yet been done. There is a plan to wait until after all fiber-optic conversions are completed, so that people changing or dropping phone numbers will have time to enter their newest contact information.
- b. Action on MOA’s (Memorandums of Agreement) –:
 - i. Neither TA Torres or EMD Tibbetts have heard back from Stop & Shop’s parent company.
 - ii. TA Torres offered to contact the company to determine if the application was received..
- c. PIO (Public Information Officer)– EMD Tibbetts:
 - i. David Perlmutter has been sworn into his new position.
 - ii. An email invitation was sent to him to attend this meeting, with no response back.
 - iii. It is possible that David did not understand about the monthly meetings. EMD Tibbetts will try to contact David personally.
- d. 2019 EMPG application update – EMD Tibbetts:
 - i. Application was received.
 - ii. Have not heard that application was approved.
- e. Updates on Water Level Gauge at Lake Wyola, Dam Inlet Trash Rack, and Beaver Dam in Culvert - and EMD Tibbetts and Lake Wyola Gate and Dam Keeper Kinder:
 - i. The water level gauge was installed in the North Cove, and was working well.
 - ii. The beaver built a dam in the box culvert leading into the North Cove, which was dismantled and was subsequently rebuilt twice as big by the next day.
 - iii. The beaver dam gave way and its parts disappeared. At the same time that the beaver dam gave way, the water level gauge was knocked over and went underwater.
 - iv. Current North Cove conditions have not yet been evaluated to determine how to proceed.
 - v. At the dam, the trash rack was plugged. On November 2, EMD Tibbetts dove under and cleared the debris away from the rack and from the general area of the trash rack.
 - vi. Gate and Dam Keeper Kinder:
 1. The gate is open about 3 inches right now and water is flowing fine.
 2. Ice is beginning to form on the Lake. Someone was throwing rocks onto the ice.
 - vii. Gate and Dam Keeper Kinder and EMD Tibbetts will try to get down to the Lake and address the various concerns before the water completely ices over.
- f. “Are You Ready class” – Asst. EMD Foster: Saturday January 18, 2020, 10 AM – 12 noon, Town Hall.
- g. “Stop the Bleed” class- EMD Tibbetts: February 29, 2020, 10 AM - 11 AM, Fire Station.
 - i. There may be a brief training in December with the Emergency Management Team first.
 - ii. Training equipment must be ordered in advance.

- h. “Fire Extinguisher Class” – EMD Tibbetts: Maybe December 14. 10 AM – 12 noon, Fire Station.
 - i. The Pancake breakfast is scheduled for February 22, 2020.
 - i. Other unfinished Business – None.
2. New Business:
- a. RFQ (Request for Quotes) for CoMIRS (Commonwealth of Massachusetts Interoperable Radio Communications System) – EMD Tibbetts:
 - i. The state has put out an official request for quotes for the radios for the CoMIRS project. They hope for a better price than what has been previously quoted. EMD Tibbetts has a copy of the request for all the mobile radios and base stations to be purchased.
 - ii. Quotes are due back by mid-December.
 - iii. Purchasing might begin by the start of 2020.
 - iv. The status of the New Salem tower will be known after Thursday.
 - v. One challenge is how to legally give FRCOG (The Franklin Regional Council of Governments) permission to be the legal fiduciary for the region towns for CoMIRS initiative.
 - b. Winter Storm Preparations -EMD Tibbetts:
 - i. Town department pre-storm checklists have not been returned. Departments should be checking their lists to ensure they are ready for the up-coming winter storms. Are UPSs working?
 - ii. The Highway Department is recruiting more plow drivers.
 - iii. The microwave link on the New Salem tower should be fixed by December 30.
3. Report from EOC Ham Radio Operator Addison:
- i. A Simulated Emergency Test (SET) at Greenfield Community College (GCC) on November 3:
 - 1. Went poorly. No one was able to communicate with anyone.
 - 2. The Coordination Center at GCC was unable to talk to anyone anywhere else.
 - 3. The antenna was outside, but they were transmitting from inside a steel building, and signals went right to ground.
 - 4. This is why you have drills.
 - 5. The group will be working on more tests.
 - 6. Aaron did conduct successful communications outside in the field.
 - 7. As a result of the failed SET, EOC HRO Addison feels strongly that he would like to hold as many classes as needed to teach as many Shutesbury citizens as are interested in how to become ham radio operators. He proposed that he would get the information out to students at no cost and he would supply materials.
 - 8. This drill was a “big wake-up call.” There are only 8 people in Franklin County who are involved in the emergency ham radio operations and that is not enough.
 - 9. Aaron wants every road in Shutesbury prepared.
 - 10. Dep. EMD Fernandes voiced his needs for better communications coverage.
 - 11. EMD Tibbetts: The fire department still has a low-band frequency which they plan to keep forever despite the CoMIRS system.
- 4. Reports of Boards and Committees: The washer and drier are hooked up and in use for Fire Department gear.
 - 5. Business not reasonable anticipated 48 hours prior to the meeting: None.
 - 6. Next Meeting Date: Monday, December 16, 2019 at 6:30 PM at the Fire Station, 42 Leverett RD.
 - 7. Voted to adjourn at: 7:18 PM.

Respectfully submitted, as approved on February 10, 2020,

Leslie Bracebridge, Secretary

List of Documents used at the Meeting: Emergency Management Team Meeting agenda for November 18, 2019, and draft minutes of the October 21, 2019 meeting.