

## Shutesbury Emergency Management Team Meeting Minutes

**Monday, February 10, 2020 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 Chairwoman Melissa Makepeace-O’Neil, Select Board Member April Stein, Board of Health Chairman Kenneth Rotondi, Board of Health Clerk Catherine Hilton, and Team Secretary Leslie Bracebridge, recording.

**Guest:** Shutesbury resident and public health professional Garrett Simonson, who is running for the Board of Health position being vacated on July 1 by Kenneth Rotondi,

1. The **minutes of the November 18, 2019 meeting** were reviewed and approved as written.
2. Unfinished Business:
  - a. **Code Red phone notifications system next steps – EMD Tibbetts:**
    - i. Code Red is ready to do a test notification to check numbers being reached.
      1. All residences but 1, of those signed up for broadband, are hooked up.
      2. We get 1 free test per year, so we could go ahead with trying a test.
    - ii. EMD Tibbetts will get a step-by-step sheet together residents to check that their information is correct, to distribute at the pancake breakfast and also to enclose in the April town-wide mailing.
  - b. **2019 EMPG (Emergency Management Preparedness Grant) - EMD Tibbetts:**
    - i. A new person, who was coordinating the grant applications at MEMA was using the old EMPG list, causing initial problems with Shutesbury’s application. Once the new list was used, Shutesbury’s application was approved.
    - ii. The contracts were signed by the Select Board, and Shutesbury received approval to start purchasing on January 18th.
    - iii. All the items on the application are ordered, and some have started coming in, including:
      1. An all-in-one color printer with fax capability, and which uses toner cartridges for \$263.
      2. Nine 2 terra-byte hard drives.
      3. A rescue and mass casualty re-stocking kit; pressure bandages are on back-order.
    - iv. Some things were more expensive, some came in under cost. After everything is in and shipping charges confirmed, if the total is under the grant amount, a few more things will be ordered.
    - v. After all purchases are complete, EMD Tibbetts will get started on reimbursement paperwork.
    - vi. The last step will be to label and distribute the emergency management preparedness items.
  - c. **PIO (Public Information Officer)– EMD Tibbetts:** EMD Tibbetts will contact Wendell Road resident David Perlmutter, who has been appointed as the Team’s Public Information Officer, to invite him to the March 2 table-top exercise: See New Business - 3A, below.
  - d. **Fire Extinguisher Class – EMD Tibbetts:** Two people showed for the class, and therefore received a very good lesson in using fire extinguishers, with plenty of practice putting out fires with the various types of extinguishers.
  - e. **“Are You Ready” Class – Asst. EMD Foster:** Three people attended the training. One person came from the Northfield area Council on Aging with the intent of bringing information back to his region.
  - f. **“Stop the Bleed” class: EMD Tibbetts:**
    - i. The first class will be a practice class for the Emergency Management Team, perhaps at next month’s meeting.
    - ii. The actual layman “Stop the Bleed” class is about 1 hour long.
    - iii. Training kits are provided by FRCOG:
    - iv. After conducting a practice class on the Emergency Management Team, then a class will be held for the community, and another for school staff.

**g. Locks Pond Road Culvert updates - EMD Tibbetts (in absence of TA Torres):**

- i. The actual work is scheduled for August of 2021.
- ii. EMD Tibbetts attended the % engineering meeting:
  1. The culvert design: Full box culvert embedded below ground with natural materials placed on the culvert bottom for the actual stream bed.
  2. The culvert is being designed to withstand “the 50-year flood.”
  3. The exposed area will be 10 feet wide, which is more width than a round culvert would provide and should allow land passage for wildlife.
  4. All designs look good so far. Once complete, the design needs state approval.
  5. Once the state approves the design, drawings go out to bid in fall 2020.
  6. All involved absolutely understand that there is no way this replacement can occur in the winter, due to navigability of the alternate routes under snow conditions. If the project is delayed, the work will be delayed until spring of 2023.
  7. Officials are still looking at alternative detour routes; the best route for trucks is through Montague RD in Leverett. Can we limit by length? Weight? number of axles?
  8. Announcements regarding detours will be made done well ahead of time including with signage.
  9. Moving the seepage weir into the project when the crane is there, will be incorporated into the plan.

**h. Other unfinished Business – None.**

**3. New Business:**

**a. MAPHCO Table Top Exercise – BOH Hilton:**

- i. MAPHCO (Mohawk Area Public Health Coalition) will sponsor a regional tabletop exercise on Monday, March 2 at the J.W. Olver Transit Center from 5-8 PM.
- ii. The Emergency Dispensing Site (EDS) teams will practice their plans at a single drill in one place. Each EDS team will sit at their own table. State and regional partners will participate and simulate their roles, including MDPH (Massachusetts Department of Public Health) and the Franklin Regional Council of Government’s HMCC (Health & Medical Coordinating Council).
- iii. Using a pandemic influenza scenario to lead the discussion the exercise will test the region’s overall ability to coordinate on: public messaging, operations, and dispensing life-saving medications to the population.
- iv. The exercise is timely considering the Corona Virus outbreak.
- v. More information will be distributed soon. They are looking for a strong turnout from every town.
- vi. Garrett will be at the table-top exercise working at a higher level than Shutesbury’s local table.
- vii. Franklin Regional Council of Government’s Public Health Emergency Planner Greg Lewis had planned to come to a Shutesbury’s meeting to see how we do things because Shutesbury has a good reputation for emergency planning but was unable to attend tonight. He may come out to another meeting at another time.

**b. Corona Virus preparations - BOH Chairman Rotondi:**

- i. Any actions taken concerning the current Corona Virus will be done on a much higher level than locally. Locally, we will disseminate information.
- ii. Any vaccine is a year away.
- iii. Any quarantines would also come from higher up.
- iv. Asst. EMD Foster had a copy of the May 2006 *National Strategy for Pandemic Influenza* put out by the Homeland Security Council, but it was noted that there may be a 2018 edition.
- v. Now that it is known that there are asymptomatic aerosol super carriers, the virus is attracting more concern outside of China.

- vi. Supplies in the EDS trailer such as masks may not be adequate.
- vii. EMD Tibbetts will inventory the trailer with a plan to order 100-200 fresh higher quality N-95 masks.
- viii. Gloves on-hand are adequate.
- ix. An EDS (Emergency Dispensing Site) would not be used in this instance; a drive-by might be considered, rather than bringing people together.
- x. The Board of Health can limit public gatherings such as closing school, and canceling events.
- xi. Let's talk about it now before it gets ahead of us.
- xii. Garrett: In Boston: close contacts on a plane are being monitored at their homes.
  - 1. Home-isolation, supported with monitoring by Board of Health.
  - 2. Encourage people to have supplies at home for 14 days, including thermometers.
- xiii. BOH Clerk Hilton: While it is good to put out some communications, she prefers a series of short communications be put on the website in small doses, as is useful to the residents.
- xiv. MDPH and MEMA both have information on their websites.
- xv. The Board of Health will take action as appropriate.
- xvi. Garrett recommends deferring to the CDC (Centers for Disease Control) for local guidance, adding that the CDC just put out most recent information on Sunday Feb.9. Garrett read a recommendation for public safety officials to have access to protective gowns and goggles.
- xvii. Members of the Fire Department could become exposed if there were to be a need to get someone to the hospital for further clinical care.
- xviii. The Fire Department already has a protocol if they get a call for flu-like symptoms.
- xix. Clinicians would notify the BOH if a person tests positive for Corona Virus and the Board of health would then trace back the close contacts.
- xx. The BOH will get information out within a few days.
- xxi. Garrett will send out a link to the most recent version of the Homeland Security Council's *National Strategy for Pandemic Influenza*.

4. **Any other business not anticipated 48 hours prior to the meeting – EMD Tibbetts:**

- a. The replacement chassis came in to Marcotte Ford in January. TA Torres went to the Registry of Motor Vehicles and got the truck registered. EMD Tibbetts processed the invoice and delivered the plates and the check to Marcotte Ford. The truck has been delivered to a Springfield auto body that will be doing the work. The current rescue truck will be brought down on Monday Feb 24. The new 550 chassis has different clearances on the springs, which causes additional work. The cab will sit higher on the 550 than on the old 350 chassis.
- b. The Firefighters Association voted to pay to have a brand new 9-foot aluminum flatbed body put onto the old Ford 350 chassis.
- c. In the meantime, the Chief's car will respond to calls and the "jaws" will be put on Engine 2. The Chief's car exhaust will get fixed by Feb 24; everything is falling into place.

5. **Reports of Boards and Committees – Dep. EMD Fernandes:** The Police Department has a mold problem that is taking time to fix. The entire evidence room had to be cleared out. The Department has 2 new part-timers - "Christine" and "Tyler," and lost 1 full-timer. There are some additional applicants. The "Crown Vic" is available if an additional vehicle is needed. It's not 4-wheel drive, but it can hold a lot of gear.

6. **Next Meeting Date:** Monday, March 16, 2020 at 6:30 PM at the Fire Station, 42 Leverett RD.

7. **Voted to adjourn at:** 7:50 PM.

Respectfully submitted, as approved on November 16, 2020,

Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

1. Emergency Management Team Meeting agenda for February 10, 2020.
2. Draft minutes of the November 18, 2019 meeting.
3. Full color instruction sheet concerning practical response measures to pandemic influenza.