

## Shutesbury Emergency Management Team VIRTUAL Meeting Minutes

Monday, August 16, 2021

**Members Present:** Emergency Management Director (EMD) Walter Tibbetts, Assistant Emergency Management Director (Asst. EMD) Mark Foster, Board of Selectmen Chairwoman Rita Farrell and members Melissa Makepeace-O'Neil and Eric Stocker, Board of Health members Norene Pease and Garrett Simonson, Town Administrator (TA) Rebecca (Becky) Torres, Town Clerk (TC) Grace Bannasch, and Team Secretary Leslie Bracebridge, recording.

**Guests:** Alex Davis

1. **Introductions** – EMD Tibbetts: Ensured everyone knew everyone before proceeding with the meeting.
2. The **minutes of the May 17, 2021 meeting** were edited, and then approved.
3. **Minutes of the following meetings** for the purpose of up-dating the 2015 to 2021 Hazard Mitigation Plan, Select Board with some members of the Emergency Management Team were approved:
  - a. **April 7, 2021**
  - b. **April 28, 2021**
  - c. **June 29, 2021**
4. **FFY 2020 EMPG (Emergency Management Preparedness Grant)** - EMD Tibbetts:
  - a. All purchases were made, products received, and grant close-out reports completed and submitted on time.
  - b. The last step is for EMD Tibbetts to confer with the Treasurer or Accountant to ensure that the reimbursement funds are received.
5. **Commonwealth of Massachusetts Interoperable Radio System (CoMIRS)** – EMD Tibbetts:
  - a. All radios were ordered, delivered, programmed and base and mobile radios installed.
  - b. The difference in the clarity of communications, between the old radios and the new is like “night and day” wherever they have been used. EMD Tibbetts is very pleased.
  - c. Gratitude was expressed for such improvements to Shutesbury’s emergency communications system at little to no cost to the town. Summary of funding:
    - i. Shutesbury received \$88,000 worth of radio equipment, funded through the Executive Office of Safety and Security (EOSS) for the total upgrade to the CoMIRS radio system.
    - ii. Minor upgrades were made using Emergency Management Preparedness Grant funds and an FY 21 Fire Safety Equipment grant.
    - iii. The \$1900 in department operating funds used toward installation are to be reimbursed by the Franklin Regional Council of Governments.
6. **Locks Pond Road Culvert Replacement updates** - EMD Tibbetts and TA Torres:
  - a. It is anticipated that work may begin the week of September 6, and continue for 8-10 weeks including at least 3.5 weeks of detoured traffic. The project could be delayed by construction of the pre-fabricated concrete culverts.
  - b. TA Torres described the legal detour maps that she has seen. Further review is necessary by key departments. The following points were made:
    - i. The only large trucks that should be encouraged to use the gravel portion of Wendell RD are delivery/service trucks for that section of the road. All other large trucks should use the detour routes.

- ii. Could additional signs be posted stating something to the effect “No trucks local traffic only” be added at the Locks Pond and Jennison RD ends of the gravel portion of Wendell RD?
  - iii. There is a Montague RD in Leverett and a Montague RD in Shutesbury. The large truck route is intended to use the Montague RD in Leverett.
  - iv. Is a non-existent road between Locks Pond RD and the gravel portion of Wendell RD depicted as a detour route?
  - v. The paved portion of Wendell RD continues on as Locks Pond RD while the gravel portion of Wendell RD drops down to the right 2 miles out of town center. This causes confusion to people not familiar with the area.
  - vi. Could a print-out of the detour and the planned 3 weeks be put in local residents’ mailboxes?
  - vii. The road closure warrants a reverse E-911 announcement.
  - viii. Signs are to be put up 3 weeks ahead of the project start date.
  - c. There will be an important pre-construction meeting on Thursday morning.
  - d. The Lake Wyola Association will be asked if construction equipment can be stored in their parking area. Cranes will be left on-site at the Locks Pond RD culvert.
7. **Contact List Updates – EMD Tibbetts:**
- a. Confirmation of current contact information is needed from:
    - i. Select Board members: Rita Farrell and Eric Stocker,
    - ii. Town Clerk Bannasch
    - iii. “Dave” on Highway Department.
  - b. Information can be emailed to [firecpt@shutesbury.org](mailto:firecpt@shutesbury.org), hand-delivered, or phoned in.
  - c. Respect of information confidentiality was promised
8. **Incident Command System (ICS) training for Team Members – EMD Tibbetts:**
- a. While no longer required of public officials, in order for the town to receive certain federal grants, the training of people who would be included in management of an emergency makes the incident management run that much more smoothly.
  - b. ICS is used daily within the Fire department.
  - c. ICS basics are the same for an event involving 2 officials or 500 emergency service officials/participants.
  - d. Please take training and send certificates to [firecpt@shutesbury.org](mailto:firecpt@shutesbury.org)
  - e. EMD Tibbetts will send the link to the online training out to all Emergency Management Team members.
9. **New Business:**
- a. **Resurgence of COVID-19** and the Delta Variant – EMD Tibbetts and BOH members Pease and Simonson:
    - i. We could be “in the thick of it” again soon.
    - ii. We’ve been through it before, and we are now ahead of the supply chain.
    - iii. Several school systems have mandated masks.
    - iv. Extra supplies such as gloves may be available at Franklin Regional Council of Governments (FRCOG) through Tracy Rogers and also through Erving’s Fire Chief Philip Wonkka.
    - v. The state has authorized local boards of health to conduct test sites, but can only be administered by boards of health. Other possible options include local CVS stores by appointment, and the University of Massachusetts.

- b. **Board of Health emergency communications radio.** It is important to keep the battery charged. If the charge is not kept up, it will stop working and will need to be replaced. The BOH will follow-up on the status of their radio.
  - c. **Review of Emergency Shelter options in Shutesbury:**
    - i. Experience has been that most residents are prepared to “shelter in place.” When shelters have been provided, their use has been minimal to none.
    - ii. The lower level of town hall serves as the first option for a shelter of up to 10 people.
    - iii. Should more than 10 people require shelter services, the next option would be the Shutesbury Elementary School. Due to her special knowledge of the school facility, resident Jessica Carlson-Boulanger was appointed as Shelter Manager.
    - iv. For widespread regional emergencies, the county has a shelter plan.
    - v. It takes a lot of personnel with a wide variety of specialized skills to properly operate an emergency shelter.
10. **Business not reasonably anticipated 48 hours prior to the meeting:** None.
11. **Next Meeting Dates:** Monday September 20, at 6:30 PM, to address culvert replacement status and COVID updates, Monday October 18, and Monday November 15. If any of these meeting dates are deemed unnecessary, they will be canceled.
12. **Voted to adjourn at: 7:20 PM.**

Respectfully submitted, as approved on September 20, 2021,

Leslie Bracebridge, Secretary

**List of Documents used at the Meeting:**

- 1. Emergency Management Team Meeting agenda for August 16, 2021.
- 2. Draft minutes of the May 17, 2021 meeting.
- 3. Draft records of meetings held on April 7, April 28 & June 29 regarding updates to the 2021 Hazard Mitigation Plan.