

Shutesbury Emergency Management Team (EMT) DRAFT Virtual Meeting Minutes

Wednesday October 9, 2024

Members Present: Emergency Management Director (EMD) Leonard “Lenny” Czerwonka, Select Board (SB) Co-Chair Melissa Makepeace-O’Neil, Board of Health (BOH) Member Garrett Simonsen, Town Administrator (TA) Rebecca “Becky” Torres, Team Secretary Leslie Bracebridge, recording. TA Torres noted that Emergency Operations Center Ham Radio Operator (EOCHRO) Aaron Addison has moved to Bernardston, so will no longer be a member of the Team.

Guests: Lake Wyola Boating and Safety Committee member Tom Seifert.

Meeting opened at 6:47 PM by EMD Czerwonka. While waiting for others to arrive, discussion included postponing this meeting. Instead, with no critical votes on the agenda, and mostly just review items, the meeting went forward for the benefit of those already at this in-person meeting, including 1 guest. Due to the long expanse of time between Emergency Management Team meetings, stronger efforts will be made to remind members of future meetings.

1. **Introductions:** Everyone present recited their name and affiliation to the team.
2. The **minutes of the July 10, 2024 meeting** were reviewed and approved: Makepeace-O’Neil – Aye, Simonsen - Aye, Torres – Aye, Bracebridge - Aye, Czerwonka declared the vote unanimous.
3. **Review Old Business:**
 - a. Fire Chief Czerwonka and Police Chief Burgess will be Ad Hoc members of the newly created Boating and Safety Committee.
 - b. Committee member Tom Seifert reported that the Boating and Safety Committee had already held an introductory meeting on September 25.
 - c. To an inquiry from Bracebridge, Seifert offered that the Boating and Safety Committee Charge can be found online through the Google search engine.
 - d. The next Boating and Safety Committee meeting will be on October 10.
4. **FFY 2024 EMPG (Emergency Management Preparedness Grant) – EMD Czerwonka:**
 - a. Massachusetts Emergency Management Agency (MEMA) Local Coordinator Nathan Moreau will meet with EMD Czerwonka on Thursday (10/10/24) to finish-up this year’s EMPG application for Shutesbury.
 - b. It is anticipated that Shutesbury will be getting 4 cell phone signal coverage boosters, with installations into 4 emergency vehicles for \$2700.
 - c. Two boosters will be installed in Police services vehicles and 2 boosters in Fire/Rescue services vehicles.
 - d. The \$400 over the actual grant value will be split between the 2 department budgets.
5. **Dam Action Plan update (AKA: Lake Wyola Dam Emergency Action Plan - EAP):**
 - a. The Massachusetts Department of Conservation and Recreation (DCR) Office of Dam Safety (ODS) regulations require that the Lake Wyola Dam EAP be updated annually.
 - b. TA Torres and EMD Czerwonka have almost completed the 2024 Lake Wyola Dam EAP updates.
 - c. Once completed, EMD Czerwonka will distribute the plan to the Massachusetts DCR ODS, to local officials listed in the plan, and to the Emergency Management Directors of the Towns of Leverett and Montague, as those towns are listed in the plans as affected communities relative to the Lake Wyola dam.
 - d. Because of personal phone numbers in the complete EAP causing the plan not to be a public document, EMD Czerwonka was asked by SB Co-Chair Makepeace-O’Neil to also prepare a redacted copy which can be readily distributed to other interested parties.
6. **Dam Bylaw:** Emergency Management Team members were reminded, and directed to **Article 28 of the June 3, 2023 Annual Town Meeting:**
Article 28. A motion was made and seconded the Town will vote to adopt the following Lake Wyola Dam ByLaw. Lake Wyola Dam By-Law There shall be NO PUBLIC ACCESS to the Lake Wyola Dam. Only authorized personnel from the Town are allowed to access this facility. There is also NO TRESPASSING on any Town owned land surrounding the Dam. Violation of this Bylaw is punishable by a fine of \$50, or the full extent of the Massachusetts Trespass Law, MGL Ch. 266, sec. 120. A motion was made and seconded to amend the

article by deleting the last sentence of the Lake Wyola Dam ByLaw and replace it with: Violation of this Bylaw is punishable by a fine of \$50, for the first offense, \$100 for the second offense and \$300 for the third offense. Amendment to Article 28 passed with a clear majority. Article 28 as amended, failed by a vote of 40 No, and 37 Yes.

No actions were taken or suggested relative to a Lake Wyola Dam bylaw at this October 9, 2024 Emergency Management Team (EMT) meeting, with limited members present. It will be put back on the next EMT agenda.

7. ICS (Incident Command System) training for Select Board members:

- a. Select Board members in need of ICS IS 100 training can take the course online through the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS). EMD Czerwonka reported that MEMA Local Coordinator Nathan Moreau will be teaching the course in-person to Leverett firefighters in the coming month. EMD Czerwonka will ask Nathan Moreau at their meeting on Thursday if it would be possible for the Shutesbury Select Board members in need of the training could join in the Leverett training. If so, EMD Czerwonka will notify Shutesbury Select Board members.
- b. ICS is a universal system of emergency incident management that expands and contracts in-keeping with the circumstances of the emergency. It can range from the Incident Commander only, to layers of up to 4 people with a designated task, being commanded by one person. The meeting room at the Fire Station (42 Leverett RD) is Shutesbury's "Incident Command Center."

8. Reports of Boards and Committees - BOH Rep Simonson:

- a. Shutesbury's Public Health Nurse Sarah Fiske - Pioneer Valley Health Coalition - 413.531.0657) is coordinating a Flu and COVID vaccine clinic on Friday, October 25 from 4 to 7 PM. (Flyer says 3:30 to 6:30 PM). There is a minimum requirement of 25 participants. Anyone can register. Registration information with a QR code for pre-registration is available at the Board of Health webpage, contacting Sarah, or use the following link: <https://home.color.com/vaccine/register/cdrmaguire?site=shutestbury-elementary-school>
- b. Hurricane Milton is impacting local hospitals due to the amount of IV plasma fluids available. Bracebridge added hearing a news report that elective surgeries may be/are being limited.

9. Business not reasonably anticipated 48 hours prior to the meeting: None.

10. Next Meeting: Wednesday December 11, 2024 at 6:30 PM at Shutesbury Fire Station, 6:30 PM.

- a. SB Co-Chair Makepeace-O'Neil recommends a preparedness meeting before the winter season.
- b. TA Torres suggests that second Wednesdays are a time when most members are available.
- c. EMD Czerwonka will communicate with Highway Superintendent David Grenier to ensure David is aware of the team meetings, and that he is invited to be available for the meetings in-person, or online, if that is easier for David, whose work-day ends at 4 PM.

11. Vote to adjourn at 7:18 PM:

Respectfully submitted, as approved on January 15, 2025

Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

1. Emergency Management Team Meeting agenda for October 9, 2024,
2. Draft minutes of the July 10, 2024 meeting, and references made to:
3. Boating and Safety Committee Charge
4. Article 28, June 6, 2023 Annual Town Meeting

Boating Boating and Safety Committee charge

NAME: Lake Wyola Boating and Safety Review Committee

OBJECTIVES: to identify specific actions that can be taken by the Town of Shutesbury, the Lake Wyola Association (LWA), private citizens and the MA Department of Conservation and Recreation (DCR) to address safety issues at Lake Wyola.

BACKGROUND: Lake Wyola has seen an increase in use over the past ten years by both boaters and swimmers. The Lake has become a destination for people from out of town and has also seen much more activity since the opening of the state park beach. The public boat launch on Randall Road is available to the public at large. Recreational use of the lake has increased with many more swimmers, faster boats, paddleboarders, kayaks and canoes.

The bylaw that governs the use of Lake Wyola was last updated in 2014. A recent boating accident on Lake Wyola has highlighted the need for the Town and other concerned parties to evaluate whether changes are needed in the Town's "Motorboat and Persons using Lake Wyola" bylaw and in the overall management of this valuable public resource.

WORKPLAN: The task force will be responsible for undertaking the following tasks:

- a. Review current bylaw and recommend changes to the bylaw to account for current usage patterns on the lake.
- b. Review how the bylaw is enforced and make recommendations to the Selectboard regarding any needed changes.
- c. Identify ways to educate the public about the bylaw including but not limited to signage, LWA communications and the town website
- d. Make final recommendations to the Shutesbury Selectboard

SCHEDULE: The task force would begin work upon appointment of members by the Shutesbury Selectboard and will conclude its work within 8 months of the appointment unless an extension is granted by the Selectboard. The goal is to have a recommendation for an amended bylaw and other possible changes completed in time for the next Annual Town Meeting in April 2025.

MEMBERSHIP: The membership shall consist of no more than 7 individuals appointed by the Selectboard and shall represent the following constituencies:

- a. Representative(s) from community organizations and Shutesbury residents, many who enjoy the lake but do not necessarily live on the lake
- b. One representative from the fire department and one from the police department will serve as ad hoc members. DCR will also be contacted to identify a person to serve as a resource to this committee.

BUDGET: At this juncture it is not expected that any public or private funding will be necessary to undertake the work of the task force. This could change once work is underway and would likely be for specific projects rather than any kind of committee administration.

REPORTING: The task force will provide updates to the Selectboard on a quarterly basis and will provide a summary of its findings and recommendations upon the completion of its tasks. 4

4. Article 28. A motion was made and seconded the Town will vote to adopt the following Lake Wyola Dam ByLaw. Lake Wyola Dam By-Law There shall be NO PUBLIC ACCESS to the Lake Wyola Dam. Only authorized personnel from the Town are allowed to access this facility. There is also NO TRESPASSING on any Town owned land surrounding the Dam. Violation of this Bylaw is punishable by a fine of \$50, or the full extent of the Massachusetts Trespass Law, MGL Ch. 266, sec. 120. A motion was made and seconded to amend the article by deleting the last sentence of the Lake Wyola Dam ByLaw and replace it with: Violation of this Bylaw is punishable by a fine of \$50, for the first offense, \$100 for the second offense and \$300 for the third offense. Amendment to Article 28 passed with a clear majority. Article 28 as amended, failed by a vote of 40 No, and 37 Yes.