

City of Westfield
Meeting Notice Posted in Accordance with the provisions of MGL30 A 18-25
Westfield Local Emergency Planning Committee

Agenda for March 2, 2022 at 9:00 a.m. at WFD Station 2 (366 Little River Road):

1. Make announcement the meeting is being recorded.
2. Introductions of all members
3. Accept Minutes of November 3, 2021
4. By-laws – typed with updates discussed from 6/2/21 meeting
5. Nomination of Officers
 - a. Chair
 - b. Vice Chair
 - c. Secretary/Treasurer
6. COVID-19 Update
7. Grant Request for LEPC (November meeting topic)
8. Peter Miller – Director of Community Development
9. Upcoming City Events
10. Past Events
11. Update from Emergency Management
12. Report from MRC and CERT
13. Tier 2 Updates – Deputy Fire Chief Pat Kane Jr.
14. MEMA Upcoming Classes
15. New Business
16. Departmental Reports
 - a. 104th
 - b. Airport
 - c. Animal Control
 - d. Baystate Noble Hospital
 - e. Dispatch
 - f. DPW
 - g. Flood
 - h. Health Dept.
 - i. Mayor’s Office
 - j. Mestek
 - k. Purchasing
 - l. School Dept.
 - m. Springfield Water & Sewer
 - n. Western MA Hospital
 - o. WFD
 - p. WG&E
 - q. WPD
 - r. WSU
 - s. Other Departments/Businesses
in Attendance



15. Next Meeting: April 6, 2022

If you are unable to attend a meeting, please send a status update by email to c.fillion@cityofwestfield.org prior to the meeting.

Chairperson: Deputy Fire Chief Eric Bishop

Date: February 22, 2022

This agenda is subject to change.

CITY OF WESTFIELD
LOCAL EMERGENCY PLANNING COMMITTEE
366 LITTLE RIVER ROAD
WESTFIELD, MASSACHUSETTS

L.E.P.C. BY-LAWS



PURPOSE:

The City of Westfield's Local Emergency Planning Committee will be the focal point for implementing the requirements of Emergency Planning Community Right to Know Act of 1986. The committee will deal with the hazardous substances within our community to protect public health and safety and the environment from chemical hazards.

The Local Emergency Planning Committee will meet this obligation by gathering and analyzing information to formulate a response plan. This response plan will be exercised annually and evaluated for its effectiveness. The committee will deal with public inquiry about hazardous substances and make every effort to educate the public about the inherent dangers related to them.

MEMBERSHIP:

Membership shall meet the requirements of the law. The membership shall consist of one representative from each of the following agencies: fire service, law enforcement, public health, department of public works, emergency management, state elected official or local elected official, school department, transportation, emergency medical services, hospitals, community groups, media, local environmental, and members from local business and industry.

At the end of each year the committee shall elect a chairperson, a vice-chairperson, treasurer and a secretary. The elected chairperson from the committee will chair the committee. The term served by the group shall be for one calendar year commencing January 1st following the last meeting. All members will service without compensation.

The chairperson shall appoint special subcommittees to meet the specific objects of the LEPC. The term for special subcommittee members will terminate upon completion of the assignment. Each subcommittee will appoint one member to act as the chairperson of that subcommittee.

MEETINGS:

General meetings of the Local Emergency Planning Committee will be conducted seven (7) times each year. All general meetings will be held on the following months; March through June and September through November. These meetings will be held on the first Wednesday of the month.

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Meetings will be held at Westfield Fire Department Station #2 located at 366 Little River Road in Westfield. An alternate meeting location site will be City Hall, 59 Court Street.

In the event that an emergency meeting is necessary, the chairperson will be responsible for making all notifications.

All general meetings are public and the open door policy is in effect.

All committee members will be sent notices prior to each meeting. In addition, all meeting notices will be posted at City Hall and a copy of the notice given to the City Clerk' Office. It will be the responsibility of the chairperson to set the agenda for each meeting. All meeting notifications and public postings will list the meeting agenda.

MEETING MINUTES:

It will be the responsibility of the secretary to record the minutes of all general meetings. The minutes for each meeting will be available at the next monthly meeting. The minutes will also be available upon public request.

RESPONSIBILITY:

The LEPC is responsible to the chief elected official of the City of Westfield to ensure the safety of the people, and property of the community from hazardous substances.

Any changes made to the existing by-laws will require a majority vote of the committee. Each member of the committee shall have one vote, and no member will vote by proxy. All meetings will be conducted according to Roberts Rules of Parliamentary Procedure.