

CITY OF WESTFIELD

Westfield Local Emergency Planning Committee

Meeting Minutes of March 1, 2023

1. **Introductions:** Deputy Fire Chief Eric Bishop called the meeting to order and announced the meeting is being recorded. The sign-in sheet was passed around.
2. **Introduction of new members from the 104th**
 - a. Jennifer Baker was present and stated that she was from the Environmental Office of the 104th.
 - b. Chris Ryder was present and stated that he was from the Emergency Management of the 104th.
 - c. Nick Lanci was present and stated that he was from the Emergency Management of the 104th.
3. **Acceptance of November 2, 2022 Meeting Minutes:**

Deputy Bishop ascertained a motion to accept the minutes for November 2, 2022. Nina Barszcz made the motion to accept the minutes for November 2, 2022. Margaret Terkelsen seconded the motion.
4. **COVID-19:** Deputy Bishop stated that COVID is on the down swing and that the City isn't doing much at this time with COVID remediation. Crystal Dugay agreed. Item will be taken off the agenda moving forward.
5. **Grant funds for LEPC:**

Deputy Bishop stated the following:

 - a. He spent some time on the battery issue and it is completed and we have them.
 - b. Reimbursement has been submitted. Just waiting to receive our money.
 - c. Before we get to the new grant that is coming out in November, he would like everyone to come up with some ideas with what LEPC can do to support your organization. Items that would be needed to help provide resources for your mission.
 - d. Once a list is compiled, we can start applying for these grants.
 - e. We ended up getting thermal imagers that we would not have gotten out of pocket.
 - f. Even if you have equipment and it is old let him know so he can support it or write a grant for.
6. **Peter Miller, Director of Community Development:** Peter Miller was not able to attend the meeting.
7. **Upcoming City Events:**
 - a. 5K Road Race will be held on May 6, 2023
 - Deputy Bishop to start working on getting the details for this event.
 - b. Polar Plunge will be held on March 12, 2023
 - Event will be from 10am – 2pm
 - Expending 400-500 people attending
 - 160-200 plungers
 - Fire Department is attending to support the event by being in the water and financially having a team participate.
 - A meeting will be held this evening at 5pm at the Police Station if anyone would like to attend.

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- c. Air Show will be held May 13 & 14, 2023
 - There will be a lot of support on hand. Mas State Police DOT, 102nd in CT, 103rd Fire Department Military side, Emergency Managers may also be pulled in, Military assistance from Peace in NH will be on hand to help.
 - Staff went over major accidents, airplane crash, food borne illness & mass casualty incidents in the event that it possible would happen.
 - There will be extra support from the Fire Department with staff, extra engines and extra command staff.
 - Department of Fire Services in Special Operations and Hazardous materials will be on hand with motorized vehicle and equipment along with an ISU which is the Incident Command Rehab Post.
 - A Rehab Truck will be provided that will act like a Fire Station for the City Side on the north Side of Town.
 - The Police Department will be also all hands in for this event.
- d. Iron Man Event will be held on June 11, 2023
- e. Ride to Remember will be held in September 9, 2023
- f. Active Shooter training March 13-14, 2023 at the Russell Elementary School.

8. Emergency Management: Ron Gibbons the new Emergency Management Director was present and stated the following:

- Looking forward to doing everything he can with Emergency Management
- 30 years with the State Police, 5 years with Springfield Police Department and 2 years at the jail.
- Has been trying to go to as many MEMA classes as he can.
- Looking forward to doing the best he can for the City of Westfield.
- He thanks everyone for welcoming him on board.

9. New Business:

- a. Rapid Intervention Class for the Public Safety Dispatchers.
 - Nina stated that some of them have taken the class.
 - Deputy Bishop stated if that is something that Nina wants he can work with John Star to have that class up at dispatch if she would like.
- b. Rope Rescue Class
 - Deputy Bishop stated they are discussing this class at Westfield State University. It is on the books but we need a point of contact. He would like to contact with Jay Hastings after this meeting to discuss how to get this up and running. This would be for people all over the state.
- c. Small Plane Crash Course will be held in September, 2023 at the airport.

10. Departmental Reports:

104th – Air Show to take place May 13 & 14, 2023

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Animal Control – Margaret Terkelsen reported:

- Lost another Employee – currently have a full time position open.
- They have been taking on a lot of animals from arrests and medical situations, so she is trying to figure out a good procedure for not being stuck with those animals indefinitely.
- Sometimes those animals have been at the animal shelter for months.
- She will be speaking with Legal to figure out the best course of action.

Baystate Noble – Josh is still currently deployed.

Dispatch – Nina Barszcz stated the following:

- Since the last meeting they are now fully regionalized with Southwick.
- They have been dealing Swatting call that was going around the State. They were hit with that.
- Swatting that happened was at the White Oak School.
- This incident was one of the first ones. It happened Monday morning and wasn't across the news yet that this was happening.

Captain Pitoniak stated the following:

- He has a meeting with the School Department at 11am today.
- They would like to tame it down and not have the Police come in because it scares the kids.
- He understands this but until you know it's completely false you can't go in too casual.
- Today they will be talking about how to get the notification out to the staff and students this incident is probably not real but the police will still be responding. They should be telling the staff not to panic but this is what is going to be going on and that it's being investigated. If you get this information out quickly you can calm people down.

Health Dept. – Crystal Dugay stated the following:

- Currently down 2 employees. One Nurse and one Inspector.
- Currently have COVID test kits available for anyone. They are located at City Hall on a table near the elevator on the basement level.

Mestek – Business as usual.

Purchasing – Not present. Deputy Bishop stated that they were very helpful with changing battery companies

School Department – Not present. Crystal Dugay stated that she received an email from Chris Rogers stated he was unable to attend today's meeting due to conducting school based enhance lock down drills

Springfield Water & Sewer:

- They are going to have a spring evacuation exercise soon.
- Construction of their water treatment plant is proceeding.
- Equipment that is in the river for their waste water pumping station should be out of the water very shortly.

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Western Mass Hospital – Brian Sullivan stated the following:

- The structure project continues. They should have significant completion by July.
- The building to the left of Western Mass Hospital is still on track to be a step down unit. They are still trying to work on that. There is an issue with the fact that there is no elevator in that building.

WFD – Deputy Bishop stated the following:

- Numerous fires and frozen pipes in the City.

WPD – Captain Pitoniak stated the following:

- Still looking at a location for the new Police Station.

WSU – Tom Kettle was present and stated the following:

- He is looking for a better way to contact the WFD regarding fire safety questions that might arise or request for fire extinguisher training. He can do the training but he does not have any equipment to hold the training.
- They will be having a shelter in place training March 21, 2023 and a lock down next semester.

Deputy Bishop stated the following:

- He would share his phone number with him but stated that they do not do fire extinguisher training or have equipment to hold the training.

Other Departments/Businesses in attendance:

- a. Randy Quarles from WFD stated that if anyone from Industry has any questions or wants to schedule a drill, he stated that he is the contact for the State Hazmat Team for this region.
- b. Eric D'Astous from the NGL Supply Terminal on Medeiros way stated the following:
 - He will now be attending all meetings.
 - They have a lot of hazardous material at the location.
 - They bring in rail cars for Pioneer Valley Railroad and they off load them to their storage tanks and tanker trucks load them away.

With nothing further, Deputy Bishop ascertained a motion to adjourn the meeting.

Nina Barszcz made the motion.

Margaret Terkelsen seconded the motion.

9:45 a.m. – Meeting Adjourned

Next Meeting – April 5, 2023