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CITY OF WESTFIELD

MAY - 2, 2019

Westfield Local Emergency Planning Committee

Meeting Minutes of March 6, 2019

WESTFIELD CITY CLERK

1. ~~Introductions~~ Interim Fire Chief Patrick Egloff called the meeting to order. The sign-in sheet was passed around as well as a copy of the membership list to confirm contact information. Chief Egloff announced the LEPC meeting is audio recorded.

2. Nomination of Officers

- a. Deputy Fire Chief Eric Bishop nominated Chief Patrick Egloff as Chair. Tammy Tefft seconded the nomination. All in favor. Chief Patrick Egloff will serve as Chair for the LEPC for CY 2019.
- b. Chief Patrick Egloff nominated Deputy Eric Bishop as Vice Chair. Deputy Bishop accepted. All in favor. Deputy Bishop will serve as Vice Chair for the LEPC for CY 2019.
- c. Albert Masciadrelli nominated Christie Fillion for Secretary. Patrick Egloff and Tammy Tefft seconded the nomination. All in favor.
- d. Patrick Egloff nominated Christie Fillion for Treasurer. Eric Bishop seconded the nomination. All in Favor. Christie Fillion will serve as Secretary and Treasurer for the LEPC for CY 2019.

3. Acceptance of November 7, 2018 Meeting Minutes

Due to a misinterpretation of information regarding the Flood Control Commission's report at the November 7, 2019 meeting, the correct information was emailed to the Secretary and will be attached to the November 7, 2018 meeting minutes for clarification.

Albert Masciadrelli made a motion to accept the November 7, 2018 meeting minutes with the amended attachment. Chief Egloff seconded the motion. All in favor.

4. Past Events:

- a. Westfield's 350th Anniversary's First Night Event on December 31, 2018:

This event was a huge success. The program started at 3:30 p.m. and the rain started at 5 p.m. Approximately 3,000 to 3,500 people attended and everyone had a great time. Some attendees would like the event to happen again and there is a chance a scaled down version could be planned by the Boys & Girls Club. If another event is planned like this, a different model needs to be planned. More facilities would be needed such as the middle school and some of the churches.

Deputy Bishop expressed that overcrowding issues would need to be addressed if the event were to be held again. Part of the issue was the weather which brought people inside. Other areas to be addressed were access and egress issues. It was suggested that crowd managers be available to limit the amount of people who enter the building. For the May events, WFD should see a plan for some crowd control which is up to the event and the facility to manage the crowds.

5. Upcoming City Events:

- a. Westfield 350th Anniversary – Harry Rock updated the LEPC members on the events. The lecture series have been moved from the library to the First Congregational Church or WSU due to the amount of people attending.
 - 1. Birthdays Weekend May 17-19, 2019
 - a. Friday, May 17, 2019: A proclamation with dignitaries at City Hall will take place at 3:30 p.m.
 - b. Saturday, May 18, 2019:

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1. Yoga by the Rail Trail near the renovated railroad bridge.
2. Pancake Breakfast will be held at Westfield Middle School from 7:30 a.m. to 11 a.m.
3. Bike rodeo behind the YMCA.
4. Rail Trail Quest
5. Mike Tierney's Flat Fast 5K Road race will take place at 1 p.m. followed by the block party. Elm Street will be closed to traffic.
6. Children's carnival at Amelia Park complex.
7. Beach Boys Tribute band will perform at 7 p.m. behind Boys & Girls Club.
8. Fireworks at 9 p.m. behind the Boys & Girls Club. The set-up will be very similar to the 4th of July fireworks.

Traffic, parking and crowding could be an issue as there is no competition of other firework shows. The first year the 4th of July fireworks were held at the Middle School, people were moving or removing the barriers between fireworks and the viewing area. The State Fire Marshall may be present at this event in May to inspect the area. Any changes to the plans of fencing, barriers and buffer zone need to be reviewed by the Fire Prevention Officer and will also requires approval by the State Fire Marshall.

- c. Sunday, May 19, 2019 – Elm Street will remain closed (from the Flat Fast 5K) through Sunday.
Parade:
 1. Staging for the community parade starts at 11 a.m. at Stanley Park and Westfield State's Administration Building.
 - Forty-five floats have registered.
 - Numerous bands will participate.
 - Antique Cars, Tractors
 - Mummers from Philadelphia
 2. The parade starts at 1 p.m. Western Ave will close at 12:30. The parade route will use the whole width of Western Avenue. When the parade reaches Washington St & Court St, the parade route will be moved into the westbound lane by Berkshire Bank and the Westfield Athenaeum. The reviewing stand will be set up near the Boys & Girls entrance of the Westfield Athenaeum. The parade continues left in front of the Athenaeum, passes School Street onto Elm Street.
 3. Mummers, who will be the last ones marching in the parade, will perform a 20 – 25 min show at the Green.
 4. Cupcakes and hoodsie ice cream cups will be available in the gazebo.

Technical details of the closing of Elm Street and Fire Department response to box alarms in that area will need to be discussed between Police and Fire. One suggestion was made to have the barriers filled with water and one of the barriers will be drained for the nighttime hours. Another discussion is regarding ambulance access to the Baystate Noble's ER.

Harry thanked the Departments for assisting in the planning with the events. DPW helped put together the cake. WG&E helped with supplying power to the cake.

6. **Update from Jim Wiggs on Emergency Management** – Jim Wiggs was not able to attend but sent an email regarding updates.
 - a. Jim will be attending the Massachusetts Emergency Management Directors' Meeting in Agawam for Region III/IV.
 - b. The grant funding for the HazMat training is approved and waiting for further information from Chief Egloff

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regarding attendees and the reservations for their hotel, flights and conference.

Between a HEMP grant Chief Egloff wrote for \$1,400 and grant money from Emergency Management, Deputy Chief Patrick Kane Jr. will be attending the International Association of Fire Chiefs Hazmat conference in June in Baltimore. Deputy Kane Jr. is a member of the Hazmat team and is one of four Hazmat members employed at the Westfield Fire Department.

- c. Emergency Management recently purchased a computer system for Police Training both internal and to the public.
- d. There have not been any major incidents from recent storms but there is still a lot of winter left and will need to watch flooding potential as we near the spring thaw.
- e. RAVE Emergency Notification System is up and running. Fire Department has been fully loaded and has been coordinated with Deputy Chief Andy Hart. Dispatch has been trained. Police is being finalized.
Larry Valliere indicated Police Department is all in.
- f. Grant funding is being used to offset cost of Network Switches for Public Safety (Police, Fire & Dispatch) and it has been approved by MEMA.

Chief Egloff opened a discussion with Captain Larry Valliere regarding the UTV, a 6-person mule, and housing it at the Fire Department Headquarters which will enable both departments to use this vehicle. Westfield Fire Department does have a mule but it is small and cannot fit a stretcher where this UTV is larger and will accommodate a stretcher. WFD Headquarters is in a central location and is right near the rail trail. Further discussions will continue regarding the size of the UTV and the trailer. It was stated that this UTV is City property and is not strictly Westfield Police Department property.

DPW will be working with Jim Wiggs regarding a Debris Management Plan as another wind storm affected the City. Several areas were hit hard and resulted in power outages.

7. **Report from MRC and CERT from Ed Mello:** Ed Mello was not able to attend this meeting. It was mentioned that Steve Malochleb was appointed as the new President of the MRC.
8. **Tier 2 Updates** – Deputy Chief Pat Kane Jr. is receiving Tier 2 reports and requests the reports be sent directly to him. Some of the Tier 2 reports were emailed to the Fire Chief's email account. Deputy Kane Jr. has business cards with his email address if anyone needs one.
9. **Departmental Reports**

Purchasing Department – Tammy Tefft has been working with Jim Wiggs and DPW on the FEMA/MEMA insurance line items and contracts in order to receive reimbursements for emergency situations.

Westfield State University – Tom Kettle introduced himself as the new WSU Emergency Management Director. Tom started in December and he also works at Holyoke Community College.

Jay Hastings from WSU thanked Westfield Water Department for the use of the light towers during the Super Bowl. Money for the purchase of 2 light towers is being added to the budget as they are seeing a need for light towers for celebration events and also for the South parking lot during nighttime power outages as the parking lot is pitch black.

During the Super Bowl, WSU borrowed the interoperability trailer from the Western MA Homeland Security Council. WSU was set up with a VTAC channel for the VHF and an ATAC for the State Police. It was repeated off a UTAC channel to the tower on Mt. Tom and the interoperability worked phenomenal. This trailer, currently located in

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Monson, is available for events if there is a 205 set up. There were issues with a programming compatibility with the City. Jeremy at the City IT Department is looking into it. It was suggested Westfield Fire Department look at their Federal Interop channels.

Baystate Noble Hospital – The Joint Commission just finished and won't be back for another 3 years.

DPW – We are in snow and ice season and possibly a little under budget and that money could go to the roads. Department will be presenting the Pavement Management Plan to the City Council on Thursday night.

Police – WPD will set up an appointment with Deputy Eric Bishop regarding the 350th. The idea with moving the UTV to Fire Department sounds like a good idea and someone will stop over with measurements.

As a result of the wind storm, WG&E and WPD are looking to work together for interdepartmental communication and logistical plans.

SWWT – Will be looking at scheduling an evacuation exercise in the spring.

Flood Control – The State is working on Armbrook and hopefully will be rebuilt and completed in a couple of years.

Dispatch – Starting April 16th, the dispatch center will be having a furniture remodel. All consoles will be broken down and reset back up. This will be a live cut over and dispatchers will be working through this remodel.

Health – The department was contacted in regards to the pancake breakfast. If anything is needed, they will contact Harry Rock.

Mayor – Albert Masciadrelli stated Mayor Sullivan is very appreciative of everyone's support of the 350th and appreciative of the members of the LEPC committee taking their time to compare and support matters in the City.

350th Birthday – The birthday cake on the green will be removed in September with the hope of finding a new home for the cake. For example, Hatfield will be celebrating their 350th.

As for the WOW summer concerts, the set-up will be reversed with the bands staging in front of the gazebo (if the concerts will be held this summer).

10. New Business -- No new business.

11. MEMA – Bruce Augusti – Bruce wasn't able to attend the meeting.

12. Next Meeting – April 3, 2019 – Location to be determined. WFD Station 2's Training room is already booked for April 3. The LEPC meeting may be held at City Hall.

Chief Egloff made a motion to adjourn.

Albert Masciadrelli and Mark Goodniss seconded the motion.

All in favor.

10 a.m. – Meeting Adjourned