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CITY OF WESTFIELD

JUN 15 2018

**Westfield Local Emergency Planning Committee**

WESTFIELD CITY CLERK  
Meeting Minutes of March 7, 2018

1. **Introductions** -- Deputy Chief Egloff called the meeting to order. There were 2 new members to our group—Joe Ruhl from Genesis Westfield Center and Caitrin Ferriter from WG&E.

The membership list was reviewed and contact information was updated if needed.

The importance of having each department represented at the 2018 LEPC meetings will add to the success of the committee.

2. **Nomination of Officers** –

- a. Chair – Deputy Pat Egloff was nominated by Deputy Eric Bishop and seconded by Bruce Bussiere.
  - b. Vice Chair – Deputy Eric Bishop was nominated by Deputy Pat Egloff and seconded by Tammy Tefft.
  - c. Treasurer/Secretary – Christie Fillion was nominated by Albert Masciadrelli and seconded by Tammy Tefft.
- All in attendance voted in favor of the above nominations.

3. **Acceptance of October 4, 2017 Meeting Minutes**

Deputy Egloff ascertained a motion to accept the October 4, 2017 meeting minutes. Albert Masciadrelli made a motion to accept the minutes. Tammy Tefft seconded the motion. Minutes for October 4, 2017 were approved.

4. **Grant** – Deputy Egloff spoke about a grant he wrote and submitted in 2017. The award amount was \$4,100 from MEMA and will allow Deputy Egloff and Deputy Andy Hart, a Hazmat team member, to attend a four-day conference in Baltimore in June. This is an International Association of Fire Chief's conference on hazardous materials. Information will be brought back and shared with the LEPC to learn how to make Westfield safer.

Bruce Augusti mentioned a few grant opportunities. One grant is a competitive grant and is for the CERT program. This grant is for active CERT teams and the awarded amount could be up to \$5,000.

There is another grant under the CCP grant called VIPS which is designed for police who need some equipment. Holyoke Police Auxiliary has been awarded money through this grant. Both a CERT program and the Westfield Police Department can apply at the same time.

The State Director applies some money from his own budget to support cities and towns with grant money. Westfield could be entitled to \$14,400 every time the grant becomes available. Jim Wiggs has applied for the grant in the past and some items purchased with this money have been an ATV, radios, and equipment. This April this grant will become available again. Bruce suggested the WFD, WPD, and the DPW speak with Jim Wiggs in regards to any needed equipment for emergency situations.

Finally, there is a competitive grant coming soon in the next few weeks which will award seven \$10,000 grants for categories of sheltering, handicapped accessible evacuations for residents and hazmat information for hazmat members.

Captain Larry Valliere suggested the City Departments and LEPC members compile a master list of available equipment that every department has and could be available to another department in the case of an emergency.

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## 5. Baystate Noble's Emergency Plan & Hazardous Vulnerability Analysis

Baystate Noble Hospital has a new requirement this year to meet regulations. The hospital needs to supply a hard copy of their Emergency Plan and a hard copy of their Hazardous Vulnerability Analysis to the local agencies. Bruce Bussiere presented the copies to WPD Captain Valliere, WFD Deputy Pat Egloff and a copy for Jim Wiggs for Emergency Management.

The items listed in red (known as EMs) in the Emergency Management Plan are required. Under the EMs, there are EPs which are Elements of Performance and the hospital is graded on these at their inspection.

## 6. Past Events/Upcoming City Events

These 2 items were contained into one discussion. There were no past events to review.

Westfield Police are getting prepared for events in 2018 such as the 350<sup>th</sup> Anniversary, the 5K Road Race, Memorial Day Parade and 4<sup>th</sup> of July Fireworks.

- a. With the recent school shooting in Florida, meetings between the School Department, Police Department and Fire Department have been scheduled to address the school safety here in Westfield. There is a concern in relation with fire regulations and securing doors. Some of the older schools have outward swinging doors into the hallway which are more difficult to lock. After market items for these doors do not meet fire code because the items have the ability to lock people in which is not an option in an emergency situation.
- b. 350<sup>th</sup> Anniversary – Planning is ongoing. The permit for the bonfire has been pulled.

## 7. City Events – See #6 as this item was combined with past events.

For future events, the committee discussed the importance of having a checklist for events being held in the City so each department is aware of what is being planned. For example, on Saturday, March 10, 2018, a parade to honor Kacey Bellamy, Olympic Gold medalist for U.S. Women's Hockey was advertised on Facebook. Most of the committee members first learned about the event from Facebook. This checklist would be a pre-requisite and need to be presented to each department and have a signature obtained. Another example, a permit was issued for a wedding to be held on the green. Albert Masciadrelli volunteered to create a checklist. Tammy Tefft recommended the prerequisite start with City Hall/Mayor's office and disseminated down through the departments including the Park & Rec Commission who issues permits for park use for events.

## 8. Update from Jim Wiggs on Emergency Management – Jim Wiggs was not able to attend today's meeting.

## 9. Report from MRC and CERT from Ed Mello – Ed Mello wasn't able to attend today's meeting.

## 10. Tier 2 Updates – There are no updates. Deputy Mark Devine who oversaw the Tier 2 at WFD is retiring this spring. At this time, it is not known who will take his place with the Tier 2 information.

Kevin Kennedy supplied fliers regarding an upcoming training class for Tier 2 holders. This training is being offered by the Pioneer Valley Planning Commission and the Massachusetts Office of Technical Assistance and is being held on March 27, 2018 in Holyoke. For more information, PVPC's Corrin Meise-Munns can be reached at 413-781-6045 and OTA's Tiffany Skogstrom at 617-626-1086. The training is free of charge. Registration is needed as an admission ticket will be issued.

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## 11. Departmental Reports

Mayor's Office – Albert Masciadrelli indicated with the City's 350<sup>th</sup> Anniversary approaching, if any members of the LEPC have any ideas or suggestions for support regarding this event, to please contact the Mayor's office. As in regards to pot holes, the Mayor is working on the issue. The asphalt plants are not open yet. The Mayor recommends residents to be cautious and to be patient and if they see a particularly large pot hole, to please let the City know and he will pass the information on.

WG & E – A winter storm is coming today with the last report of 6 to 10 inches of snow predicted. Crews will be available and the major concern for this storm is the heavy snow.

Fire Department -- Captain Seth Ellis and Captain Keith Supinski attended a conference in Georgia in the fall. The conference was sponsored by FM Global. FM Global provides grants to fire departments but the fire departments need to be sponsored by businesses or companies in their community who are insured by FM Global to be eligible. If that business or company could contact the Fire Department directly, a discussion regarding grant opportunities could begin between WFD and the company.

Western MA Hospital – The fire alarm system is currently being worked on every day.

DCP Midstream – There is an overabundance of rail cars and transports from Maine are being diverted to DCP Midstream to pick up gas from the company.

Baystate Noble –

- a. The anticipated completed date for the construction of the new front entrance and lobby is May 1, 2018.
- b. There is 1 last section in the hospital that needs to have a sprinkler system installed and this project is being looked at. Once this is completed, the hospital will be 100% sprinkled.
- c. On May 5, 2018, the hospital will be having an MDU Training Drill and there is money available, if needed, to have people participate.
- d. A mobile triage kit has been developed and will be showcased at the Western MA Hospital Preparedness Committee meeting being held next Friday.

## 12. MEMA Upcoming Classes – There are ICS 300 & ICS 400 classes scheduled over the next few months.

<https://mematraining.chs.state.ma.us/TRS/trainingCalendar.do?pageAction=Previous&date=03-07-2018&srchEventTypeId=672&srchOgId=&legend=S+%3D+STATE%2C+F+%3D+FEDERAL>

- a. ICS 300 – March 12 – 14, 2018 at Mount Holyoke College
- b. ICS 400 – May 9 – 10, 2018 in Agawam
- c. ICS 400 – June 5 – 6, 2018 in Worcester
- d. ICS 300 – June 26 – 28, 2018 in Worcester

## 13. New Business – No new business

## 14. Next Meeting – April 4, 2018 at Little River Road Fire Station #2

9:40 a.m. – Meeting Adjourned

