

Westfield Local Emergency Planning Committee

Meeting Minutes of June 2, 2021

1. **Introductions:** Deputy Fire Chief Eric Bishop called the meeting to order and announced the meeting is being recorded. This is the first in-person meeting in over a year because of the COVID-19 Pandemic. All attendees introduced themselves. The sign-in sheet and email membership list was passed around.
2. **Acceptance of April 7, 2021 & May 5, 2021 Meeting Minutes:** Deputy Bishop ascertained a motion to accept minutes of the April 7, 2021 meeting. Jack Leary made the motion. Albert Masciadrelli seconded the motion. Deputy Bishop ascertained a motion to accept minutes of the May 5, 2021 meeting. Jack Leary made the motion. Albert Masciadrelli seconded the motion.
All in Favor.
3. **Recertification of the LEPC:** The recertification application has been submitted.
4. **Review of LEPC By-Laws:** The address listed on the by-laws is outdated. The by-laws were last approved in September 1999 and the address is listed as 339 Western Ave, Westfield. After a discussion, Albert Masciadrelli made a recommendation to update the address on the by-laws to 366 Little River Road, Westfield, as this is where our meetings are held along with adding an option of an alternative meeting location such as City Hall at 59 Court Street.
All in Favor.
It is recommended that all members review the LEPC By-Laws to see if any other information needs to be updated.
5. **COVID-19:** Currently there are only 6 cases of COVID in Westfield. The numbers of COVID have been decreasing. There is still a recommendation for unvaccinated people to continue to wear a mask. Businesses can still request or require a mask to be worn in their place of business.
6. **City Wide Inventory List:** If any department has not sent their inventory list, please forward a list to Deputy Bishop directly in an electronic format. This master inventory list is located on the City File Share drive.
7. **Peter Miller, Director of Community Development:** Peter Miller was not able to attend the meeting. Fireworks for the 4th of July, as of right now, may not be scheduled due to the lack of a suitable location for the event.
8. **Upcoming City Events:**
 - a. Triathlon at Hampden Ponds is being held next Sunday.
 - b. Westfield Technical Academy & Westfield High School graduation ceremonies will be held on June 3 and 4, 2021 at Bullens Field.
 - c. Airport's Tabletop Event will be held on June 11, 2021 at 10 a.m.
9. **Past Events:** The Memorial Day Remembrance was well attended.

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- 10. Emergency Management:** COVID-19 infections are decreasing. Containers of inventory have been and are currently being reviewed and inventory lists are being generated. The inventory list will be added to the file share drive or emailed to Deputy Bishop to add to the master list.
- 11. Report from MRC and CERT:** Ed Mello will be representing MRC and he was unable to attend today's meeting. CERT is going to be recertified under Emergency Management. Ten members recently graduated the CERT program. Several more people have been added for the roster for the next class.
- 12. Tier 2 Updates:** Deputy Fire Chief Kane Jr. was unable to attend today's meeting. There is no new updates for Tier 2. He is currently compiling information into the Fire Department's Brix System.
- 13. MEMA:**
Link to MEMA course calendar website <https://mematraining.chs.state.ma.us/TRS/trainingCalendar.do>
- 14. New Business:** Three concerts are being held behind the Boys & Girls Club in July, August & September. This isn't a city event.
- 15. Departmental Reports:**

Animal Control – Animal shelter is open to the public on Tuesday, Wednesday, Thursday and Saturday from 11 a.m. to 3 p.m.

Baystate Noble – An ICS staff refresher and an active shooter/active threat drill will be held in the future.

Dispatch – A suggestion was made to start holding meetings again regarding road closures and effectiveness of managing the City before and after storms.

Flood – The Commission is responsible for two levees, two dams and one bypass station. The Little River levee needs work. A contractor will be hired to remove 7 trees and clear the debris out of the river. The area around the culverts are being worked on now.

Mayor – The Mayor's office sends thanks to everyone for being patient during the COVID pandemic. He thanks all the individuals who worked during the processes of COVID (Police, Fire, different departments and businesses). Mayor has asked everyone be aware and cautious during the road construction throughout the City.

Mestek – Business as usual. Company is looking to hire 15 to 16 new employees.

WMH – Construction continuing on their project.

WFD – Recently the department has been training with the boat and surface water rescue and will move on to surface rescue in swift water training and vehicle extrication.

WG&E – Construction on gas lines on Mountain View, Loring & Dickinson are almost finished. The construction will then move to Granville Road and Broadway in the next couple of weeks. The electric portion for the bridge project at Southwick Road and South Maple Street is currently being worked on.

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WPD – WPD is expecting to hire several new officers. Captain Dickinson was promoted recently and will be attending LEPC meetings. WPD and BHN are looking at working together to assist with emotional health crisis calls.

WSU – Students will not be housed in Lansdowne Place on Thomas Street this coming year as the lease has ended. All employees will be back to work on campus on August 1. August 28 is the day for students to move back on campus.

DPW – The upgrades to the fuel station will start on June 14, 2021 and should last 3 to 4 days. Diesel and unleaded fuel will both be down during this time. The airport is the backup fueling station. Drainage improvements are being made on Russellville Road. Driveway aprons are being completed on City View and Hillside Road.

Deputy Bishop ascertained a motion to adjourn the meeting.

Mark Goodniss made the motion.

Jack Leary seconded the motion.

9:55 a.m. – Meeting Adjourned

Next Meeting – September 1, 2021