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WESTFIELD CITY CLERK

# Westfield Local Emergency Planning Committee

Meeting Minutes of March 2, 2022

1. **Introductions:** Deputy Fire Chief Eric Bishop called the meeting to order and announced the meeting is being recorded. All members introduced themselves. The sign-in sheet and email membership list were passed around.
2. **Acceptance of November 3, 2021 Meeting Minutes:** Deputy Bishop ascertained a motion to accept the minutes for November 3, 2021. Albert Masciadrelli made the motion. Jack Leary seconded the motion.
3. **Accept Updated LEPC By-Laws:** The by-laws were updated in two areas per the vote at the June 2, 2021 LEPC meeting. The address in the LEPC header and the meeting location were updated to reflect Westfield Fire Department Station 2 at 366 Little River Road in Westfield. An alternate meeting location of City Hall at 59 Court St in Westfield was also added.  
 At this time, a suggestion was requested to add the term “or designee” to the second sentence in the third paragraph: “The membership shall consist...state elected official or local elected official or designee...”  
 Albert Masciadrelli made a motion to accept this new change. Jack Leary seconded the motion. The new, updated By-Laws will be ready for the April 6, 2022 meeting to be accepted.
4. **Nomination of Officers:**
  - a. **Chair:** Albert Masciadrelli made a motion to appoint Deputy Fire Chief Eric Bishop as LEPC Chair. No other nominations were made. Deputy Bishop accepted the position of Chair. All in Favor.
  - b. **Vice Chair:** Westfield Police Department Steve Dickinson was appointed Vice Chair by default. All in Favor.
  - c. **Secretary/Treasurer:** Deputy Bishop nominated Christie Fillion as Secretary/Treasurer. Nina Barszcz seconded the nomination. Christie Fillion accepted the nomination.
5. **COVID-19:** The Health Department reported on the current status of COVID-19. Currently, the numbers are declining. Two weeks ago there were approximately 90 confirmed cases; last week the number decreased to 41 cases. There have been a few small clusters of COVID. The mask mandate was also removed.
6. **Grant request for LEPC:** The grant request was approved for \$2,500 for equipment and supplies. The grant requires a multi-agency training exercise which includes plume modeling, evacuations, metering of atmosphere, and creating safe zones (hot/warm/cold). This exercise needs to be held this spring. The equipment needs to be ordered and received prior to the exercise being held. A date needs to be scheduled for this exercise. April school vacation is a possible time period with the use of one of the schools as the location for the exercise. WG&E also is required to hold an exercise this spring. Including multiple departments in the exercise will help departments meet their requirement along with the grant’s requirement. A meeting will be scheduled for the necessary departments to discuss planning of this event.

Another requirement for this grant is to have a Comprehensive Plan for Hazardous Materials. We know where the hazardous materials are located and we know what to do upon arrival but a written comprehensive plan is needed. Deputy Bishop will work with Lori Gifford and Scott Flebotte from MEMA to create and obtain a written plan.

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7. **Baystate Noble's Hazard Vulnerability Analysis:** Josh Towse from Baystate Noble presented the Hazard Vulnerability Analysis (HVA) results to the LEPC members. The HVA is broken down into several categories such as natural events, chem/bio, technological etc.  
An MDU (Mass Decontamination Unit) exercise will be held in May. There is an open invite for anyone to come and watch.
8. **Peter Miller, Director of Community Development:** Peter Miller was not able to attend the meeting.
9. **Upcoming City Events:**
  - a. Easter Egg Hunt – Details published on the City's website in the Mayor's press release.
  - b. Fast 5K – A possible date is May 21, 2022 per internet search.
  - c. Dakin Animal Shelter is holding a 5K in May at Stanley Park.
  - d. March 13, 2022 - Polar Plunge is being held to benefit the Special Olympics.
10. **Past Events:** There were no past events to discuss.
11. **Emergency Management:** Steve Malochleb was unable to attend today's meeting but did call with this update: There isn't many updates. It has been quiet. He will be starting a new CERT team this spring.
12. **Report from MRC and CERT:** Ed Mello was unable to attend the meeting.
13. **Tier 2 Updates:** Tier 2 reports are coming in now. Electronic copies are preferred.
14. **MEMA:** Requests for training and CERT training guidance have been received and training classes are being planned. A list of trainings is being generated and will include ICS 300 & ICS 400. There will also be a new "Emergency Management Director's Academy". More trainings will be held on a monthly basis along with workshops. In April, there will be workshops on Emergency Action Plans (EAPs) and Instant Action Plans. Classes will be held in-person and virtual. Requests for trainings and workshops can be emailed to Scott Flebotte.  
  
Link to MEMA course calendar website <https://mematraining.chs.state.ma.us/TRS/trainingCalendar.do>  
  
Western Mass will be receiving our own MEOC in Hampden County. This unit is a towable unit and will need to be stored in an enclosed shelter.
15. **New Business:** No new business.
16. **Departmental Reports:**

104<sup>th</sup> – An update received by email was read. Since October 2021, we've had over 3,000 student/athletes and coaches charter at BAF on aircraft from Embraer 120's to Boeing 737,'s and Airbus 320s's. We have three new hangars being constructed to house 15 new based aircraft. The project will be completed in the late Fall of 2022. We are submitting a funding request to the Governor's Military Taskforce for a new 3,000 gallon aircraft rescue firefighting vehicle to be based at BAF through the 104th fighter.

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Deputy Bishop added he is hoping they are approved for a new tanker as parts of the City are not covered by hydrants. The Fire Department relies on their tanker for fires in the Montgomery Road area beyond the turnpike.

Animal Control – Currently looking for a qualified full-time animal control officer as the department is understaffed. With the warm weather approaching, there have been many calls for loose domestic animals and problematic wildlife.

Baystate Noble – ICU and 2West are closed and Telemetry is open. These units were overflow units. Bronson Rehab has returned to normal operations. There is only 1 in-house COVID case.

Dispatch – Operations have been normal and nothing to report.

DPW – Nothing to report.

Flood – Al Giguere was interviewed by the Westfield News within the last week. The Flood Commission consists of 5 members; 3 members resigned.

Mayor – Albert Masciadrelli will provide Mayor Michael McCabe with a list of names and departments who attend the LEPC meetings. Albert requested a copy of the list of emergency supply inventory and their storage locations in order to share this information with Mayor McCabe. Communications from the Mayor will be provided through press releases on the City's website.

Health Dept. – Director Joe Rouse may be able to provide some of the locations of the emergency supply inventory. Crystal Dugay is now in Code Enforcement for the Health Department.

Mestek – The company is expanding and bringing another 70 to 80 jobs to the area with the purchase of a new company that will be brought to Westfield. The factory near the turnpike is expanding. A new fire alarm system has been installed and is being tested next week.

Purchasing – Tammy could not attend the meeting but has asked if anyone has any issues, please reach out to her directly.

School – COVID cases are decreasing. Mask mandate has ended. Other safety protocols are still being maintained. Mental health has been a focus and re-acclimating students back to school for in-person learning. Attendance is increasing for students and staff.

SWWT – Tier 2 report was submitted. An email request was sent from Bob Weaver to update contact information for the Emergency Action Plan.

A spill response exercise with DEP is tentatively scheduled for Tuesday, June 7, 2022. Invitations will be sent to all local Fire, Police and emergency response departments. Some voluntary fire departments will also be invited. A suggestion was made by Deputy Bishop for this exercise to be held on a Monday, Thursday and Friday after 10 a.m. Another suggestion is to schedule the exercise for a day when WFD Hazmat members are scheduled to work for their input.

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The chlorine leak and fire drill exercise with WFD went well and information learned from this exercise will be incorporated into the EAP.

WFD – The department purchased new foam that is PFOA free. FM Global is looking for firefighters to participate in Georgia for an exercise. Deputy Bishop is attending a conference in May for a course offered by National Fire Academy. NFA offers free training all expenses paid to firefighters.

WG&E – The 2021 year ended with no underground leaks which is an improvement from past years. April is Safe Digging Month and a reminder to call 811 prior to starting. Reminder notifications will be mailed to contractors and emergency personnel. On March 14, 2022, all employees will be back in the office working.

WPD – The department has relied on Auxiliary Police Officers in the past. The department will be converting the auxiliary police officers to traffic controllers due to some new requirements. They will be working with traffic and can no longer provide security at concerts, air shows, races etc.

Seven officers are currently attending the police academy. Another 3 officers were hired and will start at the academy in July. Two more will be hired next week and they are already academy trained.

The top 3 companies from the RFQ for the new police station were interviewed. The evaluations were sent to the Purchasing Department. The feasibility studies could be done later this spring.

WSU – Spring break is next week. Commencement ceremonies will be held in Springfield. Parenzo Hall's renovation project has started and should be completed by August 2023. Wilson Hall is having a sprinkler system installed. The installation will be performed during off hours.

Other Dept. – Representative Pease couldn't attend the meeting due to a prior appointment. The subject of the tanker truck will be brought to his attention and can see if they can work with Senator Velis' office. Regarding the auxiliary police requirements, looking at starting a special act to help with the requirements.

Deputy Bishop ascertained a motion to adjourn the meeting.

Jack Leary made the motion.

10:01 a.m. – Meeting Adjourned

**Next Meeting** – April 6, 2022

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 or a designee, 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 1<sup>st</sup> 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*

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

*June and September through November. These meetings will be held on the first Wednesday of the month.*

*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.*