

CITY OF WESTFIELD

Westfield Local Emergency Planning Committee

Meeting Minutes of April 5, 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:**
 - a. Taidgh Buckley was present to represent Mestek.
 - b. Cayleigh Sullivan from Western Mass Hospital was present.
3. **Acceptance of March 1, 2023 Meeting Minutes:**

Deputy Bishop ascertained a motion to accept the minutes of March 1, 2023. Nina Barszcz made the motion to accept the minutes. Tammy Tefft seconded the motion.
4. **Grant funds for LEPC:**

Deputy Bishop stated the following:

 - a. After two months of submitting the final report and not hearing anything back he called the state and was informed that it was not put on the correct form.
 - b. New form has been submitted.
 - c. There is about \$3,000.00 left on the grant if we wanted to spend it.
 - d. Some ideas on how to spend it would be
 - Sending people to the State Wide Hazmat conference in Boston
 - We could send people to the Hazmat conference in Baltimore
 - We can have the Hazmat for dispatchers that covers all the overtime and anything hazmat orientated.
 - All things hazmat or anything that would allow us to respond to a hazardous material issue because it is a hazmat grant.
 - e. The EM (Emergency Management) grant will be coming up in November. This grant will allow us to receive anywhere from \$1,500.00 to \$5,000.00. If anyone has any ideas please bring it up at the November meeting.
5. **Peter Miller, Director of Community Development:** Peter Miller was not able to attend the meeting.
6. **Upcoming City Events:**
 - a. 5K Road Race will be held on May 6, 2023
 - Western Avenue will be closed and students will be moving out.
 - b. Iron Man will be coming though on June 11, 2023
 - They will be starting in Springfield at 6am.
 - Whole event from start to finish is approximately four hours.
 - They will be going through Westfield.



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- Captain Dickinson has been to several of the meetings. Sgt. Mejias will be reaching out to the Fire Chief. They will be doing the bike portion in Westfield. They will be coming in from Southwick, down Route 20 then back into West Springfield. There will be no road closures.

7. Past Events:

a. Polar Plunge was held on March 12, 2023

- Everything went well.
- There were 250 plungers and over 500 attendees.
- It was completed in an hour.
- No one injured and everyone had a great time.
- Expending 400-500 people attending

b. The Drill

- Tom Kettle from Westfield State stated that they had a Shelter in Place Drill at WSU.
- It was a failure three minutes in. We learned lots of valuable lessons.
- They partnered with Westfield Fire and Westfield Emergency Management.
- Overall it was a really great exercise. Another drill will be held in November.
- Deputy Bishop stated that he felt it went well. The scenario was realistic and could of possibly happened. It should be held atleast once a year.

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

- He has met with MEMA trying to get up to speed on things.

9. Tier 2 Updates:

- Deputy Bishop stated that he heard from Lt. Kane this morning and there are no updates.

10. New Business:

a. Fast 5K will be held on May 6th.

b. Air Show will be held on May 13 & 14, 2023

Nick Lanci from the 104th stated the following:

- Air Show to take place May 13 & 14, 2023.
- WPD has a really good traffic control plan.
- Working with their parking lot teams for training to handle the influx of people.
- Reservation wise, Saturday will be the bigger attendance day.

Chris Willenborg from the Airport stated the following:

- On Friday the day before the Air Show is the practice day. It is also family day at the base so there will be a little more traffic up there than normal.
- WPD Traffic has done an outstanding job with the plan this year for traffic control.
- The Emergency Plan has been updated for the Air Show.
- They are coordinating with the FAA for all the legal waivers.

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11. Departmental Reports:

Animal Control – Margaret Terkelsen reported:

- They had a new employee start this week. They are now fully staffed.
- Been seeing an increase in wild life calls.
- They have had animals scooped up by Coyotes.
- Lots of injured outdoor cats.

DPW – Casey Berube was present and stated the following:

- They are about 50% staffed.
- There is active construction throughout the City.

Health Dept. – Crystal Dugay stated the following:

- Currently down 2 employees. One Nurse and one Inspector.

Mestek – Taidgh Buckley stated the following:

- They had a random inspection from the Department of Environmental Protection which happened a week before our Environmental Safety person left. If it happened a week after he would not of known where all the files and information was that they needed to submit to them.
- Inspection went very well.

Purchasing – Tammy Tefft stated the following:

- She has been working through ARPA to purchase some Emergency Vehicles. Hopefully in the next couple of months we will see them come through.
- At two Fire Stations and the Police Station the underground storage tanks will be coming out in May.

School Department – Christopher Rogers stated the following:

- They are about to enter quarter four and the focus on safety is still the same.
- They have spent a lot of time this year working on threat assessment, process and protocol.
- Having ongoing training to prevent things before they happen.
- In the process of updating a lot of their facilities.
- Continuing relationship with River Valley Counseling. Putting things in place for mental health support for our students and staff.
- Students are looking for help with addiction, mental health issues and they want the adults take the lead to do something to help them. They submitted this to the school committee.

Springfield Water & Sewer – Kristin Monfette stated the following

- Working on contact updates for their damn plans.
- She has been in touch with the Hazmat team, they have a tentative exercise with them for May 31st. He is coming out to do a pre-site visit on May 4th.

Western Mass Hospital – Brian Sullivan stated the following:

- They are moving into the last phase of their infrastructure project.
- Ambulances are still going around to the back of the building.

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- By the end of the week the front entrance should be reopened.
- They had a small job fair last week. They are always looking for Nurses, CNA's, RN's.

WFD – Deputy Bishop stated the following:

- He has not received any communication from the Chief.
- They had a couple of fires recently.
- They have ARPA money for an airboat to better allow them to rescue and respond to issues in the river.
- Working with Emergency Management for swift water gear.

WPD – Captain Dickenson stated the following:

- He will get the map to Dispatch and Fire for the June 11th Iron Man Event.
- Still waiting on simulations to do the Asher Training. Hoping in early May they will be doing a training.
- There has been a couple of swatting issues recently that they have been working with the schools on.

WSU – Tom Kettle was present and stated the following:

- Just looking for communication on the 5K from the City.

NGL – Eric D'Astous was present and stated the following:

- It has been business as usual. Heating season is winding down. May will be all about inspections. Best time for a Fire Department walk through would be June or July.

Baystate Noble -

- Stated there is not much to report. They did have a small diesel leak from an ambulance.
- It was two to three gallons. Westfield Fire came in to help clean up the leak.

Purchasing – Tammy Teffts stated the following:

- The new school construction is starting.
- The fence lines will be going up this week. They have been coordinating with the Police Department as far as traffic.
- They will be taking down the out building the 17th or 18th

With nothing further, Deputy Bishop ascertained a motion to adjourn the meeting.
A motion was made and seconded to adjourn.

9:37 a.m. – Meeting Adjourned

Next Meeting – May 3, 2023