

CITY OF WESTFIELD

Westfield Local Emergency Planning Committee

Meeting Minutes of April 6, 2022

1. **Introductions:** Deputy Fire Chief Eric Bishop called the meeting to order and announced the meeting is being recorded. The sign-in sheet and email membership list were passed around.
2. **Acceptance of March 2, 2022 Meeting Minutes:** Deputy Bishop ascertained a motion to accept the minutes for March 2, 2022. Deputy Fire Chief Patrick Kane Jr. made the motion. Patrick Levesque seconded the motion.
3. **Accept Updated LEPC By-Laws:** The by-laws have been updated to add the suggestion of “or designee” made at the March 2, 2022. The sentence now reads: “The membership shall consist...state elected official or local elected official **or designee**...”. Deputy Bishop ascertained a motion to accept the updated LEPC By-Laws. Steve Malochleb made the motion. Deputy Patrick Kane Jr. seconded the motion.
4. **COVID-19:** Since February, COVID cases were reduced in half. However, more residents are testing with kits at home rather than at testing locations and the numbers may not be accurate.
5. **Grant funds for LEPC:** A grant request in the amount of \$3,000 was applied for and the amount received was \$31,600.
 - a. A required exercise for the grant is scheduled for April 19, 2022 during school vacation. There was a request to move the exercise to the airport instead of being held at a school location. However, more departments and agencies would need to be involved if the exercise was held at the airport and the exercise would become quite large. A discussion was held regarding the feasibility of moving the location but a decision was made to continue with the plans for the exercise to be held at a school. Departments to be involved in the exercise will be Dispatch, Westfield Police Department, Westfield Fire Department, Westfield Gas & Electric, and the School Department. Another pre-plan meeting was requested. Any shortcomings found at the exercise will be documented and remaining grant funds could be used to purchase supplies and equipment that would be needed in a real life event.
 - b. Distribution of Funds – There will be approximately \$27,000 of grant money to spend. Deputy Bishop has asked Department Heads to think about what their departments may need.
6. **Peter Miller, Director of Community Development:** Peter Miller was not able to attend the meeting.
7. **Upcoming City Events:**
 - a. Easter Egg Hunt – Drive-thru Easter Egg Hunt at Westfield High School. Engine 3 and Sparky will be on site for this event.
 - b. Fast 5K on May 21, 2022 – Elm St will be shut down to PVTA station.
8. **Past Events:**
 - a. Polar Plunge to benefit the Special Olympic was held on a very cold day.
9. **Emergency Management:**
 - a. There are quite a few grants opening up soon.

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- b. Paradigm is holding a pipeline safety course in Chicopee on May 4, 2022.
- c. Volunteers are needed to join a committee with National Levee Safety Program and maybe DPW would like to have someone join the committee if the City's Flood Commission is dissolved or moved to the DPW.
- d. CEMP Plan (Comprehensive Emergency Management Plan) has been received, needs to be reviewed and signed by all the departments. The last CEMP Plan was from 2015.
- e. MEMA has Westfield State University listed as the City's CPOD (Community Points of Distribution). The City's documents list Westfield Intermediate School as the CPOD. Two locations are needed – a primary and a backup.
- f. City needs to decide on 2 locations for EOCs for a primary location and a secondary location. The location needs a generator and cannot be located in a flood zone. The area at the Tech Center, at this time, is not able to meet the needs due to storage overflow. Suggestions of different locations were made.
- g. MEMA visited the Boys & Girls Club's expansion project and has approved the location as a shelter. B&G Club is now eligible for a grant through FEMA for purchasing a generator. A Memorandum of Understanding (MOU) is needed.
- h. There is a CERT Rodeo scheduled for April 23, 2022 in Leicester, MA. This is a public event and politicians and department heads are invited to attend. CERT teams can offer support to Fire Departments and Police Departments when needed.

10. Report from MRC and CERT: Ed Mello was unable to attend the meeting.

11. Tier 2 Updates: Tier 2 reports have been received except for one due to an incorrect form. The reports are listed on the City Share drive.

12. MEMA: A representative was unable to attend the meeting.

Link to MEMA course calendar website <https://mematraining.chs.state.ma.us/TRS/trainingCalendar.do>

13. New Business: No new business.

14. Departmental Reports:

Animal Control – With the warmer weather, calls are increasing. There is still an open position for a Full Time Animal Control Officer.

Baystate Noble – Hospital has been busy. There were 2 in-house COVID cases.

Dispatch – Nothing new to report and continuing to offer support.

Mayor's Office – Construction on City streets is ongoing and a reminder to be mindful in your surroundings. The Mayor wishes everyone and their families a blessed Easter.

Health Dept. – COVID is winding down and department is returning to normal business. Health Department still has plenty of supplies (gloves, gowns, surgical masks, face shields, and KN95s). Some of the items may be expiring soon and a rotation of supplies will be addressed soon with the option to receive new supplies from MEMA.

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Mestek – An alarm system was installed in one of their buildings on Westfield Industrial Park Rd. A tour will be scheduled for the Fire Department to see the layout of the building.

Purchasing – Nothing new to report.

WMH – Infrastructure project is continuing.

WFD – Nothing new to report.

WG&E – Reminder to call 811 prior digging. It is Safe Digging month.

WPD – The feasibility study has started with the contractor. Seven new recruits are graduating tomorrow. A recently hired police officer started Monday.

WSU – Spring weekend is being held April 22-23, 2022. There will be activities and a band on campus. On April 29, 2022, the President's Investiture is being held with approximately 500 guests including the Governor and Lieutenant Governor. Wilson Hall's construction for the sprinkler installation has started in the evenings and on the weekends.

Other Dept.:

- a. Representative Velis' office is working on the water tanker issue.

Deputy Bishop ascertained a motion to adjourn the meeting.

Tammy Tefft made the motion.

9:37 a.m. – Meeting Adjourned

Next Meeting – May 4, 2022

