

CITY OF WESTFIELD

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9.00 AM

AUG 29 2019

Westfield Local Emergency Planning Committee

Meeting Minutes of May 1, 2019

CITY CLERK

WESTFIELD CITY CLERK

- 1. Introductions** – Interim Fire Chief Patrick Egloff called the meeting to order. Chief Egloff announced the LEPC meeting is audio recorded. No one else was recording. The sign-in sheet was passed around as well as a copy of the membership list to confirm contact information and to remove anyone who is no longer employed at their company.
- 2. Acceptance of March 6, 2019 and April 3, 2019 Meeting Minutes:** The April 3, 2019 minutes were not ready to be accepted.

Chief Egloff ascertained a motion to accept the minutes of the March 6, 2019 meeting. Albert Masciadrelli made the motion. Mark Goodiness seconded the motion. March 6, 2019 meeting minutes were approved.

- 3. Update on Cowles Bridge (Southwick Rd):** Chief Egloff received written confirmation from the DOT allowing all WFD ambulances to travel over the bridge. Just as the fire apparatus, the ambulances can only travel at 5 mph during an emergency and need to use a different route for the return trip.

DPW informed the group that the storm drain is failing at that intersection and they cannot get the blockage cleared between the river and the catch basins. Due to not having easement rights, they cannot dig on the Crane property. DPW is aware of the situation and are looking for temporary solutions to alleviate the issue until the bridge project takes place.

- 4. Past Events:** No events to review.

**5. Upcoming City Events:**

1. Westfield 350<sup>th</sup> Anniversary – This event is coming up in 2.5 weeks. Harry thanked the members of the LEPC, DPW, Police, Fire, and WG&E for their support. Many departments have been impacted with the planning of this event through the department budgets, staffing and man power, vehicles, road closures and contingency plans and Harry appreciates everyone's hard work.

Saturday, May 18, 2019:

- a. The pancake breakfast will be held at Westfield Middle School from 7:30 a.m. to 11 a.m. and expected attendance is approximately 4,000 people over the time period.
- b. Mike Tierney's Flat Fast 5K Road race begins at the WSU South lot and proceeds down Western Ave, Court Street and ending on Elm Street for the block party. Elm Street will be closing at 7 a.m. Saturday morning and will not reopen until Sunday evening.
- c. Children's carnival at Amelia Park garden and parking lot in front of ice rink starts at 5:30 p.m.
- d. Beach Boys Tribute band will perform from 7 p.m. to 9 p.m. behind Boys & Girls Club. This is a mirror image of the 4<sup>th</sup> of July fireworks with the location of the stage for the band and location of the port-a-pottys.
- e. Fireworks will be held at 9 p.m. behind the Boys & Girls Club and it will be a 22 minute show. A lot of traffic is expected. A large parking lot between Big Y & Commercial Distributing on South Broad St. is available for the public to park.

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Sunday, May 19, 2019 – Parade:

- a. Staging for the parade will be from 10 a.m. to 1 p.m. at Stanley Park and Westfield State's Horace Mann Building. Early arrival for staging is recommended as congestion is expected. The official start of the parade route will be the corner of Kensington Ave & Western Ave. Staging will be split between the Horace Mann Building (5 units on the driveway) & Stanley Park. Marchers will be staged on the grass of the Horace Mann Building. The classic cars and other units of marchers will enter Gate 1 of Stanley Park (picnic/playground area). The Floats will enter into Stanley Park's main gate and stage in front of the grass area by the new pavilion and will exit through the Kensington Ave exit.
- b. There will be a couple of shuttle buses available from South Middle School to Stanley Park for those people who park in the South Middle School area.
- c. Trailers for vehicles and tractors will be housed in the large parking lot behind Big Y & Commercial Distributing on South Broad St. At the end of the parade, the vehicles & tractors that were trailered will wait at the end of the parade route and will receive an escort by the police to the parking lot.
- d. Parade will occur rain or shine.
- e. Dignitaries participating in the parade will be Congressman Richard Neal, Senator Donald Humason, Representative John Velis, City Council members, veterans and approximately 100 to 150 members of the 104<sup>th</sup>. Retired Police and Fire Chiefs were invited to participate also.
- f. Mummers from Philadelphia will be the last unit coming down the parade route. They will perform on the green after the parade.
- g. Once the parade reaches the Athenaeum and turns left towards Elm St, marchers will stay in the inside lane. There will be traffic on the inner lane traveling around the city green/rotary.
- h. The parade ends approximately at the PVTA parking lot. Elm Street will be closed until Franklin St. Marchers and parade participants are expected to keep moving down Arnold Street. Classic cars will be parked in the Westfield Bank employee parking lot.
- i. Cupcakes and Hoodsie cups (1,000 each) are available in the gazebo on the green during the Mummer's performance.

The 350<sup>th</sup> Committee would like everyone to show their civic pride by decorating their house or business with festive lights during the birthday weekend.

The birthday cake will be on display until September. Concerts on the green will be held this summer but facing the pavilion.

The Fire Department's Tower 1 will be staged in the City Hall parking lot entrance with the American flag hanging over the parade route.

At the proclamation at City Hall on Friday, May 17, 2019 at 3:30 p.m., a dedication of a time capsule will take place and items will be sealed until the 400<sup>th</sup> Birthday in 2069. The time capsule will be stored in the City Clerk's office safe. On the common wall to Council Chambers, a gift of a 14 foot by 3 ½ foot mural will be presented.

2. Memorial Day Parade – Captain Valliere hasn't been contacted by the Veteran's councils but expects to hear from them soon.
3. WHS/WTA Graduation Ceremony at Barnes Airport – Captain Valliere will reach out to Mr. Ron Rix at the School Department as this is the first time graduations will be held at the airport.
4. 4<sup>th</sup> of July Fireworks – This event has been cancelled. With the cancellation, there could be more people coming to Westfield for the 350<sup>th</sup> Fireworks.

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6. **Update from Jim Wiggs on Emergency Management** – Jim Wiggs was out of town. He has purchased one set of Kevlar for the Westfield Fire Department with some money left over from one of his grants.

WFD doesn't own any Kevlar. Currently the department is participating in TECC training, the Fire/EMS side of active shooter training. Hopefully with future grants a few more sets of Kevlar can be purchased.

7. **Report from MRC and CERT from Ed Mello:** Ed Mello was not in attendance.

8. **Tier 2 Updates** – Deputy Chief Pat Kane Jr. was not able to attend the meeting but did send a message stating he believes he has received all Tier 2 reports for 2018. The Tier 2 information has been cataloged internally and entered into First Look Pro which is the software available to the crews in the field. He has asked if there are any changes in contact information mid-year to please contact him with the new information.

### 9. Departmental Reports

Police – The department has been working on details for the 350<sup>th</sup> birthday celebration.

DPW – Roads are being patched. Western Ave project from Llewellyn Dr. to Bates Rd. are under the State contractor for the reconstruction project. DPW has been working on the areas outside of that area and trying to improve the parade route. Some improvements have been made. DPW is aware of the potholes and the drainage issues and just needs funding and resources to complete it.

Dispatch – The department is preparing for the 350<sup>th</sup>. The new furniture project has been completed.

WSU – Students are moving out on May 13, 2019. Graduation is on May 18, 2019.

Baystate Noble – ICU will be closing down. Eventually the Fowler Unit will be closing down also after the new facility opens in Holyoke.

10. **MEMA – Bruce Augusti** – On May 23, 2019 in Agawam, the next quarterly meeting will be held. Notices have already been sent and if you didn't receive one and would like to attend, please contact Bruce in Agawam. A drone show will be presented along with a review of a few items. Bob Czerwinski, Chief of Pittsfield Fire Department, is retiring this summer and he will be presented with a plaque.

In June, MEMA will be offering another WebEOC training and will also start help the City develop its E Sub plan which is part of that. Westfield's LEPC needs to be recertified and Bruce will reach out to Jim Wiggs. Police, Fire and DPW will be polled for information for the recertification.

MEMA is working with Captain Valliere to bring down some equipment down for the parade.

MEMA website for available trainings: <https://mematraining.chs.state.ma.us/TRS/trainingCalendar.do>

11. **New Business** – Albert Masciadrelli brought up that a note was received in the Mayor's office regarding the 2 clock faces of the clock tower by the bridges are out. DPW will reach out to Engineering to see who the manufacturer is and to check the warranty.

12. **Next Meeting** – June 5, 2019 – Little River Road Station 2. The LEPC will not meet again until September 4, 2019.

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Chief Egloff ascertained a motion to adjourn.

Albert Masciadrelli made the motion.

Mark Goodniss seconded the motion.

All in favor.

9:34 a.m. – Meeting Adjourned