

## Westfield Local Emergency Planning Committee

Meeting Minutes of June 1, 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 membership email list were passed around.
2. **Acceptance of May 4, 2022 Meeting Minutes:** Deputy Bishop ascertained a motion to accept the minutes for May 4, 2022. Steve Malochleb made the motion to accept the minutes. Jack Leary seconded the motion.
3. **COVID-19:** Numbers have increased since March. March had 132 cases. April had 338 and May had 494 cases. But the numbers of positive cases in the last week have decreased from the previous week.
4. **Grant funds for LEPC:**
  - a. There was an error made on the State's side with the amount of money Westfield received for the grant. The State sent notification they were going to retract some of the money. However, after reviewing the purchases and the documentation, the State will cover the money that Westfield wasn't supposed to receive that was already spent.
  - b. Westfield State University will receive a new meter and training needs to be scheduled between WSU and members of the Westfield Fire Department's Hazmat members.
  - c. An extension was applied for; Mayor McCabe signed the extension application and the application has been mailed.
  - d. All items being purchased by the grant have been ordered and are starting to arrive unless the item is on backorder.
5. **Peter Miller, Director of Community Development:** Peter Miller was unable to attend the meeting.
6. **Upcoming City Events:**
  - a. Firework celebration – There was a press release stating fireworks will be held on June 26, 2022. Corey & the Knightsman will be playing before the fireworks.
7. **Past Events:**
  - a. Fast 5K was held on May 21, 2022. It was a very hot day. There were a few medical emergencies but no problems with response.
8. **Emergency Management:** A tabletop exercise was held on May 31, 2022. The topic was Westfield being affected by "Hurricane Bonnie" on a Memorial Day weekend. Methods of communication is one of the main items to be addressed. Specifically, getting information out to the Westfield residents for "Who to call?" as the Dispatch Center shouldn't be inundated with trees down and status of storm. Ideas discussed were electronic signs, designated phone numbers, and websites.

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CEMP files have been sent to Department Heads but signatures are not needed at this time. The file needs to be edited to remove errors. Sections will be re-sent out to the corresponding departments. Please read your section, look for anything that may have changed and only sign if it looks like okay.

FEMA will complete an airport assessment on June 14, 2022. The airport could become a distribution center for large scale emergencies.

**9. Report from MRC and CERT:** A new director is needed for MRC. If one cannot be found, MRC may regionalize with another MRC in the area. Twenty-five people have signed up for a new CERT class.

**10. Tier 2 Updates:** Nothing new to report on Tier 2.

**11. MEMA:**

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

**12. New Business:** September 10, 2022 is the Boys & Girls Club's half marathon.

Deputy Bishop attended the National Fire Academy for a two-week conference. The NFA offers an Emergency Management Institute which can be attended by members of the LEPC. There is no cost to the attendee except for meals. Deputy Bishop could organize a group of LEPC members to attend this six-day conference if anyone is interested.

**13. Departmental Reports:**

Animal Control - Shelter is full of animals. Department is still looking for an Animal Control Officer. One of the other ACO is attending the academy in the fall.

Baystate Noble – There is an MDU drill being held on June 25, 2022 at the hospital with the Fire Department.

Dispatch – MLTS Compliance (Multi-Line Telephone System) for 911 needs to be addressed. Any building in the City or campus of multiple buildings, when 911 is called, is supposed to give an exact location and exact call-back phone number and notify a central phone (ie. Front desk). There are specific buildings in Westfield where this needs to be corrected and implemented.

DPW – Paving on Union Street begins at the end of this week. Holyoke Road has some restructure work and water line replacement which has caused a delay in paving.

SWW – Currently, a new treatment plant is being rebuilt at West Parish. A joint exercise with the DEP is scheduled for June 7, 2022 at Board & Brook with a spill response trailer.

WFD – With the warm weather, there have been a few near-drowning incidents. The river becomes a popular area for keeping cool. There is one particular area of the river where the water depth is 14 feet. For the 5K road race next year, there was a suggestion of requesting State resources like the UTVs for additional assistance in response to the road race participants.

WG&E – On August 11, they are hosting 811 Safe Digging Day. Construction on Sterling St and Coolidge Avenue will be starting soon. The August 4, 2022 Starfires game is being sponsored by the Westfield Gas & Electric.

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WSU – The water main is being connected to the sprinkler system in Wilson and is expected to be completed by the start of the semester in September.

Summer Camps are being held on campus this summer and specifically the police cadet program is scheduled for July 16-23 which could have the potential for injuries and heat related illness.

A 2-day conference on Sports Venue Evacuation & Protective Action in Milford was attended by Jay & Tom. It was an excellent class provided by TEEEX. Another TEEEX conference is being held next month on Sport & Special Event Enhanced Risk Management.

Deputy Bishop ascertained a motion to adjourn the meeting.

Jack Leary made the motion.

Nina Barszcz seconded the motion.

9:42 a.m. – Meeting Adjourned

**Next Meeting** – September 7, 2022

