

## LEYDEN EMERGENCY MANAGEMENT COMMITTEE MINUTES

May 29, 2024

6:00 pm

7 Brattleboro Rd.

Leyden, MA 01301

**Present members:** Sara Seinberg, Liz Kidder, Jeff Miller, Marcia Miller,

**Department Representatives:** Carey Barton, John Richardson, Beth Kuzdeba, Ken Medvetz

**Other attendees:** Janell Howard

Meeting called to order at 6:02pm by Jeff Miller

### **Minutes**

**Motion:** Liz moved and Sara seconded to approve the 4-11-24 minutes, unanimously approved.

### **EMD Appointment and Review of Organization Chart**

Discussion on appointment for Co-EMD and the working organization chart, positions that need to be filled and what is needed for the emergency management committee.

- Job descriptions for each of the positions would help people know what is expected for the different positions.
- Looking into the possibility of a Deputy Emergency Management Director that could take on the Public Information Officer duties instead of having a separate PIO.
- Nate Moreau said the only thing appointed committee members vote on is the minutes.
- It would be beneficial to have five appointed members instead of three appointed members to the committee for open meeting law reasons.
- Anders can be a Citizen Representative instead of being alternative for Liz
- Marcia can be the Pet Welfare as BOH.

Jeff - Contacted Nate Moreau and updated contact information for the EMD on MEMA and completed the Conflict of Interest training.

**ACTION:** John will email ISO class schedule to Jeff for additional training

**ACTION:** Liz and Janell will work on the job description for the missing positions.

### **Review May 5, 2024 Public Information Meeting**

The New-Town Wide Emergency Plan Presentation went well, unfortunately it could have had more attendees.

- Those who did attend found it helpful.
- Pam Brown volunteered to be a neighborhood captain.
- Good food, lots of residents talking with each other.
- A new resident came to the meeting who is interested in getting weather information set up here locally. He would be a great candidate for the LEMC.

ACTION: Jeff will reach out to the new resident and see if he is interested in helping LEMC with his weather knowledge.

Going forward the LEMC:

- Wants to keep emergency management in resident's minds.
- Help residents have to-go bags and to-stay bags.
- Keep the momentum going and get more residents involved.
- Will continue to look for ways of spreading the word about emergency preparedness to more residents and neighborhoods.
- Continue to work on a culture of activeness in emergency management.
- Will plan on doing a Ready Fest every other year which means the LEMC will plan one for next year.

### **Updates From Departments**

Fire Department -

- There are now eight members of the fire department.
- Carey and Tom went and picked up a 2nd new truck for the fire department from Maplewood PA Fire Department. Carey found the truck through Facebook.
- There is still some money in the Fire/EMS Equipment and Development account after purchasing the two new fire trucks.
- Corinda Thompson is the new EMS Coordinator. Corinda did the Community 911 Training and is in contact with Matt at Community 911. Corinda will coordinate the training for the fire department.
- Right now the fire department has six sets of gear and one on order. Ideally each firefighter needs two sets of gear so that if one set is at the cleaners and there is an emergency call they have another set to use. After each incident the gear has to be cleaned.
- The town is seeking a grant for UTV's for the fire department through the woodlands grant. The grant's focus is on forestry and helping the 21 towns as forest lands promoting municipal help and outdoor tourism and adventurism to help provide revenue for the towns and then support the towns with extra emergency needs since the more people visiting will most likely increase emergency incidences.
- 90 days until we'll hear about the woodlands grant for the town and the regional grant for the 21 towns.

Police dept -

- The race went well, there were not too many people and there were no incidents.
- Officers are finishing up training for the year.

### **Priorities and Next Steps**

- The town's emergency plan has been sent to MEMA
- Discussion on having volunteers who are HAM radio users go around town to see where the dead zones are and then map it. Al Woodall has a ham radio

- Discussion on the possibilities of Sergeant John Richardson becoming the new communications consultant.
- EMPG was used this year for the fire department to purchase three cell phone boosters. A discussion of what to use the EMPG for next year will be coming later this year.
- Discussion on creating a topical map mapping out areas of cell service and no cell service for emergency management and emergency personnel that could then be distributed to the residents.
- Discussion of a meeting schedule. Every other month was decided on for meetings, unless we have a big event coming up and need to meet more often.
- Sara has been writing up the information on emergency management for Leyden Life. Jeff will continue now that Sara finished her term as PIO. Leyden Life articles are a good way to keep emergency preparedness fresh in resident's minds.

**ACTION:** Jeff will contact Nate Moreua at MEMA to get an update on the status of the town's emergency plan.

**ACTION:** John Richardson will talk to Bill about radio communications between town services.

**ACTION:** Jeff will read the Leyden Life Emergency management articles.

**ACTION:** Janell will look into getting back issues of Leyden Life to Jeff

**ACTION:** Jeff will write up an emergency preparedness article each month by the 20th and send it to Leyden Life.

### **Next Meeting**

LEMC next meeting is at 6pm on July 31st at the Town Offices

**Motion:** Liz moved and Sara seconded to Adjourn at 7:04pm, unanimously approved.