

LEYDEN EMERGENCY MANAGEMENT COMMITTEE

July 31, 2024

6 pm

7 Brattleboro Rd.

Leyden, MA 01301

Present members: Jeff Miller, Liz Kidder, Anders Furgeson

Department Representatives: Carey Barton, Erica Jensen

Absentees: John Richardson, Marcia Miller, Bill Brooks

Other attendees: Janell Howard

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

Approval of Minutes:

Liz moved and Jeff seconded to approve 5-29-24 minutes as written; Anders abstained. Unanimously approved.

Deputy Emergency Management Director (EMD) position and review of Leyden Emergency Management Committee (LEMC) Organization Chart

- The Board of Health (BOH) will be voting on a new chair at their next meeting with the resignation of the previous chair. Marcia would be willing to be a BOH representative on the LEMC.
- The LEMC needs a Public Information Officer (PIO) and a Deputy EMD. The two positions can be combined.
- Emergency Operations Center (EOC) Manager - the EMD is also be the EOC.

Motion: Liz moved and Jeff seconded, that the voting members of the organizational chart include Public Safety Planner, At-Large Citizen Representative, Pet welfare/BOH, PIO/Deputy EMD, EOC/EMD as the 5 voting members of the Leyden Emergency Management Committee, unanimously approved.

ACTION: Jeff will notify the Select Board detailing the organizational chart with the five voting members.

Emergency Communication, status of RAVE/911, Public Information Officer

- Jeff logged into RAVE and the town has one more year on the contract.
- The information of RAVE needs to be cleaned up, everything erased and then start over.
- A notice will be put in Leyden Life and on the website to collect residents' information for RAVE notifications as well as include what the uses are for RAVE.

Discussion on how to communicate during an emergency. Highway, Police and Fire can communicate with each other but the LEMC and neighborhood captains don't have a way to communicate with Highway, Police and Fire or each other. Jeff suggested a device that could be used to communicate with each other. Massachusetts is also implementing a new State wide communication system, more information to come.

ACTION: Jeff is going to do more research on communication devices.

Emergency Management Performance (EMPG) Grant and annual budget

- The town of Leyden received notice of the annual \$2500 EMPG grant.
- Liz and Janell went through the webinar presentation online.

- There is a very hard deadline of August 31.
- All vendors must have a SAM ID.

Discussion on what to purchase with the grant money. The possibility of the communication devices mentioned by Jeff. The grant could be used to purchase the devices and then the LEMC expense account could be used for the monthly service fee for the devices. Start with a device for every neighborhood captain, Select Board, EMD and Deputy EMD.

ACTION: Janell will email the LEMC the information about SAM

ACTION: Jeff will get some quotes for communication devices.

The Town of Leyden received the Woodlands Partnership grant of \$25,000 for the purchase of two UTVs for emergency response. The Fire Association also contributed \$2000 towards the purchase of the UTVs.

The Town of Leyden was also awarded the Regional Woodlands Partnership grant \$75,000 for a 21-town regionalization plan for emergency response. It was funded so it will be on going for the next year.

Updates from EMD, Departments, and Administrative Assistant

Fire Department –

- Is down to 7 members, Nik sold his house and moved so he retired from the Fire department.
- Holds regular trainings on Tuesdays
- Working on getting vehicles ready for the Fire Department Open House
- Open house for Fire on Saturday - government VIP's will be there.
- The large fire truck is the Town of Leyden's truck so it can be declared as surplus and sold on municibid.
- The Ford Explorer is still waiting for license plates

ACTION: Carey will send a text with details to Erica to surplus the large fire truck.

Priorities and Next Steps

Discussion on the 50+ surveys the emergency management has received and how to organize and rate the information as high, medium, and low priorit without disclosing any specific personal information. Then have the information printed and in the file drawer by EMD desk. Also share it with the Police department.

The town's Comprehensive Emergency Management Plan (CEMP) is still with MEMA, we're waiting for their feedback.

ACTION: Liz and Janell will work with Michele on the EMPG grant

ACTION: Janell will see what we need to do for SPARQ

Schedule next meeting

Thursday September 26th at 6pm

Motion: Liz moved and Jeff seconded to adjourn at 6:55 pm

Respectfully submitted,

Janell Howard

Administrative Assistant