

**Town of Leyden Public Safety Advisory Committee
Minutes of the Special Meeting May 16, 2022**

A duly posted special meeting on emergency management of the Leyden Public Safety Advisory Committee was held in the Leyden Town Office Building at 6:30pm on May 16, 2022.

Present: Elizabeth Kidder (Chair), Jack Golden, Barbara Wallace, Marcia Miller

Absent: Anders Ferguson, Michael Morgan, Candace Hope, Emily Yazwinski

Audience: Erica Jensen, Ken Medvetz, Beth Kuzdeba, Katherine DiMatteo, Gary Russell, Ginger Robinson, Michael Moore

The meeting was called to order at 6:40 pm. It was noted that at 6:40 a quorum was not present but Marcia Miller arrived at 6:42 creating a quorum of the Committee.

Liz distributed several items for review by the board that included general background information related to emergency management:

- Excerpts From the Massachusetts Comprehensive Emergency Management Plan related to local responsibilities.
- Examples of EMD (emergency management director) responsibilities, attributes and skills
- Regional meetings to attend with the FRCOG emergency preparedness program
- Organizational charts for an Emergency Operations Center
- FRCOG Flyer regarding Community Organizations Active in Disasters
- Leyden EMD equipment inventory checklist as of January 11, 2022

It was noted that at the present time:

- the Collins Center is about to start a feasibility study for all public services in Leyden, including emergency management,
- Leyden's EMD very recently resigned and the Chair of Selectboard is by law the current EMD,
- Leyden has no EMD committee or team,
- Leyden has limited emergency management and shelter equipment but a good shelter capacity at Town Hall,
- The Town Office Building makes a good Emergency Operations Center (EOC),
- There is no public safety organization chart with contact information available,
- There is no list of residents who would need assistance during power outages or extreme weather conditions; many residents are concerned that this information is kept confidential,
- There are MEMA training programs coming up for EMD's including one in Shelburne in June.
- There are communication dead zones that need to be addressed during incidents; there are active ham radio operators who live in Leyden.

Further discussion points included:

- The need for this program and process to be transparent, done right, and as a group effort.
- Build redundancy into an organization chart/contact information/chain of command sheet that should include both primary individual for each task and a backup.
- Need for communication both among the team and to the public.

- Recommend that Selectboard member Erica be Interim EMD until the Collins Center feasibility study is completed.
- It is unknown if the feasibility study is going to recommend sharing an EMD with a neighboring town with a strong Deputy EMD in Leyden or if it will recommend that Leyden have its own EMD.
- What do all these acronyms mean?

Draft Emergency Management Plan:

- The last Leyden Emergency Management Plan (LEMP) needs to be completed and updated; draft was prepared in 2021.
- MEMA staff suggested that working through the plan would be a good way for Leyden to start redeveloping its program.
- The FRCOG is just finishing Leyden's Municipal Vulnerability/Hazardous Mitigation Plan which can help focus the LEMP.
- Help is available from both the local MEMA staff and Stephen Foley of the Collins Center.

Next steps:

- Liz will work with Michele to develop a public safety organizational chart with contact information with chain of command and to notify Eversource, MEMA, and FRCOG who is EMD.
- Barbara Wallace and Beth Kuzdeba will work on developing a list of residents who would need help during an emergency and develop a protocol for keeping this information private.
- There will be a recommendation to the Leyden Selectboard to appoint Erica Jensen as Interim EMD or alternate Interim EMD until the feasibility study is done.
- Liz will send out a list of FEMA acronyms.
- Liz will email out to everyone a copy of the draft LEMP and the state template.
- Jack will write an article for Leyden Life that includes asking for anyone interested in working on emergency management to please contact the Public Safety Committee.
- Public Safety will hold another special meeting to focus on the LEMP after Town meeting unless such a meeting is needed sooner.

The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Liz Kidder

