EMERGENCY MANAGEMENT COMMITTEE

Meeting Minutes for 9/29/2021

Present: Tom Williams, Deb Coutinho, Herb Guyette, Chris Myers, Mark Shippee, Penny Spearance, Joe Judd, Bob Manners, Greg Bardwell, John Taylor

Tom Williams opened the meeting at 6:00 PM presenting the following agenda:

1. Introduction
2. Vision Examination
3. Task & Purpose Review
4. COVID-19
5. Upcoming tasks:
   1. Inventories of accumulated supplies
   2. Status of current MOA’s/MOU’s
6. Time & Place For Next Meeting & How Often to Meet

1. Being the newly appointed Emergency Management Director Tom Williams introduced himself and presented a quick background of experience and expertise pertinent to the director’s position.

2. The team then quickly reviewed the committee’s task and purpose and it’s vision of future function within the community. We also reviewed the committee’s working relationship with the Franklin Regional Council of Governments(FRCOG) as well as the Massachusetts Emergency Management Agency(MEMA). One of the committee’s responsibilities is to test/validate plans developed in a cooperative effort with the FRCOG. Out of this effort then comes the development of plans or the refinement of existing plans needed to effectively and efficiently respond to whatever emergency occurs.

3. The team then listed some tasks that needed to be completed early on, some of which are listed in the agenda. Members then volunteered to complete these tasks prior to our next meeting.

4. The following was agreed upon relative to meeting times:

* Meeting times will be 6:00 PM to 8:00 PM
* Next meeting will be January 5, 2022
* We will meet quarterly

Meeting adjourned at 8:00 PM