**EMERGENCY MANAGEMENT COMMITTEE**

**MEETING MINUTES**

**Call To Order:** By Tom Williams at7:00 PM on November 17, 2022 at the town Municipal Building located at 623 Mohawk Trail along Rte 2

**Present:** Tom Williams, Chris Myers, Joe Judd, Greg Bardwell, Bob Manners

**Acceptance of Minutes:** Minutes from our last meeting on October 20, 2022 approved

**Summary of Discussion Each Topic:**

1. OLD BUSINESS:
   1. Joe led a discussion on his project of relocating the polling station in case of an emergency
   2. Tom updated status on current grant applications:
      1. EMPG – work continues on it. Perhaps can be used for transfer switch for the Municipal Building.
      2. HMPG - Tom reported that the HMPG grant request for the emergency generator for the Municipal Building was denied due to the Benefit Cost Analysis (BCA) requirement not being met. Discussion continued as to the feasibility of the EOC being relocated from the Fire Station to the Emergency Management Office in the Municipal Building. This process will be put on hold until emergency electrical power can be provided when necessary. Tom was directed to get quotes for a transfer switch for the building ASAP. Other means of funding were discussed.
   3. As for training of town employees in Incident Management concepts it was agreed to approach the Selectboard with the idea of using an Incident Action Plan developed at a recent training session attended by John and Tom as the basis of a training session. The training session will explain how the plan was developed with the coordination of different disciplines and how it is used to mitigate an incident.
   4. Tom reported that the transfer of the telephone lines to the EM Office is complete.
   5. Tom reported that he had his meeting with Butch Garrity of Shelburne Control Dispatch Center to discuss the procedural protocol to include the EOC for assistance during an emergency incident. A rough draft of the protocol is forthcoming.
   6. Greg provided update of his Volunteers project:
      1. MA State Police have a Community Action Team(CAT) that may be a model for our use.
      2. More discussion on the need to learn the level of interest was discussed perhaps by a survey and/or by distributing handouts at our next town meeting.
      3. Legal implications of such a group were discussed.
      4. Discussion of the size of initial kickoff groups also discussed.
   7. Tom reported that he had not yet received a quote for the relocation of the EOC radios from the fire station. This work will also be put on hold.
   8. Tom reminded the team of the WebEOC training in January. Everyone should bring their laptop if they have one.
2. NEW BUSINESS - None

**Decisions Made/Actions Taken:**

1. Work to relocate the EOC from the Fire Station to the EM Office will immediately cease until a viable plan for emergency power in put in place.
2. Tom to get quotes for transfer switch for the Municipal Building ASAP.
3. Tom will look into load testing the town’s 25KW portable generator.

**Documents/Exhibits:** None

**Next Meeting Date/Time/Place:** January 19, 2023; Same time and place.

**Adjournment:** 2100 Hrs