

## CAPE ANN EMERGENCY PLANNING TEAM – GENERAL MEETING

October 4, 2012

9:00 a.m.

Essex Police and Fire Station

The meeting was called to order by Chairman Doucette at 9:07 a.m. with twenty three (23) members in attendance.

In Attendance: Julia Tiernan, Coast Guard; Ruth George, AGH – Emergency Dep't; Mike Main, MEMA; Daniel Doucette, Essex Fire/ EMD; William Canty, CAARA; Noreen Burke, Gloucester Public Health Dept.; Charles Vose, NE Mass ARC; Tom Kehoe, Manchester BOS; Carol McMahon, Gloucester EM/CERT; Ron Beckley, Red Cross; Keith Symmes, Essex Council on Aging; Sander Schultz, Gloucester Fire Dept./EMS; Eric Smith, Gloucester Fire Dept.; Pete Silva, Essex Police Dept.; Joe Aiello, Gloucester Police Dept.; Elaine Wozny, Essex Board of Health; Brendhan Zubricki, Essex Town Administrator; Lucy Sheehan, Gloucester Council on Aging; Stanley Stone, CAARA; Stephanie Tsimartos, Red Cross; Linda Sanders, Rockport Town Administrator; Leo Campanello, Gloucester Police Dept.; and Kim Paskalis, Essex Public Health Nurse.

Minutes: Motion to accept September 6, 2012 minutes. Motion seconded. Passed unanimously.

### Work Groups

- COOP – Carol McMahon and Miles Schlichte attended a COOP Training. Gloucester's COOP is mostly completed. There is a template available. If assistance is needed contact Carol. Kopleman and Paige is still working on the sharing agreement for the three towns they represent. Once completed, it will be given to Gloucester's Solicitor. Hopefully will have it for the next meeting. This agreement would allow the four communities to access each other's COOP documents in a secure way for use during an emergency. Discussion occurred regarding how these agreements will be passed and adopted within each community.
- Communications – Will be looking for funding to assist with addressing communications issues across Cape Ann. "Tech in a Day" will be held October 27<sup>th</sup> in Lanesville. Cost is \$5 for the course and \$15 for the test. If interested in attending email [techninaday@caara.net](mailto:techninaday@caara.net). Communications trailer – is useful both as a communications trailer, but it also has some tents and other supplies that may be helpful in an emergency. Permit for events – should require a communications plan. Sander Schultz recommends that organizations work with CAARA. Discussion occurred regarding standardized event forms for all Cape Ann communities. Events should be posted on CAEPT website, especially if they cross between communities.
- Mental Health – Continuing to work on offering trainings.
- Sheltering – Did not meet last month. Kim Paskalis is hoping to reconvene a combined group of volunteers from Essex/Manchester that met regularly and underwent a lot of

training last year. Discussion of potential for grant funding to help provide an administrative position to assist with work of the Planning Team. Potential funding from CERT and EMPG. It is important that volunteers are affiliated with CERT or MRC in order to apply for funding.

- Care Delivery – Sent out postcards with flu clinic dates to addresses from previous clinic attendees. Essex horse tested positive for EEE. Organized outdoor activities were banned from 5pm – 8am in most Cape Ann communities. All communities have taken preventative measures. Essex is looking to have an informational meeting for town leadership to be followed by a public informational meeting. Discussion on mosquito control in various communities occurred.
- School Safety – Sander Schultz has been working on reconvening this group through the school system. Discussion occurred on how to reach out to the leadership that should be involved with this committee.
- Old Business – HazMat plan is still being worked on. Carol McMahon will be working on getting the remaining necessary information for the plan.
- New Business – Motion for the Executive Board to research funding and what would be necessary to hire an administrative staff person once the Planning Team is a formalized/recognized REPC. Motion was seconded. **Passed unanimously.**

Cruise ship Drill – Approximately 70 people attended a table top exercise regarding a maritime incident with a boat carrying 150 people colliding with a commercial vessel. Areas of weakness will be highlighted in the After Action Reports. There will hopefully be some workshops/seminars and a small scale functional exercise surrounding areas of weakness.

A volunteer is needed to produce minutes for the CAEPT meeting. Please contact Noreen Burke.

Meeting adjourned at 10:10 a.m.

**Next meeting: Thursday, November 1, 2012, at the Rockport Police Station.**

Submitted by: Jaimie Corliss