

**Cape Ann Emergency Planning Team
Board of Directors Meeting
February 7, 2013
Manchester Essex Regional High School**

Present

Eric Smith, Charlie Vose, Tom Kehoe, Noreen Burke, Bud Holden, Curt Wright, and Tod Biggar.

8:07AM meeting called to order by Noreen Burke.

Minutes: Motion by Eric Smith to accept January 10, 2013 meeting minutes. Tom Kehoe seconded. Approved

Old Business

- Full Certification Application- Dan Doucette is working on the application, but was not present to comment. Noreen Burke asked if the new Public Health Nurse or Fire Chief from Manchester plan on attending. Tom Kehoe responded that he is working on it, but with the Nurse's part time schedule it is difficult. Noreen Burke reminded the group to inform Dan Doucette of which committee's they are part of in order to update rosters. A question about the timeline of the Full Certification Application was posed. It was stated that the current plan is to submit the application in February in order to take advantage of opportunities in the next fiscal year.

New Business

- Curt Wright reported that there will be a half marathon in April and the planners have met with Gloucester and contacted Rockport and CAARA. There was further discussion regarding the event permit and planning process. It was suggested that work should continue on a system to determine whether an event should be classified as having a minor, moderate, or major impact and what requirements for EMS and communications would correspond to each impact level.
- Shelters- Eric Smith stated the Fuller School, as far as sheltering in Gloucester has been moth balled, O'Maley does not have back up power to the gym, and the High School is in a tidal flood zone, but is the most viable option. The EOC was previously housed in Fuller, which is not a viable option anymore. Discussion occurred regarding how to power warming shelters, provide transportation, and obtain fuel for generators during an emergency.
- New CAEPT Members – There was discussion regarding changing the By-Laws of the CAEPT to include more than the current four communities. Changing the By-Laws to include new members should take into consideration how they would fit as part of this team, ability to share resources, and best practices. It was stated that the group is open to changing the By-Laws, but any additional communities would need to be on a case by case basis. Ipswich, Hamilton and Wenham are the communities currently being considered for membership.

Next Meeting Agenda Items

- Discuss Ipswich's membership
- Full Certification Application

Next meeting: Thursday, March 7, 2013, 8am at the Essex Fire Station.

Motion to adjourn.

Meeting adjourned at 8:50AM