

**Cape Ann Emergency Planning Team
Board of Directors Meeting
March 7, 2013
Essex Police and Fire Station**

Present

Dan Doucette, Curt Wright, Charlie Vose, Tod Biggar, Tom Kehoe, and Noreen Burke.

8:21 AM meeting called to order by Dan Doucette.

**Minutes: Motion by Tom Kehoe to accept January 10, 2013 meeting minutes. Curtis Wright seconded.
Minutes approved.**

Old Business

- Full Certification Application- Dan Doucette has met with Mike Main, who believes the application is complete. Carol McMahon has developed a regional HazMat plan that is a template which can be developed with more specific information. Next meeting for full certification is April 9th. Receiving certified status will allow for funding opportunities. An administrative position is a possibility.

New Business

- February Blizzard – Towns reported on damage incurred during blizzard. Communities are finding a need for more cots at shelters, especially medical cots. Tod Biggar will be forwarding information regarding medical cots to Noreen Burke. National Grid's Community Representative system is working well. There was discussion on short term sheltering (aka warming/cooling centers, safe areas of refuge, day shelters, and resource centers). Fuller school in Gloucester has officially been decommissioned. Prevailing thinking is that people would be transported to a regional shelter, but there is still need for preparation. Manchester has been working with the Housing Authority to obtain generators for their community rooms in case of an emergency.
- Town of Ipswich – Dan Doucette has spoken with Sgt. Hubbard, who was unable to attend the meeting. By-laws will need to be updated to include new communities. The group believes reviewing the By-laws would be a beneficial exercise, especially in considering how to move the group forward as a formal organization. There was discussion regarding the fee structure.
- Discussion regarding relationship development occurred. Having drills was mentioned as being important to maintaining relationships among communities. Noreen Burke stated that solidifying the leadership and mission statement could be stronger. It was asked, what can new communities bring to the group?

Next meeting: Thursday, April 4, 2013, 8am in Rockport.

A motion was presented, seconded and approved to adjourn the meeting.

Meeting adjourned at 9:02AM