

## CAPE ANN EMERGENCY PLANNING TEAM – GENERAL MEETING

May 9, 2013

9:00a.m.

Gloucester City Hall

The meeting was called to order by Dan Doucette at 9:09 a.m. with twenty one (21) members in attendance.

In Attendance: Dan Doucette, Essex Fire Dept.; Charles Vose, NE Mass ARC; Tom Kehoe, Manchester BOS; Sander Schultz, Gloucester Fire Dept./EMS; Brendhan Zubricki, Essex Town Administrator; Patty Pardee, Pathways for Children; Eric Smith, Gloucester Fire Dept.; Julia Tiernan, US Coast Guard; Mike Main, MEMA; Bill Canty, CAARA; Ann Marie Jordan, Gloucester Public Schools; Sandra Dahl-Ronan, Mental Health Team; Stanley Stone, CAARA; Karin Carroll, NSCAEPC; Carol McMahan, Gloucester EMS/CERT; Steve Napoli, Red Cross; Ron Beckley, Red Cross; Claudia Schweitzer, Gloucester BOH; Wanda Visnick, Rockport Public Schools; Elaine Wozny, Essex BOH; and John McCarthy, Gloucester Police Dept.

### **Introductions**

It was announced that Dr. John Wolfe passed away.

**Minutes: A motioned was presented and seconded to accept April 4, 2013 meeting minutes. Motion passed unanimously.**

### Work Groups

- COOP –There are no regional CEMP plans as of yet. Brendhan Zubricki has asked MEMA to consider developing these plans.
- Communications – Tech in a Day event happened on April 27. Twenty one (21) people received their licenses. There will be a Field Day June 22-23<sup>rd</sup> at Fuller School. On June 24<sup>th</sup> Essex will be moving to the Regional Dispatch Center, but no phone numbers will change. This regional center will also become the answering point for all 911 cell phone calls, which comprise nearly 70% of all 911 calls.
- Mental Health – Workshop will be scheduled in the Fall.
- Sheltering – Mayor Kirk attended the BOD meeting and shared Gloucester’s Draft Shelter Plan and her goals/visions for the City of Gloucester’s sheltering. The proposed sheltering drill was clarified. The group had good discussion regarding sheltering planning/drilling and Mayor Kirk sought feedback on the Draft Shelter Plan. This meeting improved communication between the CAEPT and Mayor Kirk. Dan Doucette stated that Mayor Kirk’s draft is a good document and starting place. Eric Smith stated that Mayor Kirk is seeking clarification as to what the Red Cross can provide and in what time frame to our shelters. Once there is an understanding of what Red Cross can offer then we can plan on what is needed in order to be the “stop gap” in an emergency. He added that Mayor Kirk plans to

move forward with shelter planning. There will be a lot of work for CAPET as well in planning and training volunteers to fill gaps.

Charlie Vose offered to assist with surveying buildings that may be used for shelters. He also encouraged communities to continue planning for emergencies, updating MOUs, and training volunteers. It is also important to remember that people with functional needs (physical disabilities) cannot be turned away from a shelter. One of the biggest shortfalls is often power supply and available outlets.

Brendhan Zubricki highlighted that the CAEPT working so well together as a region provides advantages when it comes to emergency sheltering. Steve Napoli stated that Red Cross does prefer to work with regions that have existing relationships. He also stated that the Red Cross will still come to a community and assist with a shelter if there is an event that affects only that community, such as a fire in an apartment building. Eric Smith asked what the Red Cross can bring to the table to help shape and support what the CAEPT is doing as a region. Steve Napoli said the Barnstable County plans are regional and a good place to start, but there are aspects of those plans that need improvement. Red Cross can also help with recruiting volunteers and developing a “shelter team” for each community or as a region.

Carol McMahon stated that there is a competitive grant opportunity for MRC and CERT groups. Carol McMahon and Karin Carroll will be applying for this grant and it would allow for the hiring of a staff person to do volunteer recruitment all over Cape Ann for sheltering. It would also allow for increased training and retention efforts. Sander Schultz stated that he needs guidance on whether or not to pursue NERAC funding for this fall. Dan Doucette will talk with the Board members and decide approach. Sander Schultz has a funding request that has already been generated, but it requires a letter of intent from each community stating that they will participate. The funding will be in the range of \$20,000 to \$30,000 to hire a consultant for drill prep, execution, and after action reports. It would also fund overtime and back fill. Karin Carroll asked if this funding will assist with plan development for the communities, as it seems there is still work to be done on plans. Mike Main stated that the funding is typically to drill the plan so it is unlikely that the money should be used to develop plan. Dan Doucette said it may not make sense to drill for sheltering if there is not a plan yet.

Eric Smith asked if there are resources available to help cities create plans whether it’s through MEMA or Red Cross. Mike Main stated that the biggest help will likely be the state wide mass care shelter coordination project. There will be templates and tools coming out of this project that will be very helpful for both regions and local communities. Carol McMahon stated that a portion of EMPG funding can be used to hire a contractor to help with plan development. There was discussion regarding hazard mitigation funding. Generators are now included in hazard mitigation funds.

- Care Delivery – Elaine Wozny reported that surveillance for flu season, particularly in schools and nursing homes, is gearing up. Essex has voted down joining the mosquito control program and Gloucester has opted out as well.
- School Safety – Ann Marie Jordan stated that in Gloucester Schools, emergency plans are still being worked on. She suggested trying to move up the meeting with Superintendents to June. Ann Marie Jordan will be discussing this meeting with Dr. Safier. Sander Schultz discussed a presentation he recently attended regarding new methods and strategies for school safety. There was discussion regarding school safety strategies.

#### Old Business

- Full Certification Application has been approved by MEMA and official notification should be received soon.
- March Storm – Disaster assistance was approved for the March storm. Communities need to submit for reimbursement by the 15<sup>th</sup> of May.

#### New Business

- Goals- Dan Doucette suggested the group needs to discuss and set goals. Tom Kehoe suggested sending a request to the group asking for ideas and then presenting a refined version to the whole group.

#### Events

- Tour de cure May 19<sup>th</sup> – Gloucester has a new system for evaluating permits called the Special Events Advisory Committee that involves the Police, Fire, and other relevant departments. It is coordinated by Linda Lowe, City Clerk. Eric Smith stated that the two problems are who manages the process and who needs to receive a special permit. There are efforts to make this process better coordinated with City codes and ordinances. Sander Schultz added that there is no formal process for notifying non-City agencies that may be affected by events, such as the hospital and neighboring communities.

#### Action items

- Goals and community needs
- Meeting with Superintendents
- Drill planning

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

**Meeting adjourned at 10:09 a.m.**

**Next meeting: Thursday, June 13<sup>th</sup>, 9:00a.m. in Manchester.**

Submitted by: Jaimie Corliss