

North Brookfield Emergency MINUTES for April 16, 2024

NBEMA@northbrookfield.net

Meeting held at the NBEMA at the bunker below the NBES – garage door by playground

Meeting Called to Order: 7:06

Attendance:

<input checked="" type="checkbox"/> Anne Adams (Director)	<input type="checkbox"/> Chris Marinin (Deputy Director)	<input checked="" type="checkbox"/> Suzanne Lewandowski (Secretary)
<input checked="" type="checkbox"/> Shaun Adams	<input checked="" type="checkbox"/> Charles Buchanan	<input checked="" type="checkbox"/> Gino Caramiello
<input checked="" type="checkbox"/> Gino Caramiello, Jr	<input type="checkbox"/> Andrew Crosby	<input type="checkbox"/> Robert Filipkowski
<input type="checkbox"/> Brenda Lacaire	<input checked="" type="checkbox"/> John Magario	<input type="checkbox"/> Michael Hinkley
<input type="checkbox"/> Nick Newman	<input checked="" type="checkbox"/> Lori Ryel	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Minutes: Only 9/12/23 – Note: No October meeting, no quorum for November, no December, January, March meetings

Motion Made by: Sue 2nd Lori **Approved** ☒ **Amended** ☐

Regular Account:

Gift Account:

Incident Responses: -0-

New Business:

- Larry Walter: A moment of silence was held for the passing of longtime member Larry. A few memories were shared.
- **Structure of the department-** Anne had a conversation with Ashley regarding how NBEMA could consistently have a monthly quorum: remove members from the roster who do not attend meetings, change leadership to a three-person leadership structure (director, deputy director, and secretary) better specify membership requirements, and potentially have NBEMA fall under the fire department with Pete Orsi as the liaison.
 - A motion was made by Shaun, seconded by Lori, and approved to restructure leadership to a three-person board and explore the potential prerequisites of falling under the NBFD.
 - It was additionally noted that should there be a 2nd NBFD alarm, Anne to access and call the NBEMA team as needed.
- The Town of NB is participating in a government auction sale to raise funds from the sale of items no longer in use. NBEMA to go through inventory.
- An action plan needs to be developed for the June Pride event. John Brown medical bags needed.
- 5/4/24 May Day Festival: While NBEMA cannot officially participate with crosswalk duties, individual members can. This was approved by Chief Smith. Sue and Charles have offered to assist.
- Gift Fund: Discussion was held about creating a *Friends of the NBEMA* non-profit should it be necessary to access *Gift Account* funds. A motion was made by Sue, seconded by Lori and approved for Anne to follow up with Shiela on whether NBEMA can utilize donated funds without town approval or should we set up a friends group.
- Inventory Update: Final inventory was sent to the Select Board and School Committee in late 2023. The 2024 inventory must be scheduled for this summer.
- CERT RODEO: will be held on April 27th.
- Two (2) laptops were obtained for NBEMA from town grant.
- Shaun is working on a grant for satellite tech/WiFi in the EOC
- The Red Cross would like to come back and recertify our shelter.
- Discussion was held on establishing a Jr. Cert program.

Old Business:

- Shaun to follow up IAR – there have been some serious problems with IAR that are being worked though.
- Update Application|CORI: Anne will bring to Ashley.
- NBEMA IDs: New software may need to be purchased.
- The necessary work/repair that was budgeted in 2022 (\$15,400) and encumbered in 2023 for the high school generator has been completed. This encompasses outlets, showers, gym, circuits, gas, food serving stations, coffee/microwave counter.

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- New Vehicle: There will be no new vehicles in North Brookfield at this time due to financial concerns.
- Comprehensive EMA plan: Plan has been completed and sent to MEMA. Some changes were made. Plan will be returned to NBEMA for edits. To be followed up.
- NBEMA plates: Sue has retrieved license plates from retired director Chris Donais.
- New Grant opportunities: Ann submitted a grant for gear.
- NBEMA donated medical bags to the NBFD from leftover grant funds.

Stay on Agenda Until Complete:

- Update: When there is more time, Chris Marinin will create a list of NBEMA tasks/opportunities so that members can choose how and where they want to participate during other town emergencies.
- Update MOUs: Follow-up with BOS and BOH as described in June 2023 minutes.

Announcements: John Morello's DIRT is being presented at the NB School on May 8th where mental health issues will be addressed. Sue encouraged everyone to attend.

Upcoming Tuesday Meetings: 7:00 PM May 14, 2024 June 11, 2024 July 9, 2024

Meeting Adjournment: 8:21 **Motion Made by:** Sue **Seconded by:** Lori **Approved** ☒

Members, please take the ethics test if not already done so.

- Ethics test <https://www.mass.gov/online-conflict-of-interest-law-training>
- ICS:
 - IS100 <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c> 2 hour test
 - IS200 <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&lang=en>
 - IS700 <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b> 3 hour test
- Storm Safe Community: <https://www.weather.gov/StormReady> StormReady important resource.