**EMERGENCY MANAGEMENT COMMITTEE**

**MEETING MINUTES**

**Call To Order:** EMD Tom Williams called the meeting to order on September 21, 2023, 7:00 PM at the Shelburne Police Station/Municipal Building 623 Mohawk Trail.

EMD Tom Williams called meeting to order at 7:00PM. Members present: Mark Shippee, Laurie Wheeler, Fred Vohr, Tucker Jenkins (in for Greg Bardwell). Guests included Don Tryon, New Supervisor for Shelburne Dispatch and Nathan Moreau, MEMA Local Coordinator

Tom presented the following updates:

1. Mohawk H.S. Class Proposal – on schedule to start September 26th. Schedule through December 19th has been approved by Principal Chris Buckland.
2. Emergency Generator Project – Bid requests are out. Quotes due end of the month.
3. Town Officials/Employees EM Class – Total of 18 students (15 in morning session-3 in evening session). Three follow-ups with offers of assistance:
	1. Chris Buckland, Mohawk School Principal, stated the school has several public communication venues that the Emergency Management Department can use
	2. Tony Jewell offered up his expertise in train derailments and HAZMAT experience
	3. Laurie Wheeler offer up the library newsletter for communicating to the public
4. Town’s Reverse 911 System – Sign-up forms being distributed to get more residents signed up, part of our increased effort to improve communications with town esidents

**New Business**

1. The team practiced activating the EOC and ran a few scenarios to exercise some emergency response procedures.
2. Don Tryon, the new Shelburne Dispatch Supervisor, reviewed with us the new protocol whereby Shelburne Dispatch would pass on non-emergency calls to the EOC when their call volume reached a high volume. A few details were worked out. One question regarding who gets toned out when still remains.
3. Nathan Moreau, MEMA Local Coordinator, was present to assist with the training, especially the MEMA WebEOC communication link to Agawam EOC. He also reminded us that MEMA has a large variety of training opportunities available to us.

**Decisions Made/Actions Taken:** None

**Documents/Exhibits:** None

**Next Meeting Date/Time/Place** November 16, 2023 at 7:00 PM at the Shelburne Police Station/Municipal Building located at 623 Mohawk Trail

**Adjournment:** Meeting adjourned at 9:00PM - Minutes submitted by Tom Williams