

**Town of Leyden Public Safety Advisory Committee
Minutes of Meeting August 17, 2022**

A duly posted meeting of the Leyden Public Safety Advisory Committee was held at the Town Hall at 6:30pm, on August 17, 2022.

Present: Elizabeth Kidder, Chair, Barbara Wallace, Emily Yazwinski, Anders Ferguson, Candace Hope (alternate)

Audience: Erica Jensen, Michelle Higgins, David Pomerantz, Beth Kuzdeba, Ken Medvetz, Ginger Robinson, Bill Glabach, Glenn Caffery, Michelle Giarusso.

Absent: Michael Morgan, Marica Miller.

The meeting was called to order at 6:25pm.

A motion to approve the minutes of July 20th as corrected was made by Emily and seconded by Barbara.

Vote:

Emily Yazwinski: Yes

Barbara Wallace: Yes

Liz Kidder: Yes

Anders Ferguson: Yes

Efficiency & Regionalization Grant Update – Budget and Schedule

Grant is right on schedule. Liz offered a brief summary of the budget overview. There is a recommendation that the town purchases a laptop for the EMD position. Our interim agreement is underway. There is a Task Force meeting on August 25th. We're aiming to develop a long-term agreement by February, giving ample time for legal review. We'll need to find an attorney other than Donna for this process because she represents both towns.

Emergency Management updates

We have appointed EMDs—David Pomerantz and Erica Jensen. An Emergency Management Committee has been formed and appointed by the Selectboard. A copy of the recommendations to the Selectboard is attached. Michelle Higgins said that she will represent the Finance Committee, with Joyce Muka serving as an alternate.

The first EMC meeting will be held at Town Hall on Monday 8/22 at 6pm: this will include a meet & greet with the new committee, an introduction to the process of developing a draft EM plan, review the current management plan, and schedule the next meeting. Public participation is encouraged, we are exploring options for broadcasting the meetings to make participation more accessible.

RAVE Alert System Update

The Council on Aging is working on distributing "File of Life" forms to residents with instructions to fill it out and leave it on their fridge so first responders have relevant information in case of emergency. There was a lengthy discussion about various ways to connect with members of the community so we can know who is vulnerable, and so we know who to check on in case of emergencies. Liz Kidder proposes scheduling a special session to discuss the RAVE Alert System in-depth.

Police Services Transition/Introduction to the Community – Meet and Greets/Police Services Task Force

Transition is going well, we've received good feedback. The meet and greet was rescheduled for August 29th, and the chief of police will visit the Council on Aging lunch on September 7th at Town Hall.

Ginger Robinson received feedback: Nick Adamski, Leyden Fire Department, worked with Bernardston PD on a call, and said they collaborated very well. It was a good experience.

Communication – Websites and Leyden Life

There will be an announcement about the EMDs and EMC in the next issue of Leyden Life. Please review these pages on the website and submit feedback: Public Safety, Police, and Emergency Management. We will schedule another public information session for late October or early November.

Leverett/Wendell Shared Police Services Agreement review

Liz Kidder asked the committee to review the Leverett/Wendell agreement and provide feedback about which aspects feel relevant for our agreement, and which details don't seem necessary based on our different circumstances. For example, Wendell does not want a police presence in town and Leyden does. The Finance committee should offer input on the pieces which relate to the budget, and the Selectboard should review and weigh in on several aspects. The legal agreement should take into consideration that the agreement may outlive the tenure of people currently holding relevant positions in Bernardston.

Fire and EMS updates

We have a fire department and facilities, and we have a few people volunteering to serve as EMS. Steve Foley has done an exhaustive inventory of what we have for equipment and supplies—many things are out of date. There are financial resources allocated by the town to help cover the cost of updating the necessary supplies. There is a significant portion of the job which is administrative, and we need to find a way to provide this type of support. Glenn is working on the paperwork to advance our volunteer First Responders. Administrative support will help with this.

Anders Ferguson and Steven Foley will meet next week, we should have a more comprehensive update of the needs and next steps by the end of September. We may need to appoint or hire an EMS Coordinator. It's possible the position could be rolled into a larger administrative role that would cover Fire, EMD, and EMS.

Brief discussion of other EMS regionalization efforts happening in neighboring towns.

Priorities and next steps

- EMC meeting is on Monday
- Anders will continue working with Fire
- Liz Kidder will discuss EMS coordinator with Brian and Steven Foley
- Leyden Life updates will be prepared by Liz in consultation with Emily
- RAVE for at-risk people will be on the agenda for our next meeting
- Looking to fill a vacancy on the Public Safety Committee (medical background would be preferred)
- Aim for another public information meeting in October

Public Comments and other business not reasonably anticipated by the chair 48 hours in advance of the meeting.

- May we switch to monthly rather than biweekly: can we do the third or fourth Tuesday?

- Proposed date for next meeting: September 20th or 27th. Liz Kidder will double-check availability with the rest of the committee and send an email with the chosen date for our next meeting.

A motion to adjourn the meeting was made by Anders and seconded by Emily.

Vote:

Emily Yazwinski: Yes

Barbara Wallace: Yes

Liz Kidder: Yes

Candace Hope: Yes

Anders Ferguson: Yes

Meeting was adjourned at 8:25pm

Respectfully submitted by:

Candace Hope

Memo

August 15, 2022

To: Leyden Selectboard

From: Liz Kidder, Chair, Public Safety Advisory Committee

Regarding: Emergency Management

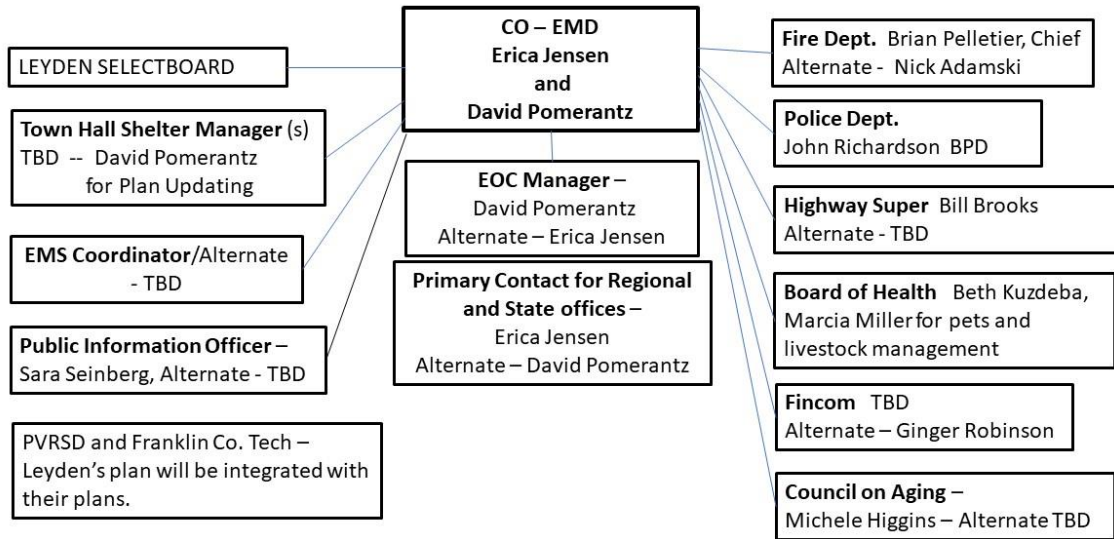
The Emergency Management Subcommittee met and have the following recommendation for the structure of Leyden's emergency management committee.

Tier 1 – Co-EMDS – Erica Jensen and David Pomerantz – if during the process to update Leyden's plan, it becomes apparent that the Town really needs a Director and a Deputy instead, they will review their positions and make a recommendation to the Selectboard on how to proceed.

Tier 2 – The Leyden Emergency Management Committee (LEMC) – most of the positions have a person to be appointed and an alternate. Some only have one person identified at this time. As work on the plan progresses, additional names will be presented for appointment. The individuals who have agreed to serve can start working with Stephen Foley as soon as possible in order to stay within the necessary time frame to have this plan completed and approved before the end of this calendar year.

Tier 3 - Once the plan is finalized, the LEMC will have a better idea of the different positions that will need to be filled in order to respond to an incident. The organizational chart for Leyden's Tier 3 will be developed over the next few months.

LEYDEN EMERGENCY MANAGEMENT COMMITTEE AUGUST 15, 2022



Appointments to be made by the Selectboard:

Erica Jensen and David Pomerantz – Co-EMDS

Fire, Police, Highway Supt., BOH, Fincom and Council on Aging are all on the LEMC by virtue of their existing appointed positions.

Sara Seinberg – Public Information Officer is a citizen volunteer and needs to be appointed by the Selectboard.