



COMMONWEALTH OF MASSACHUSETTS

Town of Southwick

LEPC

Emergency Operations Center

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Southwick LEPC Meeting Minutes of January 23, 2020

Karl Stinehart, LEPC Chair opened the meeting at 09:30 am with an introduction of all present after noting a quorum represented.

I. Acceptance of September 26, 2019 Meeting Minutes:

Mr. Karl Stinehart entertained a motion for acceptance of the September 26, 2019 meeting minutes as presented with a motion made by Randy Brown and seconded by Charles Dunlap with all voting in favor. Stephen Presnal and Tammy Spencer abstained from the vote due to not being present at the meeting.

II. New Business:

A. Report from Tabletop Exercise held on 9/26/2019

Fire Chief Anderson led the group in a discussion of the After-Action Report/Improvement Plan (attached to minutes). The report covered strengths and areas of improvements. In summary the group decided at our next LEPC meeting we would go over the Comprehensive Emergency Management Plan (CEMP) and the Hazardous Material Emergency Response Plan, Emergency Management Director will look into equipment communications issues in the EOC, and Cindy Sullivan will compile a list to send to the School District of key personnel to receive BlackBoard Connect notifications regarding school closings and other school emergencies.

We also discussed the need to have participants in the Tabletop be present and participate in the After-Action Report/Improvement Plan. Also the discussion needed to happen in a timelier manner to help process the exercise and have more meaningful discussion.

III. Old Business:

Thank you to Mr. Bruce Augusti for his 20 plus years of dedicated service. Mr. Dunlap also gave the group a FYI regarding ongoing cyber security issues throughout the state and nation.

IV. Other Business:

No other business to report.

V. Adjournment:

A motion to adjourn was made by Charles Dunlap, seconded by Randy Brown with all voting in favor. Chairman Karl Stinehart stated the next LEPC meeting would be in the EOC at 9:30am March 26, 2020. The meeting adjourned at 10:31am.

Respectfully submitted,

Cindy Sullivan
LEPC Secretary