

**Upper Milford Township  
Board of Supervisors Township  
April 9, 2013 at 7:00 p.m.  
EMERGENCY OPERATIONS PLAN  
SPECIAL MEETING AGENDA**

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**ATTENDANCE:** Supervisors; Daniel Mohr, George DeVault, Robert Sentner; Manager, Daniel DeLong; Secretary/Treasurer, AnnaMarie Zeravsky;

Emergency Management Coordinator, Bill Stahler; Deputy Emergency Management Coordinator, Bernadine Stahler; Citizens Fire Company: Fire Chief, Joe Sherman; Western District Fire Company: Fire Chief, Ira Shade;

**CALL TO ORDER:** 7:00 P.M.

**ANNOUNCEMENTS:**

Supervisor Mohr announced that the meeting was being recorded to principally aid in the preparation of Minutes and for such other purposes as the Board saw fit. For that reason, any person wanting to give any comments during the meeting should please state his or her name for the record and address the Board of Supervisors. If you are here for the Emergency Operations Plan discussion and are not a Fire Department or Township Official, please complete one of the Certification/Training Attained Forms.

**PUBLIC INPUT:** None

**OLD BUSINESS:**

1. Emergency Operations Plan Update

Manager DeLong noted that since the last Emergency Operations Meeting, the Fire Chiefs had met with Bill and Bernadine Stahler. The contact lists are a very important part of the Plan and lists have been coming in. Manager DeLong reminded the Fire Chiefs that when they have new members, they should be sure to get the names of the new members to the Upper Milford Township Office. Fire Chief Ira Shade questioned if EVERYONE needs to be included on the member list, even if they do not typically volunteer. The concern is whether or not the individual would be covered under the Township's Workers Compensation Plan. Manager DeLong stated that if they are a legitimate member, having filled out a membership form, then they should be included on the list. Supervisor Sentner stated that the Township pays Workers Compensation based on the Township Population not per employee or volunteer. Manager DeLong also asked the Fire Chiefs if they could provide the Township with their equipment listing, as well as the vehicle type. Manager DeLong stated that Public Works Coordinator, Steve Ackerman compiled a list of all communication capabilities within the Township and asked if the Fire Chiefs if they could also provide the Township with their communication capabilities. Manager DeLong asked if anyone felt that a CERT Team would be formed within the Township. He feels that it would be a valuable asset but has not received any interest. All Supervisors agreed that there was one resident who showed some interest, but other than him, there was no one else that they knew of that showed interest in forming a Community Emergency Response Team. Manager DeLong also requested that the Fire Chiefs

send a list of all of the fire departments' NIMS training. Both Chiefs stated that they would compile their lists and send them to the office.

Manager DeLong stated that the Potential Hazards list is within the Lehigh Northampton Haz-Mit Plan which is out for public review. Supervisor DeVault questioned who all saw the Plan. Supervisor Sentner suggested that both Fire Chiefs take a look at the Plan before it is finalized. Manager DeLong stated that he will be sure to get the Fire Chief's a distribution of the Lehigh Northampton Haz-Mit Plan.

Bill Stahler mentioned that he is expecting some information from the County by the end of this week. Supervisor Sentner said that he is more concerned with temporary stations not shelters. Bill Stahler seemed concerned with who would staff these stations. All supervisors agreed that temporary stations need to be arranged, throughout the Township, in the instance that actual shelters are needed, the residents need a temporary place to go before hand. Jason Tapler said that there is a woman from the Red Cross who will come to meet with someone from the Township to help determine what is needed to establish "holding stations". He noted that he will get her phone number and pass it along to the office. Fire Chief Joe Sherman mentioned that he thought each of the fire companies could open up as "temporary housing stations". Manager DeLong didn't feel that tying up the fire stations is a good idea. Supervisor Sentner feels it would be a good idea to break the Township into sections so that if there is an emergency in Section A, they can be evacuated into Section B, C, or D, therefore it is necessary to have housing stations within each section of the Township.

Fire Chief Joe Sherman stated that he feels that people need to start taking responsibility for them selves, as well. If there is a predicted storm, days in advance, a person should be able to prepare themselves with a generator or sump pump or anything else needed to get by for a few days.

There was discussion on the ongoing efforts to stay updated with Buckeye Partners and efforts will continue with the ongoing meetings held at Buckeye.

There was more discussion on possible temporary comfort stations. Supervisor Sentner was concerned with who would man the stations. Manager DeLong said that in an emergency, the Township would improvise and make it work. With an updated contact list, the Township would make it work.

Supervisor DeVault questioned if the "Reverse 911" was moving forward. Manager DeLong stated that it is still being tested and after they work through the logistics, it will be up and running, which will be a great help.

Manager DeLong stated that meeting once a year to discuss and update the Emergency Operations Plan, is a minimum. Everyone was in agreement that sometime in March every year would be a good time to meet.

Manager DeLong explained to everyone that if anyone has any problem or concern, they need to tell someone. Communication is very important.

Manager DeLong noted that Bill and Bernadine Stahler hand out public information packets, as often as they can. He asked if anyone thought it would be a better idea to send out an Emergency Preparedness Packet instead of the Fall Newsletter. Everyone was in agreement that it would be beneficial to the residents to give them some information to better prepare themselves. Everyone agreed that part of the packet should include education on the address markers since they are so important. The Fire Chiefs also mentioned that it would be a good idea to have an event with the fire companies at the Township, during Fire Safety Week in October, to better educate the residents.

Manager DeLong asked the Fire Chiefs if they receive a list of households with special needs. The Fire Chiefs said that they sometimes receive that information but don't think they have a complete list.

Manager DeLong said that the biggest task with finalizing the Emergency Operations Plan is to set up staging areas. As everything else comes together, Manager DeLong will let the Supervisors and Fire Chiefs know the progress of the plan and a meeting time can be arranged at that time.

**ANY OTHER BUSINESS:** None

**ADJOURNMENT:** 8:52 P.M.

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Daniel J. Mohr, Chairman

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Date

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AnnaMarie L. Zeravsky, Secretary/Treasurer