

Emergency Response Advisory Committee

November 6, 2023

The Emergency Response Advisory Committee (ERAC) is created pursuant to a vote of the Select Board on November 6, 2023. The committee shall consist of nine members appointed by the Select Board: one member of the Finance Committee, one member of the Select Board, the Fire Chief, the Chief of Police, the Director of Communications, and four resident members at large. The members at large should preferably have professional experience with emergency response, including, EMS, ambulance, or paramedic services.

1. The purpose of this committee is to advise the Select Board, through a comprehensive analysis, on the Town's three-tiered emergency response program and identify strategies to improve service through efficiencies and reduced emergency response times.
2. Meetings shall be held pursuant to the Open Meeting Law, M.G.L. Chapter 30A, Sections 18 to 25, as amended by Chapter 2 of the Acts of 2023. Meetings shall be posted with the Town Clerk pursuant to said Laws.
3. The Committee shall appoint a Chair, to coordinate meetings and to oversee progress, and a Secretary, to record minutes. Copies of approved minutes shall be forwarded to the Select Board.
4. The Committee shall conduct a comprehensive analysis and assessment of the Town's current three-tiered emergency response program. Analysis shall cover all resources, including personnel, equipment, apparatus, vehicles, communications protocols, storage, and maintenance. The analysis will consist of a review of patient care, including the capabilities of the Town's in-house First Responder and Emergency Medical Technicians, and the capabilities of the Town's contracted Basic Level Service, Advance Life Support, and Paramedic Support.
5. The Committee shall collect data, including demographic and geographic data, with regards to emergency response. The Committee shall also review and analyze emergency response time data.
6. The Committee may engage the advice and counsel of professional advisors as needed. The Committee shall evaluate and consider emergency response programs by peer communities as it considers proposing future changes to emergency response.
7. The Committee shall develop a phased plan with recommendations for improving efficiency to the Three-Tiered Response Program, which may include establishing in-town ambulance response and transport based on the comprehensive analysis and data analysis. The plan shall include budgetary impacts.
8. The committee shall issue reports to the Select Board that coincide with annual Town Meeting cycle, per the Town's By-Law Chapter 36 Section 1. The reports shall be issued 90 days prior to an Annual Town Meeting (second Tuesday of May) and 90 days prior to

the fourth Tuesday in October, should the Select Board vote to hold a Special Fall Town Meeting. The reports shall include recommendations for any actions to be taken at Town Meeting based on the development of a phased plan, mentioned in #7.

9. The Committee shall engage the public and solicit public input.