



# City of Melrose

## Emergency Management

562 Main Street  
Melrose, MA 02176  
781-979-4411

[aalpert@cityofmelrose.org](mailto:aalpert@cityofmelrose.org)



Allan I. Alpert  
Director

### MEMORANDUM

DATE: April 25, 2024

TO: Honorable City Council  
FROM: Director Alpert  
SUBJECT: FY Budget 2025

I sincerely hope the answers below fully address the intent of each question.

1. Have there been any noteworthy changes or events that took place during FY24 in your department (staffing changes, technology upgrades, new regulations, or procedures, etc.)?

The department has taken a more proactive role in ensuring locations that fall under the Federal Emergency Planning and Community Right-to-Know Act (EPCRA) are reporting to the city. If any member of the general public requests to know what and how much reportable hazardous material a location has, we will be able to furnish the information.

2. Do all of your department's salaries come from the same budget? If not, please identify the split among multiple budgets? **Yes**
3. Are there any significant changes to your FY25 budget compared to last year?

**No.**

4. Are there any noteworthy changes or events you anticipate for your department for FY25?

**Yes.** Emergency Management will be relocated to the on the mezzanine floor on the north side of city hall, which was previously the office for emergency management. The training section of the suite will incorporate a functioning Emergency Operating Center (EOC) with the necessary radio and telecommunication equipment. The EOC may also be utilized for fire and police dispatch training.

**Emergency Management**  
**It's about TEAMWORK!**



During an event that requires the activation of an EOC, it is utilized for its intended purpose, a location where representatives from city departments assemble in one central location to strategize the operations of the event. When notifications have to be made or direct contact has to be made with departments and/or agencies, they are made at the EOC, rather than the fire or police dispatchers, who may be inundated with calls. This allows FD and PD dispatchers to dedicate themselves to call taking and dispatching.

Additionally, the EOC can be utilized as a temporary back-up location for fire and police operations, should conditions at either dispatch location require the evacuation of the building.

The addition of the generator at city hall will help ensure there is power to maintain operations at the EOC during a power outage.