

NORTHBOROUGH LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
November 3, 2016

Attendees: Joseph Atchue, Building Inspector, Sarah White, Saint Gobain, David Kane- MIS/GIS Director, Scott Charpentier-Assistant DPW Director, Brian Viera-Tradebe, Eric Stager-Tradebe, Joe DuBeau-Tradebe, John Coderre-Town Administrator, Kim Foster-Assistant Town Administrator, Leslie Rutan-Selectman, Kelly Burke-Senior Center Director, Frank Yacino-Steris, Mike Carelli-Steris, June David-Fors- Family and Youth Service, Joanne Lupa-Principal Environmental Scientist, Chief Lyver- Police, Cindy MacLaurin- Aspen Aerogels, Mary Cushner-Aspen Aerogels, Steph Bacon- Health Department, June Hubbard-Ward- Finance, Kathy Dalgliesh-Cable TV, John Frowd- Steris,

Meeting called to order at 9:04AM by Chief David L. Parenti.

Old Business – By majority vote, the June 28, 2016 meeting minutes were not read at the meeting and the minutes were accepted as written.

Chief Parenti Introduction: - Chief David L. Parenti welcomed the group and outlined the LEPC agenda. A brief discussion of recent hazardous materials incidents within town were discussed.

New Business – Hazardous Materials Emergency Plan (HMEP) Review- Mike Borowiec, Hazardous Materials Assistant, was introduced. Introductions continued around the room and a presentation on the HMEP and history of LEPC was provided. The HMEP layout and application was discussed. Within the HMEP overview, a generic emergency was introduced prompting each agency to discuss their primary goals and considerations relative to emergency response. The importance of having engaged stakeholders and effective communication prior to an emergency were stressed.

LEPC Survey results were discussed and outlined the group's responses and hopes of the LEPC's progress moving forward. Summation of the results are as follows:

- Relationship of the LEPC and the Town of Northborough is good/great.
- Meeting frequency of 2x/year is currently appropriate.
- Organizational structure is currently appropriate and creation of sub-committees are not currently wanted/needed.
- Partners want to receive more training and feedback on their emergency response plans.

Chief Parenti expressed the importance of notifying the LEPC and the Fire Department in the event of a change in emergency contact information. Contact information is stored within the Town's emergency plans and are referred to in the event of an emergency. If your agency has a shift in personnel listed as an emergency contact, please notify the LEPC at your earliest convenience at (508) 393-1540 or Mike Borowiec at MBorowiec@town.northborough.ma.us.

Chief Parenti explained that the LEPC will be shifting towards electronic communication for all meeting notifications and updates. For emergency notifications, members are strongly encouraged to register for the emergency response notification system, Code Red. Mr. John Coderre urged members to register to receive phone calls/ texts should an emergency arise in town. He noted the versatility of this platform; citing several neighboring towns are also using this emergency response system and that the data interface between municipalities using Code Red collectively increases regional preparedness.

Training/Exercise-

The LEPC expressed specific interest in obtaining Incident Command System (ICS) training. Mike Borowiec discussed ongoing discussions with Massachusetts Emergency Management Agency (MEMA) where a facilitated training would be held within the Town of Northborough. Additionally, a second training option may be available for LEPC members regarding Hazardous Materials Awareness training as offered by the Department of Transportation.

In the future, stakeholder buy-in will drive LEPC results. Private sector partners may be asked to exercise their Emergency Response Plans (ERP) using realistic scenarios at upcoming LEPC meetings. These table-top exercises will be conducted annually and will serve as a necessary piece of retaining LEPC certification in 2019.

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The PowerPoint presentation of the HMEP, Code Red registration link, as well as the LEPC survey will be shared with the LEPC in the near future.

Meeting adjourned at 11:00AM

Respectfully submitted,

Mike Borowiec
Hazardous Materials Assistant

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