

## NORTHBOROUGH LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

### MEETING MINUTES

December 11, 2018

Attendees: **Town of Northborough:** John Coderre, Town Administrator; Kim Foster, Assistant Town Administrator; David Parenti, Fire Chief; Michael Borowiec, Hazardous Materials Assistant; Casey Mellin, Health Director; Scott Charpentier, DPW Director; William Lyver, Police Chief; Joseph Galvin, Police Lieutenant; Andy Dowd, Town Clerk; Kelley Burke, Senior Center Director; **Town of Northborough Board of Selectmen;** Leslie Rutan; **Saint Gobain:** Sarah White, EHS Engineer; **Sanofi:** Tracey Kauffman, HSE Manager; **Iron Mountain:** James Repass, Manager

Meeting called to order at 10:10AM by Chief David L. Parenti.

#### Old Business

- Meeting minutes from the June 28, 2018 LEPC meeting were approved as written.

#### New Business

- **TIER II Reporting:**
  - RY18 filings are due prior to March 1, 2019 and will follow formatting consistent with previous years. One potential change may be a mandated submittal of facility site plan highlighting locations of chemical inventories.
    - A filing fee of \$125/substance is required along with an electronic (t2s file) and physical copy submittal of RY18 Tier II report. Massachusetts Emergency Management Agency's (MEMA) *HAZCONNECT* or the *TIER II Submit* program may be used for electronic reporting.
      - Please submit physical TIER II reports to the Northborough Fire Department at 11 Pierce Street, Northborough, MA 01532. Electronic reports may be emailed to [MBorowiec@town.northborough.ma.us](mailto:MBorowiec@town.northborough.ma.us).
- Freedom of Information/21E Requests:
  - Since the start of fiscal year (FY)19, NFD has assisted with 5 requests for information on properties and facilities in town related to hazardous materials incidents/exposures, underground storage tank permits, and permit history.
  - NFD/LEPC is required to respond within 10 days.
- **LEPC Recertification:**
  - Recertification is due August 2019. Prior to this date a comprehensive review, update, and submittal will be presented before the Board of Selectmen (BOS) will take place for their approval.
    - Recertification allows for continued Hazardous Materials Emergency Planning (HMEP) Grant eligibility.
  - Training updates regarding National Incident Management System (NIMS), Hazmat Operations, Hazmat Technician, etc. should be placed to the LEPC via department telephone at (508)393-1540 or email at [MBorowiec@town.northborough.ma.us](mailto:MBorowiec@town.northborough.ma.us).
  - Please submit any staffing, operational, or chemical inventory or storage changes to the LEPC via email at [MBorowiec@town.northborough.ma.us](mailto:MBorowiec@town.northborough.ma.us).
- **Hazard Mitigation Plan (HMP):**
  - The HMP identifies potential hazards and identifies mechanisms to mitigate. A Town of Northborough Hazard Mitigation Planning Team partnered with the Central Massachusetts Regional Planning Commission to create the HMP after a period of nearly two years.
    - Reviewed and approved by BOS in October 2018.
    - Creates additional pre-disaster grant opportunities particularly in infrastructure improvements.

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- The following is a link to the electronic version:  
<http://www.cmrpc.org/sites/default/files/Northborough%20MA%20Final.pdf>
- **Grants Update:**
  - **Hazardous Materials Emergency Planning Grant (HMEP):**
    - Funding received went to increase LEPC capabilities through the addition of the software simulation program, *Fire Cloud 6*. This program allows for both pre-loaded emergencies as well as customized simulations that incorporate uploaded user photos/videos.
  - **Emergency Management Performance Grant (EMPG):**
    - Award funding improved personal illumination equipment for emergency operations as well as particulate hoods for response to chemical, biological, radiological, nuclear, and explosive (CBRNE) events related to terrorism.
  - **Assistance to Firefighters Grant (AFG):**
    - 2017-2018: The Town of Northborough (TON) awarded \$264K for replacement of self-contained breathing apparatus (SCBA) units.
    - 2018-2019: TON requested funding for the replacement of all-band radios to improve communications and interoperability.
- **NFD Pre-Plan Information:**
  - Data provided improves information accessed by first responders through all phases of an emergency.
    - Associated hazards
    - Alarm system, suppression information, etc.
    - Updated contacts and building information

**Responses/Overview**

- **HAZMAT Permits:**
  - Nearly 120 HAZMAT permits were issued in FY19 to date. Permitting allows NFD to document hazardous materials processes, chemical inventories and storage locations as well as information about the property and building.
- **HAZMAT/IDLH Environments:**
  - NFD have responded to over 30 instances of HAZMAT/IDLH environments since July. This number includes 8 building fires NFD responded to both within town borders as well as to mutual aid communities.
- **Fire Cloud 6 Simulation Software:**
  - Fire Studio is a professional software tool that allows you to create simulations for fire, hazmat, and other emergency simulations. This program allows for both pre-loaded emergencies as well as customized simulations that incorporate uploaded user photos/videos.
    - This program will be used in future LEPC trainings and exercises as well as for any training that increases the ability of the TON to prepare for, respond to, and recover from emergencies.

**Training/Exercise**

- **Shelter Training:** In collaboration with MEMA, shelter operations training may be offered in Northborough. If interested, please contact the LEPC via email at [MBorowiec@town.northborough.ma.us](mailto:MBorowiec@town.northborough.ma.us).

Meeting adjourned at 11:15AM.

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Respectfully submitted,

Michael J. Borowiec  
Hazardous Materials Assistant

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