

NORTHBOROUGH LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
August 14, 2013

Attendees: Brian Archer, Safety Director, NewCorr Packaging, Bruce Augusti, Coordinator, MEMA, Kelly Burke, Senior Center Director, John Coderre, Town Administrator, Jody Dean, Manager, Steris Isomedix, David Durgin, Fire Chief/Emergency Manager and LEPC Co-Chairman, Kim Foster, Assistant Town Administrator, Nancy Lepore, Hazmat Assistant, Northborough Fire Department, Bill Lyver, Police Lieutenant, Cindy MacLaren, R&D Lab Manager, Aspen Aerogels, Don Perla, EH&S Manager, Aspen Aerogels, Michael Pippas, Health Safety Manager-Genzyme, Leslie Rutan, Board of Selectmen, Sara Simmons, EH&S Engineer, Saint Gobain, Jeffrey Zukowski, Planner, MEMA

Chief Durgin called the meeting to order at 10:10 a.m., introducing himself and inviting attendees to do the same. Under **Old Business** a motion was made, seconded, and voted unanimously to dispense with the reading of the February 26, 2013 LEPC meeting minutes and to accept them as written.

Review of Emergency Plans to date - Nancy Lepore, Northborough's Hazardous Materials Assistant, reported that the town emergency plans were printed in early 2013 and that no major changes to the plans have been made since printing since no major changes in planning information has been received to date. Nancy noted that there was a copy of this document at the back of the room for review by attendees.

Review of Planning Information – Nancy Lepore noted that Tier II information received in February has now been placed into the master Excel file for compiling the emergency plans. No major changes have been noted from EPCRA facilities. One facility still has not filed their Tier II. Special Locations will be canvassed in late summer/Fall for updates to their facilities and that information will be input into the master Excel file.

527 CMR 33: Hazardous Material Process or Processing – Ms. Lepore spoke to attendees about this new state law implemented this year and overseen by the MA Dept. of Fire Services. It requires businesses with a Hazmat Process to apply for a permit for their process if they meet certain requirements. Businesses with fire department permits for flammables and/or combustibles are subject to this new statute. Five categories of Hazmat Process permits have been established. Each category's requirements build upon the previous category's parameters. Category 5 is the highest category with the most requirements pertaining to the most highly hazardous processes. Each category is based upon the maximum vessel size in the process with Category 2 having a vessel size between 2.5 gal. to 60 gal. and Category 4 having a vessel size of greater than 300 gal. Category 5 requirements are covered by OSHA 1910.119 "Process Safety Management of Highly Hazardous Chemicals or EPA RMP (Risk Management Program) 40 CFR Part 68. Category 5 requirements can also include EPA Part 68 CAA (Clean Air Act) Section 112(r) RMP (Risk Management Program).

The lower categories must demonstrate compliance with informing employers and employees about the hazards of chemicals in use and limiting exposure to employees in the workplace, and having a policy for such in place and a designated person to manage the policy and changes to it. They must also have an Emergency Plan (including a Fire Prevention Plan). Category 5 must have a document of process safety information, process safety hazard analysis, information on shutdown procedures, training, maintenance requirements and who is responsible to sign off on and oversee management of change.

527 CMR 33: was implemented this year through rolling deadlines: Category 5 by 1/1/13, Category 4 by 6/1/13, and Categories 2 & 3 by 1/1/14.

New Business – Nancy Lepore reported that a Tabletop Exercise was held on 5/22/13 for town department members of the LEPC to test two objectives of the Homeland Security Exercise and Evaluation Program (HSEEP): On Site Incident Command and Critical Resource Logistics and Distribution. Participants were asked to track and deploy all town resources in the emergency plans using a T-Cards (part of the Incident Command System) for each resource and placing them on a large display board to indicate each resource status as the scenario unfolded. The scenario included a motor vehicle accident involving a gasoline tanker while delivering gas downtown to a gas station and creating a large spill.

Chief Durgin reported that the town has been working with the Central MA Regional Planning Commission on a hazard analysis including evacuation and shelter planning information which will be part of a regional plan. A second meeting was held in Northborough recently to review the overall preliminary plan of the area. 5 contiguous towns were represented at the meeting and commented on the plan and to suggest further changes

Ms. Lepore mentioned that public outreach is being accomplished through Cable TV blurbs, the town website and handouts placed at various locations in town.

Ms. Lepore told participants that a new secure system for Reporting Tier II is in place for Massachusetts filing to the SERC called Tier II Manager. It can be found on the MEMA website and there will be a training session for filers at MEMA Headquarters in Framingham on Sept. 10 from 12:30 to 4:00. Preregistration is required by 8/30.

John Coderre told attendees that the town has contracted with Code Red to put in place a system similar to reverse 911 to alert citizens of an emergency. The individual self selects the method of contact for these emergency messages. Reverse 911 in Central MA through the sheriff's office is no longer in serve, thus the switch to Code Red. The town will be rolling out announcements to sign up for the new system via presentations, cable access, mailings and press coverage.

Chief Durgin said that an incident occurred on 7/17/13 involving a multi-use facility including a day care facility necessitating the evacuation of the day care to an alternate location. A Tier I response by the State Hazmat Team was requested. The town emergency plans were followed for protocol and resources for this emergency and the incident and evacuation went well.

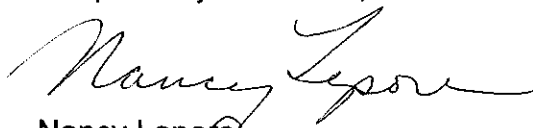
Chief Durgin mentioned a presentation about LEPC's and their funding that he gave in June at several locations per MEMA's request.

He also mentioned that the town is still working with FEMA on reimbursement for expenditures for the February blizzard.

Lt. Lyver mentioned that the town is planning on sponsoring a pharmaceutical take back day in the near future so that town residents could turn in unwanted medicines that would otherwise be thrown away.

The meeting was adjourned by Chief Durgin at 10:50 a.m.

Respectfully submitted,



Nancy Lepore
Hazardous Materials Assistant