

NORTHBOROUGH LOCAL EMERGENCY PLANNING COMMITTEE (NLEPC)

MEETING MINUTES

October 14, 2010 10:00 A.M. Northborough Fire Department 11 Pierce Street Northborough, MA 01532

In Attendance: Bessie Babbitt, Kara Buzanoski, Robert Chapman, John Coderre, David M. Durgin, Bill Farnsworth, Charles Gobron, Kim Hood, Gerry LeBlanc, Nancy Lepore, Dawn Rand, Leslie Rutan, Mike Serapiglia, Jeffrey Zukowski.

David M. Durgin, Fire Chief, Emergency Preparedness Director and NLEPC Chairman, called the meeting to order at 10:07 a.m. and introduced himself, and Nancy Lepore, Fire Department Hazardous Materials Assistant. Meeting participants were asked to introduce themselves to attendees. March 16, 2010 meeting minutes, blank Special Locations survey forms and a copy of a letter from the Massachusetts Emergency Management Agency (MEMA) detailing new information requirements for those facilities filing Tier II Chemical Inventory forms were available to attendees. Also, on display for viewing was a current NLEPC membership list along with a printout of the NLEPC page on the town's website.

Old Business – A motion was made to forgo the reading of the March 16, 2010 meeting minutes and the motion was passed by a majority vote of attendees. A motion was then made and passed by a majority of attendees to accept the meeting minutes as written.

Review of Emergency Plans – The Comprehensive Emergency Management Plan (CEMP) and the Hazardous Materials (HAZMAT) Plans have some data updates incorporated to date. Ms. Lepore told attendees that electronic Comprehensive Emergency Management Plan (eCEMP), the on line website for communities to input their community planning information to create their Emergency Management Plans had lost the mapping capability function and that recently, the website had been inaccessible for input of data changes. In lieu of this capability, Ms. Lepore created an Excel spreadsheet with all of the data for these plans to have the capability to create the plans to include all plan information and updates received to date. A benefit of having an Excel sheet with all of the planning data is that it allows the sheet to be sorted by types of facilities, by streets, and can also be used to create mailings to the various types of facilities incorporated in these plans. It will be of assistance during an emergency for identifying localized sections of town.

Jeff Zukowski, All Hazards Planner for MEMA, told the attendees that MEMA had made a decision to move forward and renew the eCEMP program with the vendor and will continue the on line eCEMP with all capabilities restored for the communities by November. The Resource Management Directory (RMD), another program coming from MEMA to manage information and assets of communities was originally going to have a component incorporating the capabilities of eCEMP, but that became infeasible to accomplish thus the return to the eCEMP program. Mr. Zukowski also explained that training would also be available for the program.

Pipeline and Hazardous Materials Safety Administration sub-grant – Ms. Lepore relayed to attendees that a grant was offered to certified LEPCs and REPCs (Regional Emergency Planning Committees) to assist LEPCs by defraying some of the costs associated with operating the LEPC. This grant is offered through the Pipeline and Hazardous Materials Safety Administration and is distributed through MEMA. Based upon the following allowable categories for reimbursement: Printing and Reproduction Costs, Legal Advertisements, Community Outreach, Equipment Rental, Supplies (Pens, pads, paper, binders, etc.), Mail and Postage costs, Phone/Internet Service Provider Charges, Reference materials, Limited Software, Hiring of private contractors and Other, the NLEPC submitted \$798.73 in expenses with receipts for the period from 10/1/09 to 9/30/10 for reimbursement under the grant.

Public Outreach – The Tri-fold display for LEPC information has been at Town Hall, opening weekend at Juniper Hill Golf Course, and at the Northborough Senior Center since the last meeting Ms. Lepore explained. It will be displayed at the upcoming Fire Prevention Fair on 10/24 at Fire headquarters. The annual Legal Notice was placed in the Worcester Telegram & Gazette on March 27. The LEPC web pages can be found on the town website, <http://www.town.northborough.ma.us/Pages/index>, under Boards and Committees per Ms. Lepore. Meeting Notices and minutes are posted on this website along with other information about the NLEPC.

Special Locations – A survey was sent out to all Special Locations (i.e. Nursing Homes, Nursery Schools, etc.) in town in March to gather planning information for the CEMP and Hazardous Materials Plan. Blank copies of the survey were available to meeting attendees. Three quarters of the Special Locations sent back a completed survey. A second notice will be sent to those facilities that did not respond. Completed surveys will added into the Excel file created for the town emergency plans. Even with updated surveys, much of the planning information in them remains the same per Ms. Lepore. Special Locations meeting attendees were requested by Ms. Lepore to fill out a copy of this form if not recently submitted.

New Business – A table top exercise was conducted for the town and NLEPC on May 26, Ms. Lepore explained. It included town departments and representation from MEMA. Ms. Lepore facilitated the exercise. The exercise scenario built upon the incidents and problems encountered by the town during the actual flooding that occurred in March and the scenario expanded upon those problems with the addition of a potential dam breach in town. Participants were faced with identifications of Special Locations and HAZMAT Facilities, defining and instituting roadway closures and evacuations of the population within the projected flood zones. The federal Hazardous Materials Exercise and Evaluation Program (HSEEP) objectives used for this exercise were: Citizen Evacuation, Shelter-In-Place, On Site Incident Management, and Emergency Public Information & Warning. Participants utilized emergency plans, standard operating procedures, available equipment and their training to solve the problems presented during this exercise. Dr. Charles Gobron, Superintendent of Northborough/Southborough Schools said that this exercise was important to practice the methods for evacuation of schools and that it allowed participants to work through finding suitable evacuation transportation, and suitable locations for evacuated students, and establishing methods to maintain communications between the schools, public officials, and families.

The Northborough Emergency Animal Rescue Team headed by Claudia McGuire, town dog officer, has no new information to relay to the NLEPC according to Ms. Lepore.

New Massachusetts Tier II requirements are in place for facilities with substances regulated under EPCRA and will be necessary when reporting Tier II for the 2010 reporting year due March 1,2011. The new requirements involve additional information as follows: the exact amount of each substance on site, a contact email address, and transport information outlining routes and carriers, and shipment information. A copy of the letter issued by MEMA with the new requirements will be on the NLEPC website.

Jeff Zukowski mentioned that Rob Sousa, MEMA would be the contact to find out more information about the reinstatement of the full version of the eCEMP planned for operation in November.

Mr. Zukowski also mentioned that the annual EPA Region I Emergency Planning and Community Right-to-Know (EPCRA) conference will be held in the Worcester area on January 6, 2011. This conference gives guidance to businesses needing to report under EPCRA and explains the Tier II Chemical Inventory form necessary for reporting.

Ms. Leslie Rutan, Board of Selectmen member, asked if the list of attendees could be added to the meeting minutes in the future. Ms. Lepore said that they would be added to all future meeting minutes.

Major Bessie Babbitt, Salvation Army Worcester Region, explained that local training is planned for volunteers in the Salvation Army so that the Worcester Chapter can respond to disasters in the Worcester area. She told attendees that the mobile Canteen is back in service to assist with feeding at a large incident or disaster.

Mr. Mike Serapiglia, St. Gobain Health, Safety and Environmental Manager, commented that his facility had purchased an emergency management exercise computer program for under \$500. to assist company officials in the conduct and required parameters of an emergency management exercise for the company.

Chief Durgin, Northborough Fire Department reminded attendees that Continuity of Operations Plans (COOP) are another way to prepare and plan for emergencies and he suggested that attendees formulate a COOP as it applies to their organization.

Chief Durgin mentioned to attendees that Household Hazardous Waste Day will be held on 10/30/09 and is sponsored by United Industrial Services Inc./Zecco and the town. It is posted on the town website.

The meeting adjourned at 10:47 a.m.

Respectfully submitted,

Nancy Lepore, Coordinator