

TOWN OF WAYLAND
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
Meeting minutes of February 23, 2012

Present: Police Chief Robert Irving/Emergency Manager; Fire Chief Robert Loomer; In-Coming Fire Chief Vincent Smith; Town Administrator Fred Turkington; Selectmen's Office John Senchyshyn; Police Lt. Pat Swanick; Police Sgt. Tom Galvin, Building Commissioner Dan Bennett; Dir. Public Buildings John Moynihan; Board of Assessors Ellen Brideau; Recreation – Valerie Comeau-Palmer; Council On Aging, Julie Secord; DPW, Joe Doucette; Director Board of Health, Julia Junghanns' BOH/MRC Ruth Mori; Library Director Ann Knight; Surveyor, Alf Berry; Selectman, Sue Pope; Youth & Family Services, Lynne Dowd; Housing Director, Brian Boggia; David Hill, MRC/CERT; Cynthia Hill, MRC/CERT; Joe Gordon CERT Team Leader; LEPC Chairman, Doug Leard

Special Guests: Sarah White, MEMA Acting Regional Manager; Scott Whitney, Emergency Manager @ Natick Soldiers Systems Center; Police Chief Robert Baker @ Natick Soldiers Systems Center

10:05AM – Meeting opened by LEPC Chair, Doug Leard

Discussion of the meaning of LEPC and LEPC's role in Wayland

Presentation and discussion of slides:

What is a Local Emergency Planning Committee? Why were LEPC's formed?

“The Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, enacted as Title III of the Superfund Amendments and Reauthorization Act (SARA), was passed in the wake of the Bhopal disaster in India, where more than 2,000 people died as a result of an accidental release of a hazardous chemical. In order to prevent similar occurrences in the United States, EPCRA established a national framework to mobilize local government officials, businesses, and other citizens to plan for chemical accidents in their communities and required each state to create a State Emergency Response Commission (SERC).

SERCs were charged with establishing Local Emergency Planning Committees (LEPCs), which provide a forum for first responders, State and local elected officials, emergency managers, industry representatives, hospital and public health officials, the news media, and the general community to work together and achieve local solutions.

LEPC's work to identify chemical hazards, develop and maintain emergency plans in case of an accidental release, and encourage continuous attention to chemical safety, risk reduction, and accident prevention in their communities. Because of their broad-based membership, LEPCs are able to foster a valuable dialogue within the community to prevent and prepare for accidental (and terrorist-related) releases of hazardous chemicals.” (Definition from EPA)

Discussion of Commonwealth of Massachusetts SERC (State Emergency Response Commission) guidelines

SERC's definition: LEPC (local) or REPC (regional) membership including local officials including police, fire, emergency management, public health, transportation, and environmental professionals, as well as representatives of facilities subject to the emergency planning requirements, etc. The LEPCs must develop a hazardous materials emergency response plan, review it annually, and provide information about chemicals in the community.

Showed LEPC web sites for the towns of:

Wayland <http://www.wayandlepc.com/wayandlepc.com/Welcome.html>

Sudbury <http://sudbury.ma.us/departments/LEPC>

Lincoln http://www.lincolntown.org/fire_dept/lepc.htm

Maynard <http://www.townofmaynard-ma.gov/gov/committees/lepc>

Newport, VT <http://www.lepc10.org/>

Cuyahoga County, OH <http://lepc.cuyahogacounty.us/>

City of Baytown, TX <http://www.baytownlepc.org/aboutus.htm>

Chatham County, GA <http://www.lepc.com/index.html>

Discussion of the 4 Steps to establishing a Strategic Plan for Wayland's LEPC;

1. Assessing* (Begin here)
2. Formulating
3. Implementing
4. Monitoring



Questions we must ask ourselves???

1. Who shall belong to LEPC?
2. Who will be the "Key Decision Makers"?
3. How often shall we meet?
4. Do we have any externally imposed mandates on our LEPC?
Formal - Commonwealth of Massachusetts & EPA
Informal – set by LEPC
What are their implications?
5. What is the "Mission Statement" of our LEPC?
i.e. What is our purpose? Why our organization exists? What do we offer?

The group was asked to answer some of these questions:

- What is our current mission?
- What does it say about who we are, what our purpose is, what business we are in, whom we serve, and how we are unique?
- In general, what are the basic social and political needs we exist to fill? Or, what are our basic social or political problems we exist to address?

- What is our role in filling these needs or addressing these problems? How does our organization differ from other organizations?
- In general, what do we want to do to recognize or anticipate and respond to those needs or problems?
- How should we respond to our key stakeholders?
- What is our philosophy, and what are our core values?
- Is our current mission dated, if so how?

What changes in the mission would I propose?

After some great discussion I have attempted to draft a “Mission Statement” for LEPC. Please review my draft below and reply with your comments or suggestions on or before March 19, 2012. All comments will be reviewed by myself, Chief Irving & Fred Turkington and a final Mission Statement will be emailed to all LEPC members.

WAYLAND LEPC Mission Statement

“Wayland’s Local Emergency Planning Committee (LEPC) is a group of elected and appointed community representative who meet quarterly each year, for the purpose of promoting and facilitating the pre, present and post incident safety of all Wayland residents and business owners. LEPC takes an “All-Hazards” approach to public safety and emergency preparedness, which includes hazardous materials, natural disasters, manmade and terrorist events. Wayland’s LEPC goal is to manage public expectations by promoting and advocating for public education while improving communications before, during and after emergent events.”

Other topics discussed: WayCam has expressed an interest in producing short Public Service Announcements (PSA’s), as program fillers, for the purpose of educating the public in the need to “Be Prepared” in the event of an emergency. Doug asked all department heads to think about any specific topics they would like to present to the community.

Sarah White, Acting Regional Manager for MEMA (Massachusetts Emergency Management Agency) spoke briefly on using MEMA as a vital resource and offered her assistance in writing grant applications for Wayland LEPC.

Doug asked Town Surveyor, Alf Berry if there was a possibility of plotting known hazardous sites on a town map or for example, plotting particular locations/populations that may be impacted by severe flooding. Alf indicated that this is possible and that specific requests should be brought to him. It was noted that during the last major town flooding, the Town of Sudbury posted on a town map, all roads that were closed due to flooding. Alf indicated that Wayland could do the same for future flooding events.

Town Administrator Fred Turkington spoke briefly about conversations he recently had with NSTAR addressing the extended power outages experienced by Wayland residents. NSTAR has indicated they

have addressed internal procedures and the need for improved communications to customers during future power outages.

Police Lt. Pat Swanick & Sgt. Tom Galvin spoke briefly on the Reverse 911 program and urged any Wayland residents who have not contacted Swift Reach (links are located on the Wayland Police web site and the Town of Wayland LEPC web site) to do so with their cell phone numbers. The REVERSE 911® emergency notification system facilitates fast and effective communication within the public sector, while Swift Reach allows public safety personnel to communicate with residents cell phones.

In discussing LEPC membership, Board of Health RN & MRC team leader, Ruth Mori suggested LEPC members take on responsibility for opening lines of communication with town services not directly affiliated with specific LEPC members.

MRC/CERT Team member David Hill commented on the potential to increase the use of CERT team volunteers. Doug commended all CERT and MRC volunteers for their commitment and dedication and urged all CERT & MRC volunteers to spread the word and increase their membership.

During a discussion of public education, Joe Gordon, CERT Co-Team leader, indicated that condominium associations were an excellent means of getting the word out to a specific group of residents.

11:20AM - Meeting was adjourned

Prior to next LEPC meeting:

- Doug will communicate with Chief Irving, Chief Smith and Fred Turkington
- Final draft of LEPC “Mission Statement” will be prepared for approval
- Future meeting schedule to be set
- Formal LEPC membership to be established
- One month prior to our next LEPC meeting, a request for agenda items will be sent out.

Minutes prepared by
Doug Leard, Chair - LEPC

Key Internal Stakeholder Engagement

IG = ignore

INV = involve

IN = inform

PART = partner

CON = consult

DMA – decision making authority

***= depending on area involvement**

Stakeholder Name	IG	IN	CON	INV	PART	DMA
Town Administrator/Public representative						X
Assistant Town Administrator/Director – HR						X
Emergency Manager/Police Chief						X
Fire Chief/Emergency Medical Services						X
LEPC Chair (CERT & MRC leaders)						X
Building Commissioner/Zoning Enforc Officer						X
DPW Director (Water, Hgwy, Trees/Parks, Cem						X
Director – Conservation						X
Town Surveyor (GIS)						X
GIS Coordinator					X	
Director - Board of Health						X
Director – Council on Aging						X
Director – Facilities						X
Director – Information Technology						X
Superintendent – School Department						X
Director – Finance					X	
Town Clerk	X					
Director – Recreation	X					
Director – Planning						X
Director – Library	X					
Director – Housing Authority			X			X
Dog Officer	X					
Director – Assessors Office	X					
Director – Youth & Family Services	X					
CERT Team Leader			X			
MRC Team Leader			X			
Town employees		X				