

TOWN OF WAYLAND
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
MEETING: JUNE 24, 2014 @ 8:00AM
PUBLIC SAFETY BUILDING
MEETING MINUTES

Members Present:

Jay Abelli (Building), Brendan Decker (GIS), Chief Robert Irving, Julia Junghanns (BOH), Stubby Kadlick (DPW), Chief Vinnie Smith (Fire), Supt. Paul Stein (Schools)

Members Absent:

Alf Berry (Survey), John Moynihan (Facilities) {Pat Morris will now be contacted pending a new Facilities Director}, Gwen-Sams-Lynch (IT Manager), Julie Secord (COA), John Senchyshyn (HR, Asst. TA), Leisha Simon (IT Director).

Other Town Employees Present:

Joe Doucette (DPW), Mike Lindeman (DPW), Deputy Chief Dave Houghton (Fire), Brian Boggia (Housing)

Guests:

Kurt Tramposch (former member of BOH & surface water quality)

8:05 AM...Doug Leard, LEPC Chairman called the meeting to order and thanked the members for attending and completing the Emergency Operations Center (EOC) Questionnaire. This is a great start to understanding better what each department's role will be in an emergency and how we can work together for the benefit of our town.

Public Comment: Kurt Tramposch spoke of his concerns involving the aging underground gas lines, specifically those owned and operated by Tenneco (Tennessee Gas) which run through Wayland. (Note: after the meeting I was informed that any ground excavation work done by DPW within the vicinity of a Tenneco gas line requires a Tenneco representative be present.)

LEPC meeting minutes of March 17, 2014 (not November 14, 2014) as incorrectly noted on the meeting agenda, were approved unanimously.

The LEPC Chair noted to the Committee that during a recent grant application for Wayland's CERT (Community Emergency Response Team) requires all CERT grant applications as of 4/30/2015 require all CERT members to have completed the NIMS (National Incident Management System) course IS-700

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-700.a>

Doug made the suggestion that since the IS-100, IS-200 & IS-700 may be taken on-line; in the event that such restrictions may be placed on community grant applications in the future, it may be a good idea to have all department heads/leaders to complete this training. (links below) The courses are free and will only strengthen your knowledge of

the Incident Command System that Chief Smith Spoke to.

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b>

<https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-200.b>

Doug also made reference to an October 28, 2013 article in Emergency management Magazine titled **Elected Officials are Rarely Educated About Emergencies.**

<http://www.emergencymgmt.com/training/Elected-Officials-Educated-Emergencies.html>

8:15AM...The LEPC Chair asked each department head to briefly reviewed their responses to the Emergency Operations Center (EOC) Questionnaire. Doug noted that there were no right or wrong answers to the survey. The purpose was more to (1) allow for town departments to understand the potential issues your department may face, (2) to learn of the similarities, the differences and the consequences of decision making, and (3) to give you an opportunity to discuss your individual department concerns. The following department heads were asked to complete the questionnaire. (The responses are attached to these minutes.) Doug noted his disappointment that no report was received from IT or Facilities, two key components in Wayland's Emergency Planning process.

- Building Department (by Jay Abelli)
- CERT (by Doug Leard)
- Council on Aging# (absent)
- DPW# (by Stubby, Joe & Mike)
- Facilities **(No reply & absent)**
- Fire/EMS (by Chief Smith)
- Health Department# & MRC (by Julia Junghanns)
- Housing Authority (by Brian Boggia)
- Information Technology **(No report & absent)**
- Police (by Chief Irving)
- Schools (by Supt. Paul Stein)
- GIS/Surveyor (by Brendan Decker)
- Board of Selectmen/Town Administrator

= represents the presence of a governing Board

In conclusion of the meeting the LEPC Chair thanked everyone once again for coming today and for taking the time and completing the questionnaire. At our next LEPC meeting in the Fall Doug hopes to hold a "Table-Top Exercise" in the EOC.

10:00AM The meeting was adjourned.

Personal comment by the Chair:

I will attempt to briefly outline the more common discussion items and questions posed during this session and in the questionnaires:

- *Communications is absolutely CRITICAL and appears to be mentioned in all the surveys. Whether it be the "written" communication (department SOP's/SOG's) that needs to be developed or revised, the ability for the Incident Commander and*

Command Staff to communicate specific incident data/photos from the scene to the Incident Commander, Emergency Manager, co-workers, to “key” town and department officials in the EOC or the ability to communicate a critical incident in a municipal building to all employees, workers and guests.

Doug asked if those members of the LEPC who hold critical positions in the EOC are issued laptops or tablets by the town. Doug suggested that a laptop issued to all department heads, used for town business only, could be brought to the EOC during an emergency event. This way all contact information and critical documents would be readily available when needed.

- *A concern was made that while calling “911” from the town building, there is no telephone/department identification as to where the call originated from within the town building. For now maybe a policy should be adopted that will require an individual to meet Fire/Police at the front door and direct emergency personnel to the specific location of the incident.*
- *The possibility of an emergency municipal building “buzzer system (i.e. silent alarm)” to be used when calling “911”.*
- *The old topic of a designated radio frequency for the Town of Wayland was mentioned again. (i.e. tune to a specific radio station for more information).*
- *There was some discussion concerning the generator located at the town building and the fact that it was not in use. The Board of Health has a refrigerator used to store medications that would benefit from having a back-up generator.*
- *Doug expressed concern that vital members to the town’s emergency preparedness, IT and Facilities, were absent from the meeting and failed to respond to the survey. There were repeated requests that IT be able to maintain and provide reliable communications within town and the “outside world” and that IT would be able to offer ongoing training as needed.*
- *In the case of a “mass evacuation” (the town, a neighborhood, a business) does the town have the resources to provide necessary mass transportation?*
- *The possibility of an “Active Shooter” scenario was discussed. Supt. Paul Stein reported that on Monday evening (6/23/14) the Wayland School Committee voted unanimously to support the A.L.I.C.E. (Alert-Lockdown-Inform-Confront-Evacuate) training. This program will ultimately be implemented in all town buildings.*
- *Given the Information Technology needs and similarities if IT & GIS the blending and/or merging of IT and GIS services may be something for the Town of Wayland to look at. Just a thought.*