

**TOWN OF WAYLAND
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
JANUARY 25, 2017 @ 08:00AM
PUBLIC SAFETY BUILDING (EOC)
38 COCHITUATE ROAD
WAYLAND, MA 01778
MEETING MINUTES – **APPROVED 4/11/2017****

Members Present:

John Senchyshyn (ATA/HRD), Brendan Decker (GIS), Asst. Fire Chief Neil McPherson (WFD), Supt. Paul Stein (Schools), Ben Keefe (Dir. Facilities), Police Chief Robert Irving (WPD), Joe Gordon (CERT), Ruth Mori (MRC & BOH), Sgt. Sean Gibbons (WPD), Geoffrey Larsen (Bldg), Joe Doucette (DPW), Lea Anderson (BOS), Mike Linderman (DPW), Julia Junghanns (BOH), Doug Leard (LEPC Chair)

8:05AM Doug called the meeting to order and thanked everyone for attending.

8:06AM There were no members of the general public present

8:08AM Doug asked if there were any questions or comments on the meeting minutes of 12/16/15 or 7/28/16. Hearing non, Doug asked for a motion to accept minutes from 12/16/15, motion made by John Senchyshyn and seconded. Vote: Unanimously approved. Doug then asked for a motion to accept the minutes of 7/28/16. Motion made by Chief Irving and seconded. Vote: Unanimously approved.

8:15AM Doug began the meeting by stating that he originally sent out a meeting agenda that asked for all department heads to come prepared to discuss their department's **CRITICAL ASSETS, THREATS** to those assets and their **VULNERABILITIES OR WEAKNESSES**. Doug explained that because of the extended timeline since our last meeting he felt that it would be in everyone's best interest to review COOP Planning and give department heads a better understanding of what will be discussed at our next LEPC meeting.

At the request of some, I have attached to this email a PDF file of the 1/25/2017 presentation for your review.

Some points to remember for our next meeting:

As individuals and as a community we understand that we can't be prepared for every event BUT we can certainly establish basic emergency preparedness plans and principals in order to protect our vital assets. Whether you are serving as a municipal official or a member of your own family, it is incumbent on you to (1) determine what your **ASSETS** are that need to be protected (people, property, information, etc.), (2) determine what the **THREATS** may be to those vital assets (cyber attack, weather event, fire, etc.). What are you trying to protect against? Then (3) assess what are the **VULNERABILITIES** or the weaknesses in your protection efforts. Our **RISK** is the

intersection of Assets – Threats – Vulnerabilities. Being a **Resilient** community or family member means you have “the ability to **prepare** for and **adapt** to changing conditions and **withstand** and **recover** rapidly from disruptions. Resiliency includes the ability to withstand and recover from deliberate attacks, accidents, or naturally occurring threats or incidents.”

It is the responsibility of every Department Head to be able to identify their CRITICAL ASSETS and how best to protect these assets.

Each Department Head should have an order of succession & authority in the event they are unavailable. This order of succession, including personal contact information (personal cell phone and personal email address) should be continuously updated and be made available to the Town Administrator, Assistant Town Administrator and the Emergency Manager.

When determining what your critical assets are, think both outside your building as well as within the four walls of your building.

Don't be the individual who, because of a lack of planning and preparedness, is best remembered for your lack of preparation.

Remember we often hear:

“I couldn't believe how fast it happened.”

“I couldn't believe it happened to me/us.”

We can choose our mindset:

“It will never happen to me.”

“Someone else will handle it.”

“This is MY RESPONSIBILITY!”

YOU CONTROL THE THREAT OR THE THREAT CONTROLS YOU!

Thank you all for your attentiveness and input.

9:08AM Meeting adjourned.

Respectfully submitted!

Doug Leard, Chairman
Local Emergency Planning Committee