NORTHBOROUGH LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
August 4, 2015

Attendees: Giovanni Aquino, Steris Isomedix Plant Manager, Joseph Atchue, Building Inspector, John Coderre, Town Administrator, James Houston, Captain Northborough Fire Department, Gerry LeBlanc, Beaumont/Whitney Place Plant Manager, Nancy Lepore, Hazardous Materials Assistant Northborough Fire Dept., Matt Menard, Steris Isomedix Warehouse Manager, Katie Slonaker, American Red Cross Disaster Program Manager, Frank Yacino, Steris Isomedix Production Manager

Meeting called to order at 10:07 by Nancy Lepore. Verbal introductions were made by attendees.

Old Business – By majority vote, the 2/4/15 meeting minutes were not read at the meeting and the minutes were accepted as written.

Review of Emergency Plans to date - Nancy Lepore, Northborough's Hazardous Materials Assistant, reported that the town emergency plans, including the Hazmat Plan, were finished in December, 2014 and accepted by the Board of Selectmen on 1/12/15. Attendees were encouraged to review the Hazmat Plan available at the meeting for omissions and/or corrections. She noted that the Hazmat Plan is a public document. The plans were created electronically via a master Excel sheet updated with information as received throughout the year then each section of the plans were merged with the Excel data.

Ms. Lepore explained that facility emergency plans need to mesh with town emergency plans. She explained that the Permit to Process Hazardous Materials as per 527 CMR 33 through the MA Dept. of Fire Services and Public Safety requires planning information from a hazardous materials facility to assist the town and mutual aid in an emergency response and those requirements provide details about the hazardous materials and the process they are used in. She further explained the 5 categories related to this permit as based upon the amounts of Hazmat on site and the increasing requirements for each successive category and noted the requirement for a written post incident analysis within 48 hours of an emergency for category 3 or higher permit holder.

Review of Planning Information – Nancy Lepore noted that Tier II information was received at the LEPC for Reporting Year 2014 by March 1 for all facilities in town except one. This information has been placed in the master Excel file for updating the emergency plans and Tier II information is also held at the fire department.

She said that Special Locations are canvassed every two years for their facility's information. Ten facilities were sent a letter of request for information in July and five have responded with emergency planning and contact information.

New Business – Ms. Lepore requested that all facilities should update their contacts, people and 24 hour phone numbers, on a regular basis with the fire department and LEPC.

Ms. Lepore suggested that the LEPC and emergency planning personnel be included so that emergency planning information can be collected and included in town emergency plans when new businesses begin the procedure to operate their facility in town.

John Coderre mentioned that the emergency alert system for the town is Code Red and urged members and the public to sign up for it to receive phone calls/ texts should and emergency arise in town. He also said the system has been upgraded.

Ms. Lepore told attendees that the LEPC held their annual exercise of the Hazmat Plan as a tabletop exercise in May. Its objectives were Incident Command and Evacuation and/or Shelter-in-Place. The scenario was based upon a tornado touching ground in town and damaging or destroying many occupied special locations and town buildings. John Coderre added that as a result of actual incidents and previous exercises town facilities have been hardened by the addition of generators and other equipment to assist the town during a future emergency.

Respectfully submitted,

Nancy Lepore

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