

Local Emergency Preparedness Committee (LEPC)

Meeting Minutes September 20, 2022

Opening

The regular meeting of the Local Emergency Preparedness Committee (LEPC) was called to order at 1:11 PM on September 20, 2022 in the Council on Aging office by Neil McPherson.

Present

Fire Chief Neil McPherson - Chairman
Stephen Crane - Town Manager
Officer Shane Bowles - Police Chief Designee
Tom Holder – DPW Director
Julia Junghanns – Health Director
Huaibin Lu – Select Board Designee
Douglas Leard – Select Board Designee

Absent

None

Approval of Agenda

No agenda was submitted for approval.

Approval of Minutes

No previous minutes were submitted for approval. Chairman Neil McPherson acted as recording secretary of the minutes at the meeting.

New Business

Selection of Secretary

The Chairman stated that minutes would have to be taken as the LEPC is subject to Open Meeting Law. Stephen Crane stated that the Secretary of State allows for the meetings to be digitally recorded via a phone. Doug Leard suggested that we could record the meeting via zoom. He also suggested concerns with releasing all of the content of meetings, as sensitive information could be discussed. It was agreed that we wanted to select a Secretary to ensure the accurate completion of meeting minutes and compliance with the Open Meeting Law.

Motion: Nominate Acting Police Chief Edward Burman as the Secretary

Move: S. Crane

Second: Doug Leard

Roll Call Vote passed 7-0: YEA: McPherson, Crane, Bowles, Holder, Junghanns, Lu, Leard.

Nay: None.

Selection of Vice Chairman

The Chairman discussed the need to have additional committee support and suggested the creation of a Vice-Chairman.

Motion: Nominate Doug Leard as Vice – Chairman

Move: Neil McPherson

Second: Huaibin Lui

Roll Call Vote passed 7-0: YEA: McPherson, Crane, Bowles, Holder, Junghanns, Lu, Leard.
Nay: None.

LEPC Background

The Chairman discussed the background of the committee as stated below:

In 1986, Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA). Under EPCRA, each governor is required to appoint a state emergency response commission (SERC). In Massachusetts, the SERC is established under the direction of the Massachusetts Emergency Management Agency (MEMA). The Massachusetts SERC has created a certification process for all Local Emergency Planning Committees (LEPC) in the Commonwealth. Only LEPCs that are recognized by the State are considered official LEPCs. Wayland does not have a certified LEPC.

LEPC Charge

The Chairman discussed the charge of the LEPC. This charge was created by the Select Board. The charge includes the following:

The LEPC has four basic functions under the law:

- To develop a comprehensive Hazardous Materials Emergency Plan for the community and keep the plan up to date. The plan is authorized and regulated under the EPCRA, Massachusetts General Laws, chapter 21E, the Clean Water Act, the Clean Air Act, the National Contingency Plan, and Disaster Relief Programs. The plan is developed with stakeholder participation.
- To receive information about storage and use of hazardous materials and about accidental hazardous material releases.
- To collect, manage, and provide public access to information on hazardous chemicals in the community.
- To educate the public about risks from accidental and routine releases of chemicals and work with facilities that store or use such chemicals to minimize associated risks.

The LEPC must:

- Identify facilities and transportation routes of hazardous substances.
- Describe emergency response procedures, on and off site.
- Designate a community coordinator and facility emergency coordinator(s) to implement the plan.
- Outline emergency notification procedures.
- Describe how to determine the probable affected area and population by releases.
- Describe local emergency equipment and facilities and the persons responsible for them.
- Outline evacuation plans.
- Provide a training program for emergency responders (including schedules).
- Provide methods and schedules for exercising emergency response plans.

The Chairman discussed the need to have a tabletop drill each year. Julia Junghanns asked if the flu clinic drill would meet this need. The Chairman stated that it would be highly advantageous for the town to have tabletop drills that would involve the majority of the departments and create realistic scenarios.

Emergency Response Plan

The Chairman stated that there is some outdated data in the town's emergency response plan. He stated that the plan is a large document and that he is in the process of updating information. The Chairman is being assisted by an intern, and specific updates will be discussed at the next meeting. Doug Leard suggested inviting a MEMA representative to attend a committee meeting to discuss the plans.

Tier II Reporting Locations

The Chairman stated that there is only one Tier II reporting location in Wayland, and that a Tier II site is required to report if they have certain quantities of hazard materials on site. This site is located at 244 Boston Post Road. He also stated that although there is only one Tier II site, there are other locations with hazardous materials. These could include: the natural gas pipeline, water treatment facilities, vehicles traveling within the community, and business locations.

Communication Methodologies

The Chairman stated that a critical part of the Emergency Response Plan is emergency communication. He also stated that one of the primary means of communicating information in a timely fashion is a reverse 911 system that has the capability to call, text, and send emails. Officer Bowles shared the research completed by Acting Police Chief Ed Burman. Officer Bowles stated that the town currently uses Swift911. He stated that this system lacks functionality compared to programs like CODE RED and handed out information (see attached). He stated that the Acting Police Chief recommended the town switch to CODE RED as it has better functionality and is less expensive. Stephen Crane stated that he had experience with CODE RED and that it was a good system with good functionality. The Chairman asked if the data from the existing system could be transferred to CODE RED. There was support for the Acting Police Chief, the Fire Chief, and the Assistant Fire Chief to work with the Town Manager to pursue enrolling the town in the CODE RED program. There was also a discussion about the need to have multiple communication points to reach various audiences in the community.

Next Steps

The Chairman stated that the LEPC committee will try to meet quarterly. He stated that changes to the Emergency Response Plan will be discussed at the next meeting. Stephen Crane suggested that we ask GIS Coordinator Brendan Decker to provide GIS layered maps of various hazards.

Motion: Adjourn

Move: Doug Leard

Second: McPherson

Roll Call Vote passed 7-0: YEA: McPherson, Crane, Bowles, Holder, Junghanns, Lu, Leard.
Nay: None.

A motion to adjourn was made at 1:55 PM by Doug Leard. The motion was seconded and passed unanimously 7-0-0.

Minutes submitted by: Chairman Neil McPherson

Documents Referenced During meeting:

1. 9/20/22 LEPC Meeting Agenda
2. 9/20/22 LEPC Sign in sheet
3. List of CODE RED Communities in MA
4. Code RED Cost Proposal

