

Local Emergency Preparedness Committee (LEPC)

Meeting Minutes

February 16, 2023 – Approved 5.17.23

Opening

The regular meeting of the Local Emergency Preparedness Committee (LEPC) was called to order at 1:30 p.m. on February 16, 2023, in the Public Safety Training Room by Neil McPherson.

Present

Fire Chief Neil McPherson - Chairman
Acting Police Chief Ed Burman - Secretary
Julia Junghanns – Health Director
Michele Schuckel – Health Department Nurse
Ben Keefe – Facilities Director
Douglas Leard – Select Board Designee

Approval of Minutes

Approval of the minutes from September 20, 2022 - Motion by Doug Leard, second by Julia Junghanns, approved unanimously.

New Business

CODE RED

Acting Police Chief Burman reported that the Code Red System is now up and running and gave an overview of its capabilities. Doug Leard will get a list of all the CERT Team Members, including names, phone numbers, emails and cell phone carriers, to Chief Burman so a call out group can be programmed into the Code Red System.

TABLE TOP EXERCISE

There was a discussion about the need to have an annual table top exercise that must be hazardous material related and should involve all of the key departments (including the schools). The Chairman will create a scenario, and the committee will plan on having the tabletop exercise in the fall of 2023.

CEMP PLAN

The Chairman discussed the ongoing efforts in updating the CEMP which is an all-hazards plan. This plan is different than the hazardous material response plan which will be created. A request has been made of the IT department to create a folder so that feedback can be obtained on the current draft which is being updated by an intern.

The plan needs to be reviewed and comments received back for another update. When the feedback is received, and the plan is updated, it will be sent to MEMA for review. It will also need a final sign off by the Town Manager and key employees. We expect to have the updated version completed by June 30, 2023.

NEXT MEETING

The next LEPC meeting is April 11, 2023, at 10:00 a.m.

ADJORN

The meeting was adjourned at 2:04 p.m.