

**TOWN OF WAYLAND
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
MEETING: OCTOBER 25, 2018 @ 08:00AM
PUBLIC SAFETY BUILDING/EOC
38 COCHITUATE ROAD WAYLAND, MA 01778
MEETING MINUTES
Approved June 10, 2019**

Members Present/Invited:

Brendan Decker (GIS), Fire Chief David Houghton (WFD), Leisha Simon (Schools), Ben Keefe (Dir. Facilities), Police Chief Pat Swanick (WPD), Lt. Sean Gibbons (WPD), Sgt. Chris Custodie (WPD), Julia Junghanns (Director, BOH), Tom Holder (Director, DPW), Joe Doucette (DPW), Nathan Maltinsky (Building), Lea Anderson (BOS), Linda Hansen (ConCom), Louise Miller (Town Administrator), Elizabeth Doucette (Asst. Town Administrator), Joseph Gordon (CERT), Rick Broomer (CERT), Doug Leard (LEPC Chair), Asst. Chief Neil McPherson (WFD), Bob Dorey (WFD), Brian Boggia (Housing),

8:00AM Doug began the meeting by asking if there were any questions/corrections with the meeting minutes of May 15, 2018. Asst. Fire Chief Neil McPherson and Fire Capt, Dan Buentello were added to the list of members in attendance. Chief Houghton made a motion to accept. Seconded by Lt. Gibbons. A vote by those in attendance at that meeting was unanimous. None opposed.

Doug reminded the members present that our next Table-Top Exercise will most likely not be until the Spring of 2019. He noted that after the last exercise on May 15, 2018 there were a number of "After Action" items that need to be addressed and that running another exercise would only result in the resurfacing of the items. Once we get these items resolved we can move forward with more detailed exercises.

A **SPECIAL THANKS** goes out to Joseph Gordon, Wayland's CERT Team Coordinator and Rick Broomer, Wayland CERT Team Asst. Coordinator for their participation in this event. They both took time off from their regular work schedule to assist this morning. Both Joe and Rick served a vital role in assuming the position of "scribes" One of the roles of a scribe is to document and record the activity of each exercise participant. For example, when a request for resources is made by a department that request is documented (who made the request, what was requested, to whom the request was made, the date and time of the request). As a reminder, our Wayland CERT Team members are all volunteers. Thank you again.

Chief Houghton began the exercise by first explaining how this exercise will work and what the expectations would be for each invited participant. This event will be based on a real-life situation that may possibly occur in our community. Doug reminded the members that these past two exercises were expected to start at 8:00AM. Doug asked everyone to think about what they would do differently if these events occurred at 3:00AM!

The event began with Chief Houghton reading the following scenario:
“Today is October 25, 2018 and it is 0800 hours. The weather is as we see it today and is forecasted to get colder with possible showers in the next 24-36 hours. We have just been informed that there is a major gas issue and that all of Wayland will be without natural gas for an extended period of time (potentially days) due to an incident outside of Wayland. As luck would have it one of the power stations that feed Wayland is off line for maintenance and the second has been so overloaded it has caught fire. The power company estimates a minimum of 72 hours for any restoration and likely a week before all can be restored.”

1. With this scenario all participants were asked to first “List your top five issues or tasks related to your department for the first 8-hour operational period.
(See attached excel spread sheet covering much of the department feedback during this exercise.)
2. Then for each of the items you listed above, list the logistical needs (staffing, equipment) that you will need assistance obtaining in order to take care of the item listed.
3. Once the incident is stabilized what will your next operational period objectives be?
4. Lastly, each department was asked to list the top three (3) things the town can do to help your department be ready to take on an event like this should it actually occur.

After a brief discussion and review of today’s exercise the meeting all participants were thanked for attending and for their active participation.

The meeting was adjourned at 9:25AM.

Respectfully submitted,

Douglas J. Leard

Doug Leard, MSEM
Chairman, Local Emergency Planning Committee

Attachments: (1) Review of the May 15, 2018 “After Action Report” - EOC Drill Participant Comments, Notes and Suggestions



10-25-18 LEPC
Exercise.xlsx

(2) Spreadsheet of responses for today's event

EOC Drill
Participant Comments, Notes and Suggestions
May 15, 2018

- Great session to highlight emergency preparedness
- Our office will have follow up on meetings to plan for as emergency based on the session
- I would recommend that IT be a part of the emergency team. In addition, a meeting will be initiated to work out connectivity for PSB command post as well as an alternate site
- Protocol for BOS and Town Administrator's Office will be established for efficiency in communication
- IT will further test a plan for data access
- Well organized
- Completely realistic
- Good to put faces in play, we are all on same team, and we have a group responsibility for the town
- Need SCADA access at both WWTPs and PS
- Drainage maps on PC
- Verify valve/gate capacity at gate house
- Assign authority control of dam to DPW
- UPN access to town servers
- What happens to servers if town building has no power?
- Town building records during flood and resulting building issues
- Understand/catalog all dams in town (public or private)
- This was quite an interesting exercise. I will go back and discuss with my staff.
- I think the topic of communications when no power/cell access is troubling. Not sure of solution
- Relocate town building staff to support sheltering and limited town business to try to relocate that to WMS
- Question if each department head would need to be in EOC or have a designated contact
- Determine number of cots/MRC items so define number of equipment known for Cert/MRC
- Work with long term assisted living facilities
- Good collaboration of staff experience and efforts
- Realistic series of events
- For next exercise, might suggest Hazmat scenario
- I thought the tabletop was good. It helps us to think through problems – troubleshoot what we would do and identify solutions
- This was very helpful – suggest we do different scenarios – maybe twice a year

- Number of cots and blankets?
- Long term sheltering needs and staffing
- Town building functionality if closed
- Where should I look for good scenarios for the schools to practice these exercises?
- How do I know if our communication tools are consistent with incident command?
- This was very helpful – I appreciate describing how we communicate
- Great exercise – hope we never need to use it
- Good communication between departments
- Add follow up to the after event
- Table top exercise where we can visually demonstrate a response
- Communication went very well
- Police/fire cooperation was needed. Worked well together – able to accomplish goals easily
- Very helpful exercise for bringing everyone into the room together and going through the motions to understanding the various roles that all of the department heads play
- It was critical to understand how the BOS decision making authority would be needed in the event of an emergency and how we would collaborate with the Town Administrator and WPD Chief to engage in a widespread communication operation
- It will be helpful and prudent to continue these exercises so all personnel are prepared in the event of an emergency
- Provide business model of temporary emergency use shelter. Put in place “auto-permitting” protocol – requirement 780 CMR 3113
- Continue to administer/enforce building code regulations related to construction in flood plain