

Local Emergency Planning Committee (LEPC)

Meeting Minutes

Tuesday – May 24, 2011

8:30am in the MPD Training Room

I. Roll call and Determination of Quorum

The meeting was called to order at approximately 8:30am.

Present:

James Corcoran, Police Chief
Peter DiCicco, School Department
Stephanie Duggan, BOH Clerk

John Flood, MRC
Michael Sullivan, Town Administrator
Kevin Sweet, Chairman/Health Officer

II. Review of Minutes

A motion was made and seconded to approve the March, 2011 Minutes as written.

III. Old Business

a. Training Opportunities

- Individuals Requiring Additional Assistance (IRAA): June 7th, 6-9pm at Mass Medical Society in Waltham.
- MRC Conference Re-Cap: Held on May 14th at Stow Fire Academy – 100 people. Maynard won the regional Outstanding Board of Health Award. Additionally, Region 4A won the Surgeon General's national Mentor Award, accepted by Liisa Jackson, at the 2011 Integrated Medical, Public Health, Preparedness and Response Training Summit in Grapevine, Texas.
- Emergency Communications Drill: to be held in Waltham in June.

- b. **Regional Dispatch Update** – Mr. Sullivan indicated that the assessment is complete and a report is expected soon. The Kimball representative estimates a project completion timeframe of 3-5 years. The upfront cost will be substantial but the long-term savings will make the project very cost-effective.

- c. **NERAC Evacuation Mapping Project** – no update.

IV. New Business

- **Fire Chief Search Committee** – Chief Steven Kulik has officially submitted his retirement notice to the Board of Selectmen (BOS). The BOS has instructed Mr. Sullivan to hire an interim Fire Chief during the search process, beginning July 1st. Any LEPC members interested in serving on the committee should notify Mr. Sullivan.
- **MRC Volunteer Recognition Event** – held on April 23rd, 6:30pm at the Maynard Country Club. Recognition event to thank MRC volunteers for their efforts with flu clinics, public events, and their new sub-committee's work on shelter planning. Distributed assorted new advertising/recruiting items, including Pens, clips, balloons, etc. Kathy McMillan and Deb Roussell were both recognized for their outstanding contributions throughout the past year.
- **Federal Emergency Funds for Ice and Snow Removal Briefing** – Mr. Sullivan indicated that 25% of costs would be reimbursed.
- **e-CEMP Program Training** – Mr. Sweet and Chief Kulik attending the meeting in Tewksbury for an introduction to the new electronic plan.
- **MEMA Grant** – Chief Kulik notified Mr. Sweet of a grant opportunity with an application deadline of June 1st. The grant is a \$4,000 match style and expenditures can include payroll hours
- **Region 4A Tabletop Exercise (Operation Pelobu)** – Mr. Sweet and two MRC members plan to attend this hurricane scenario exercise on June 9th at the Weston Town Hall.
- **Risk Communication Plan** – Mr. Sweet will forward the draft plan from the Carpathia Group to the LEPC.
- **WAVM Emergency Access** – Mr. Flood indicated that the Public Information Officer (Mr. Sullivan) should schedule a test of the emergency use procedures with Mark Minasian at WAVM.

- ***MRC Shelter Committee*** – This MRC subcommittee is working on a Shelter Tips Brochure – a draft should be approved and available soon.
- ***Mass Responds Update*** – Mr. Sweet and Ms. Duggan attended training for this new MRC volunteer database system on April 13th at the Mass Medical Society in Waltham. Some of the features are:
 - Automatically linked with the MA State Certification Board for license verification
 - E-mail messages/notifications can be sent through the system, eliminating the need for volunteer-only CTY messages. Voice is available at an added cost (free during certain emergencies).
 - Data can be accessed/updated anywhere with internet access
 - CORI and SORI checks processed through system – flagged forms come back to the individual town for a final decision.
 - No cost to participating communities (grant funded)
- ***MPD Grant Purchases*** – Chief Corcoran asked to include this topic as an agenda item for the June meeting. He intends to visit MEMA/FEMA sites to assess potential purchase items for Maynard.

V. Adjournment

The committee agreed to adjourn the meeting at approximately 9:30am. The next meeting is scheduled for Tuesday, June 28, 2011.

*Respectfully submitted by: Stephanie Duggan, BOH Clerk
June 28, 2011*