

**NORTHBOROUGH LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
MEETING MINUTES
July 23, 2020**

Attendees:

National Grid

Robert Moran, Community Manager

Saint Gobain

Mike Serapiglia, HSE Manager

Joseph Sweet, EHS Sr. Technical Specialist

Steris

Michael Carelli, Plant Manager

Town of Northborough

John Coderre, Town Administrator

Scott Charpentier, DPW Director

Michael Borowiec, Hazardous Materials
Assistant

Chris Carleton, Communications Supervisor

Joseph Galvin, Police Lieutenant

David Kane MIS/GIS Director

William Lyver, Police Chief

David Parenti, Fire Chief

Town of Northborough Board of Selectmen

Leslie Rutan

Meeting called to order at 10:01 AM by Chief David L. Parenti.

Old Business

- Meeting minutes from the November 14, 2019 LEPC meeting were unanimously approved as written.

New Business

- **Massachusetts Emergency Management Agency (MEMA) hires new Regional Coordinator**
 - The group welcomed Kevin Filchak, Local Coordinator for MEMA Region 3/4 . Kevin has a long history in the emergency preparedness fields and has met with Town of Northborough (TON) officials to discuss future efforts that will increase preparedness in Northborough.

ROLL CALL/ LEPC MEMBER SPOTLIGHT

- MEMA
- Welcome Kevin Filchak, Local Coordinator
 - Kevin.filchak@mass.gov
 - (413) 750-1400 (office)
 - (508) 988-0995 (cell)
 - (508) 820-2000 (24 hour)

- **LEPC Recertification:**

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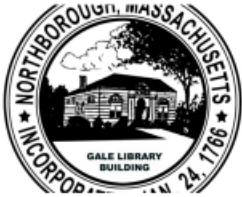
- The State Emergency Response Commission (SERC) will entertain LEPC/REPC recertification applications in the coming months. This update is following an extended period of time where the SERC hadn't met due to the COVID-19 virus and other issues.
- LEPC/REPCs will remain in good standing with the SERC and retain eligibility for grants as well as for other opportunities for funding and training.



- **GIS Capabilities to Enhance Planning/ Response**

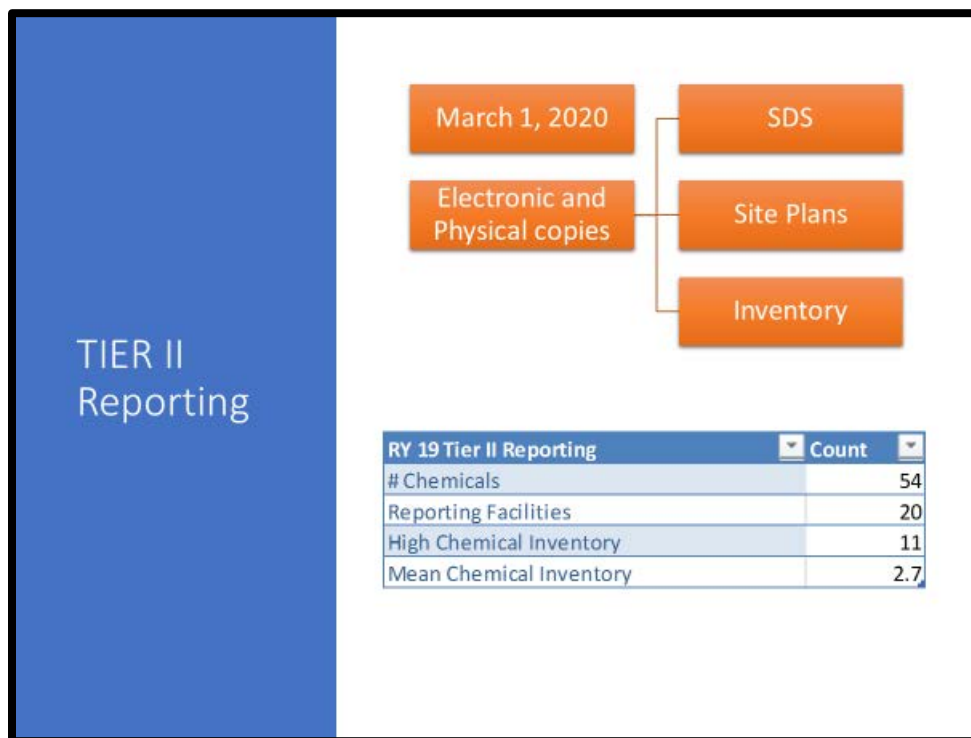
- GIS software will provide enhancements to the community through a number of dashboards offered through the TON's chosen software provider for GIS services, ESRI.
 - Situational awareness updates and community specific information can be communicated in real time and increases efficiency in all facets of emergency management capabilities.
 - This initiative is being done in partnership with the MIS/GIS Department and Director David Kane.

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	<h3>GIS Software to Aid in Mapping, Planning and Response</h3>
	<ul style="list-style-type: none">• Improvements in ARC GIS mapping through ESRI platform• Provides comprehensive multi-use mapping based on town-specific data• Partnership with MIS/GIS Department and Director David Kane

- **TIER II Reporting:**
 - More than twenty submissions were provided by March 1, 2020 and many included:
 - Electronic and physical copy formats.
 - SDS sheets
 - Site plans

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- **Regulatory and Preplan Documents:**
 - Public safety agencies compile and refer to site-specific information regarding chemical storage and their locations within facilities during emergencies. This vital information is

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received via a number of avenues including annual inspections, permits, Tier II reports, and pre-plan documents.

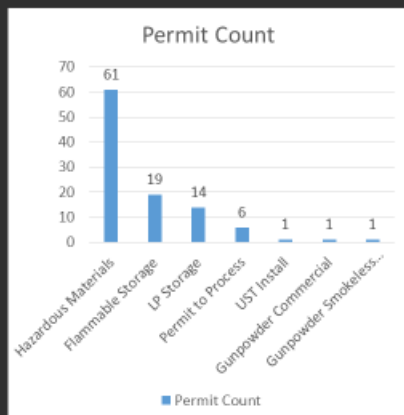
PREPLAN INFORMATION

Name: NORTHBOROUGH FIRE DEPARTMENT		QAP #: 000011	
Location: 11 FERRIS Northborough		Report Date: September 2009	
Facility Contact Info (Additional on PG.2)			
PHONE: 508-394-1517			
Rescue		Fire Alarm/Suppression System	
Property Use: Fire station		Suppression System: None Present	
Mixed Use: NO Mixed Use		Heads: 2	
Occupancy Load: 0		Fire Alarm System: Present	
Building Status: In normal use		More than one type present: None	
		Hardwire with battery backup: None	
Primary Water Supply		Building Construction	
Required Fire Flow for 100% involved: 1500 gpm		Construction Type: Unprotected Non-combustible	
Primary Water Supply:		Length: 60 Ft	
Street: MILL		Width: 99 Ft	
Cross St:		Stories Above Grade: 2	
Supply Type: PS		Stories Below Grade: 0	
Distance of Supply: 50 Feet		Roof: Built-Up	
Pre-Plan Codes			
Electrical Service Charlie Smith owner inside Security code on combination # Fire Code LP Gas Storage Gas Meter/Shut off Business/Charlie side. Oxygen Present Apparatus Close Rescue Station Alarm System All Alarm Receptors at Northborough Communications Center Special Conditions Fire Tower presents full hazard Hydrant Information #1 300 1500 GPM 100 PSI 1000 GPM 100 PSI 1000 GPM 100 PSI Note: (Note: 1000 GPM 100 PSI 1000 GPM 100 PSI) Class: 1000 GPM 100 PSI 1000 GPM 100 PSI 07/14/2020 12:04 Page 1 QAP # 000011			

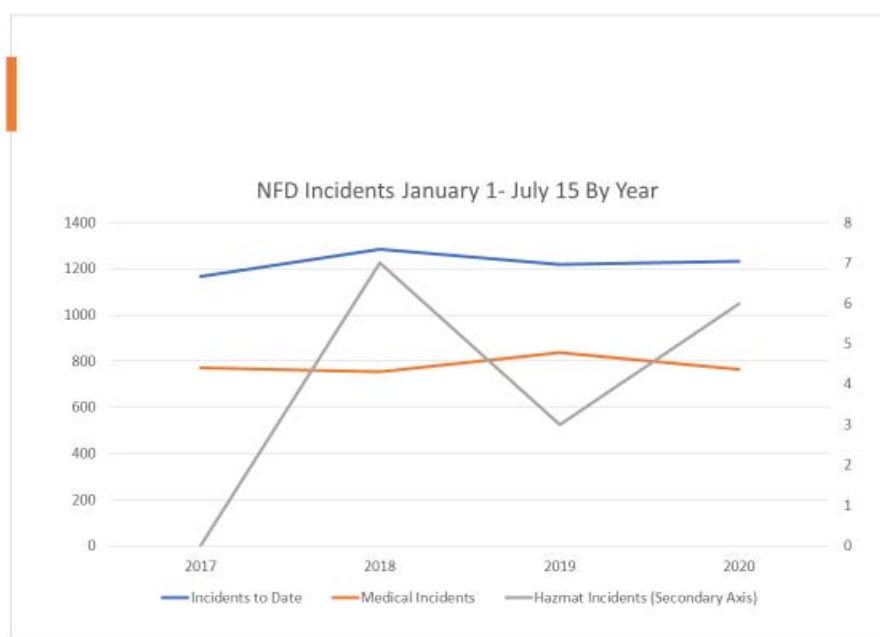
Flow Test: / / 200 0 #10psi 0 #10psi 0 #10psi 0			
Storage Tank Information			
Air Tank/Compressor			
Date Built: 12/13/2003 Date Installed: 01/13/2014 Date Stopped Use: / /			
Construction: ST Steel			
Approval: 01 Underwriters Lab			
Position: Vertical			
Location: Above Ground			
Contents:			
Item: ST Other Industrial			
Status: 02 In Use			
Leak Details:			
Item: 02 Supports			
Pipeline: Above Ground			
Pipe Construction:			
Manufacturer:			
Diesel Fuel			
Date Built: / / Date Installed: / / Date Stopped Use: / /			
Construction: 01 Double Wall			
Approval: 01 Underwriters Lab			
Position: Horizontal			
Location: Above Ground			
Capacity: 275 12 Gallons			
Contents: 01 Diesel Fuel			
Status: 01			
Leak Details:			
Item:			
Pipeline: Above Ground			
Pipe Construction:			
Manufacturer:			
On Site			
011 Autos, trucks, buses, recreational vehicle None			
122 Medical supplies 0 Non-hazardous			
Chemical Inventory			
Propane			
CGA: 74-90-6 MSDS: 01 OSHA: 1910 OSHA: 1910			
Physical State: 01 Solid 1 1 Mixture 1 1 Solid 1 1 Liquid 00 Gas			
Parameter: 01 Flow 1 1 Pressure 1 1 Reactivity 1 1 Acute Health 1 1 Chronic Health			
Inventory Information			
Maximum Amt: 04 10,000 - 99,999 12 Gallons			
Average Amt: 04 10,000 - 99,999 12 Gallons			
Storage Type: A Above ground tank			
Contact Information			
Person: David Chief * Telephone * * Contact *			
Northborough, MA 01532			
PHONE: 508-394-0380			
QAP#: 000011			
Notes			

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NFD Permits



Permit Type	Count
Flammable Storage	19
Gunpowder-Black Commercial	1
Gunpowder-Smokeless Commercial	1
Hazardous Materials Storage Permit	61
LP Storage Commercial	14
Permit to Process Hazardous Materials	6
Underground Storage Tank Installation	1
Grand Total	103



○ Incident Responses:

▪ The graph illustrates January 1- July 15 by corresponding year.

- An incident involving an electric motor vehicle charging station was discussed. During the incident, one firefighter sustained non-life-threatening injuries and later returned to work. New and emerging

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technology shape incident pre-planning and the strategies and tactics that are selected during operations. As operations change in scope, technology, and/or processes or chemicals used, facilities are encouraged to communicate these changes to the TON public safety agencies.

- **Training/Exercise**
 - **Shelter Training:** In collaboration with MEMA and the American Red Cross, shelter operations training is planning to be offered. This training is intended to increase emergency planning in several communities and will align with regional sheltering initiatives. If interested in attending this training, please contact the LEPC via email at MBorowiec@town.northborough.ma.us.
- **Personal Protective Equipment (PPE)**
 - **Donations:**
 - Special thank you to so many within the community who donated PPE to public safety agencies during the on-going COVID-19 Pandemic.
 - **Awards:**
 - TON will be awarded funding for PPE through a federal grant opportunity. This award is the result of a regional application effort with the Towns of Shrewsbury and Westborough.
 - TON has also been successful via the Public Assistance Grant that will provide an emergency generator to fuel vehicles in the event of a power outage.
 - MEMA will provide TON will additional PPE for preventative applications. The PPE will be distributed to TON agencies with the most need based on benefit/risk analysis.
- **Other Business Not Anticipated**
 - **E911**
 - Northborough Police have started taking Phase I and Phase II 9-1-1 calls as a result of the Federal Communications Commission (FCC) Enhanced 911 (E911) rules. According to the FCC website (2020), E911 phases are described below: “The FCC has divided its wireless E911 program into two parts - Phase I and Phase II. Under Phase I, the FCC requires carriers, within six months of a valid request by a local Public Safety Answering Point (PSAP), to provide the PSAP with the telephone number of the originator of a wireless 911 call and the location of the cell site or base station transmitting the call.
 - Under Phase II, the FCC requires wireless carriers, within six months of a valid request by a PSAP, to begin providing information that is more precise to PSAPs, specifically, the latitude and longitude of the caller. This information must meet FCC accuracy standards, generally to within 50 to 300 meters, depending on the type of technology used. The deployment of E911 requires the development of new technologies and upgrades to local 911 PSAPs, as well as coordination among public safety agencies, wireless carriers, technology vendors, equipment manufacturers, and local wireline carriers.”

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- Prior to this, 9-1-1 calls were initially received by the Massachusetts State Police and then transferred to the public safety answering point (PSAP) within the community where the emergency is reported to be.
- **CodeRED Emergency Notification System**
 - Town Administrator John Coderre emphasized the importance of CodeRED registration for both residents and local business owners and employees. CodeRED enables the communication of critical messages and updates from the Town of Northborough to those registered for this service.
 - CodeRED is available at no-cost using the following link:
 - <https://public.coderedweb.com/CNE/en-US/0DF233CD2AC5>

Meeting adjourned at 11:15AM.

Respectfully submitted,

Michael Borowiec
Hazardous Materials Assistant

Reference:

Federal Communications Commission. 2020. *Enhanced 911- Wireless Services*. Retrieved from:
<https://www.fcc.gov/general/enhanced-9-1-1-wireless-services>