

**NORTHBOROUGH LOCAL EMERGENCY PLANNING COMMITTEE**  
**MEETING MINUTES**  
**June 28, 2018**

Attendees: **Town of Northborough:** John Coderre, Town Administrator; David Parenti, Fire Chief; Michael Borowiec, Hazardous Materials Assistant; Jamie Desautels, Fire Captain; Casey Mellin, Health Director; Scott Charpentier, DPW Director; Robert Frederico, Building Inspector; William Lyver, Police Chief; Joseph Galvin, Police Lieutenant; **Town of Northborough Board of Selectmen;** Leslie Rutan; **MEMA:** Bruce Augusti, Regional Coordinator; **Tradebe:** Brian Viera, Facility Manager; **Trelleborg:** Tim Sprunger, General Manager; Joe Medeiros, EHS Manager; **Steris:** Mike Carelli, Plant Manager; John Frowd, Safety Manager; **Aspen Aerogels:** Scott Stenstrom, EHS Technician; **Saint Gobain:** Mike Serapiglia, HSE Manager; Kwame Gilbert-Arthur, EHS Engineer; **Sanofi Genzyme:** Tod Perkins; **Public Attendance:** Nancy Lepore, Resident

Meeting called to order at 1:07PM by Chief David L. Parenti.

**Old Business** –

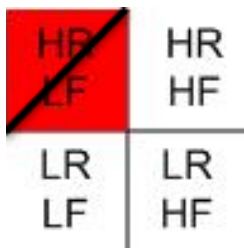
- Meeting minutes from the November 20, 2017 meeting were approved as written.
- Tier II Reporting: Northborough Fire Department (NFD)/ LEPC received 19 submittals for RY2017.
- Hazardous Materials Emergency Planning Grant (HMEP): Funding received went to increase LEPC capabilities as well as improve training of first responders. NFD's FF Doug Pulsifer attended the 2018 International Association of Fire Chiefs (IAFC) Hazmat Conference in Baltimore, M.D. and reported the value in this conference and hazmat education.
- ICS 300 training was hosted in Northborough in October 2017. As a result of a request before the Central Region Homeland Security Planning Council, the Town of Northborough received reimbursement totaling more than \$3,000 for the cost of first responders attending the class.

**New Business** –

- LEPC Certification is set for renewal August 2019. Prior to this date a comprehensive review, update, and submittal before the Board of Selectmen will take place for their approval. Training updates regarding National Incident Management System (NIMS), Hazmat Operations, Hazmat Technician, etc. should be placed to the LEPC via department telephone at (508)393-1540 or email at [MBorowiec@town.northborough.ma.us](mailto:MBorowiec@town.northborough.ma.us).
- Review of LEPC Rules: Discussion regarding the LEPC rules took place. Suggested revisions should be made to Michael Borowiec via department telephone at (508)393-1540 or email at [MBorowiec@town.northborough.ma.us](mailto:MBorowiec@town.northborough.ma.us).
- Please submit any staffing, operational, or storage changes to the LEPC via email at [MBorowiec@town.northborough.ma.us](mailto:MBorowiec@town.northborough.ma.us) or [DParenti@town.northborough.ma.us](mailto:DParenti@town.northborough.ma.us).

**Responses-**

A presentation of the relationship between risk and frequency was given. The presentation used realistic scenarios to categories events into one of the four risk-frequency quadrants.



**Risk-Frequency Event Relationship 1**

Both incidents were resolved using local resources. The incidents reviewed were:

- Trelleborg: Chemical Leak
- Saint Gobain: Chemical Leak

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The incident review highlighted the need for continued:

- Benefits of Communication
- Training of Employees
- Notification of NFD and LEPC of:
  - Contact Information
  - Chemical Inventories
  - Critical Updates

The presentation concluded with a scenario based exercise where participants utilized the Emergency Response Guide and NIOSH Pocket Guide to Chemicals to identify an unknown chemical, determine initial activation distances, associated threats and medical symptoms.

**Training/Exercise-**

- **ICS Training:** In collaboration with MEMA, ICS 400 may be offered in Northborough. If interested, please contact the LEPC via department telephone at (508)393-1540 or email at [MBorowiec@town.northborough.ma.us](mailto:MBorowiec@town.northborough.ma.us).

Meeting adjourned at 2:30PM

Respectfully submitted,

Michael Borowiec  
Hazardous Materials Assistant