

MYSTIC REPC

Mystic Regional Emergency Planning Committee



Executive Committee Meeting

In person at the Wakefield Public Safety Building's Community Room, 1 Union Street, Wakefield
September 26, 2023 | 8:30 a.m.

Agenda

1. Call to order 8:41 a.m.
2. Introductions
3. Meeting minutes from 6/20/23 approved
4. Discussion:
 - a. Chief Tustin retirement – impact on the REPC
 - i. Mike Castro reminded members that Chief Tustin, our former Chair, retired.
 - ii. He reiterated that Emergency Planning and Community Right-to-Know Act (EPCRA) compliance is a requirement and outlined how we can make the REPC compliant. Individual communities are also required to comply.
 - b. Update Proclamation
 - i. Many representatives had not seen their community's signed proclamation so Castro read the document aloud and provided background information. 26 communities are included in this inter-municipal agreement.
 - ii. Send to North Reading
 - c. Update Bylaws
 - i. We will be sent the full set of bylaws from Chief Tustin this week and can discuss updates at a future meeting
 - d. Questionnaire
 - i. An online form will be sent to all attendees after the meeting. This community information will assist in planning for the future and obtaining grants.
 - e. Status of Belmont and Wilmington membership
 - i. Anticipate they will join, but have yet to submit paperwork

5. Treasurer's Report

- a. Current balance of \$10,070. Thomas Walsh noted that a few communities have yet to pay. The REPC has earned \$40-50K in grants over the last few years. Tom mentioned that there has been a loss of information flow as chiefs/EMDs retire, and this is a benefit of being an REPC member.

6. Report of Committees:

- a. Medical: no update
- b. Industry: no update; we are looking to increase industry and facility representation
- c. Training & Exercise:
 - i. Kettle Cuisine hosted several REPC members at a recent meeting. The facility uses equipment with lithium-ion batteries and a consultant presented about the hazards the batteries pose. Everett and Lynn are testing suppressant products related to the battery hazards; Concord had a consultant assist them in creating an SOG.
 - ii. MEMA has virtual HazMat 101 training next month.

7. HMEP Grant updates:

- a. Grant window closes October 31.
- b. 2022 HMEP Grant: We will look into setting up CAMEO training sessions for Burlington, Chelsea, Nahant, Salem, Belmont, and Wilmington.
- c. 2023 HMEP Grant: This proposal, if approved, would provide a Standalone Hazardous Materials Plan (HMERP) template for use by the Mystic member communities. It will also allow us to update the most recent Tier 2 information to communities' data sets.

8. Goals:

- a. Revitalize the Committee: Review proclamation, update bylaws, provide more training.
- b. Provide ongoing training to member communities: We will look to offer short workshops on a bi-monthly basis (EPCRA, planning, etc)
- c. Having a diverse membership (industry, Housing Authority, Public Works, Health Directors, and more) allows us to have more robust conversations; multiple perspectives allows for better planning.
 - i. The name "Executive Committee" is a carryover from the REPC's early days of just six communities. It should be re-evaluated.

9. Tasks:

- a. Communities will provide the names and contact information for their REPC representatives via the online form that will be sent out after the meeting
- b. Communities should review their current Hazardous Materials Emergency Response Plans.
- c. Communities should review the Special Location/ Critical Infrastructure records in your database and update them. Create an export file and email to the REPC (repcmystic@gmail.com). The locations will then be mapped using GIS. That GIS information can then be shared with communities' own GIS experts.

10. Announcements:

- a. We will be hosting a free, one-day Technical Guidance for Hazards Analysis Emergency Planning for Extremely Hazardous Substances course on November 14 at the Public Safety Building in Wakefield. It will be based on the EPA "Green Book" and hosted by Len Wallace. More info to come.

11. Other news:

- a. NASTTPO Conference: semi-annual session; fall meeting will take place in Houston. Mike Castro will attend.
- b. SERC Update: The next meeting is December 13 at MEMA headquarters in Framingham.
- c. 2024 HMEP Grants: Application is due October 31.

12. Open discussion:

- a. Allan Alpert noted that you can submit reimbursement requests for lithium-ion battery incidents; Melrose and Wakefield were recently successful in obtaining reimbursement
- b. Office of Domestic Preparedness offers free training; MEMA also offers

13. Meeting dates: Looking to have the next full-committee meeting in the spring. Exec Committee to meet again on November 28.

14. Motion to adjourn