

**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](mailto:Kevin.filchak@mass.gov)
  - (413) 750-1400 (office)
  - (508) 988-0995 (cell)
  - (508) 820-2000 (24 hour)

- **LEPC Recertification:**

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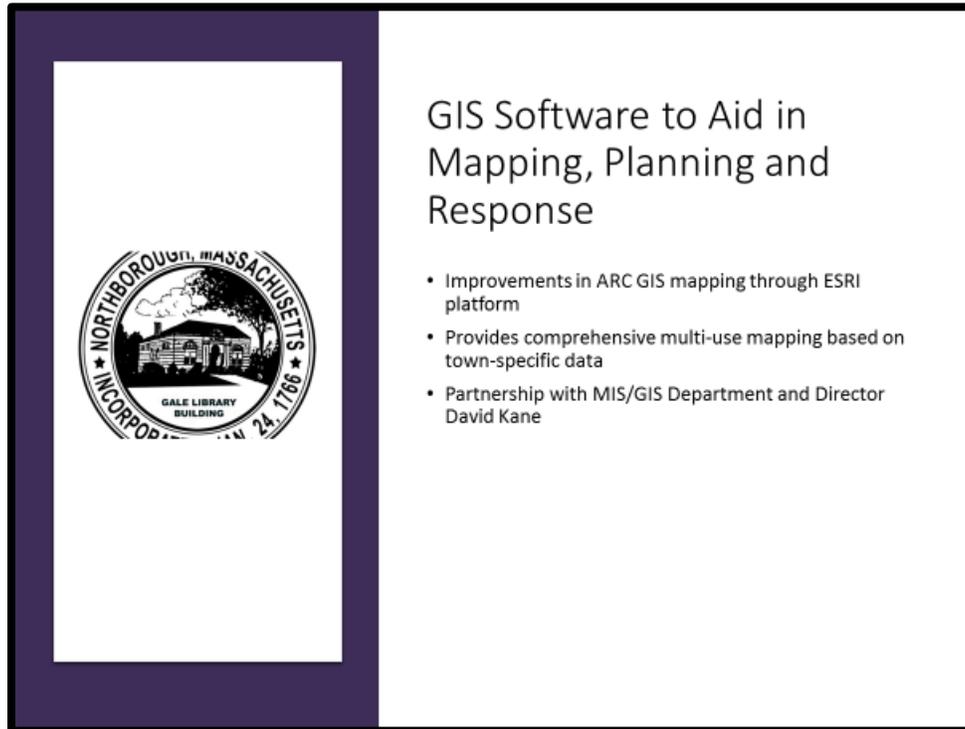
- The State Emergency Response Commission (SERC) will entertain LEPC/REPC recertification applications in the coming months. This update is following an extended period of time where the SERC hadn't met due to the COVID-19 virus and other issues.
- LEPC/REPCs will remain in good standing with the SERC 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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The slide is titled "GIS Software to Aid in Mapping, Planning and Response". On the left side, there is a circular seal for Northborough, Massachusetts, which includes the text "NORTHBOROUGH, MASSACHUSETTS" and "INCORPORATED JAN 24, 1766". The seal also depicts a building labeled "GALE LIBRARY BUILDING". To the right of the seal, the title is followed by a bulleted list:

- 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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RY 19 Tier II Reporting	Count
# Chemicals	54
Reporting Facilities	20
High Chemical Inventory	11
Mean Chemical Inventory	2.7

- **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.

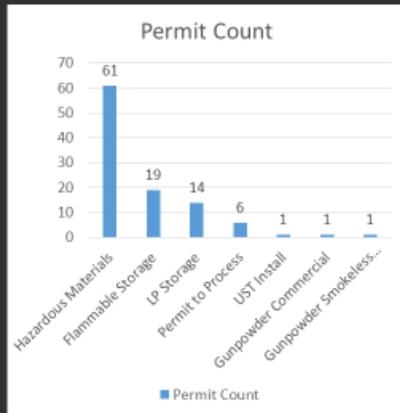
## PREPLAN INFORMATION

<b>Name:</b> NORTHBOROUGH FIRE DEPARTMENT		<b>QAP #:</b> 000011	
<b>Location:</b> 11 PIERCE		<b>Mappe Name:</b> Northborough	
<b>Facility Contact Info (Additional on PG.2)</b>			
PHONE 508-294-1111			
<b>Rescue</b>		<b>Fire Alarm/Suppression System</b>	
<b>Property Use:</b> Fire station		<b>Suppression System:</b> None Present	
<b>Mixed Use:</b> NO Mixed Use		<b>Smoke:</b> 0	
<b>Occupancy Load:</b> 0		<b>Fire Alarm System:</b> Present	
<b>Building Status:</b> In normal use		<b>More than one type present:</b> Hardwire with battery backup	
<b>Primary Water Supply</b>		<b>Building Construction</b>	
<b>Needed Flow For 100% Involved:</b> 1500 gpm		<b>Construction Type:</b> Specified Non-combustible	
<b>Primary Water Supply:</b> Street: MILL		<b>Length:</b> 80 Ft	
<b>Drain In:</b>		<b>Width:</b> 38 Ft	
<b>Supply Type:</b> PB		<b>Stories Above Grade:</b> 2	
<b>Distance of Inlet:</b> 50 Feet		<b>Stories Below Grade:</b> 0	
<b>Head:</b> Null/Sp			
<b>Pre-Plan Codes</b>			
Electrical Service Charlie Smith cabinet inside Security code on combination # Zip Code LP Gas Storage Gas Meter/Close off Meter/Charley side. Lxygen Present Apparatus Floor Radio Station Alarm System All Alarm Restored at Northborough Communications Center Special Conditions Fire Tower presents full hazard			
<b>Hydrant Information</b>			
#1 330 3 900 FT JUNCTION OF PIERCE AND MILL STREETS AT 800 Make/Model/Year: WATERLOO 2009 Valve Size: Clean: 36 Month/Year Reconditioned			
07/14/2020 12:04		Page 1 QAP # PIER011	

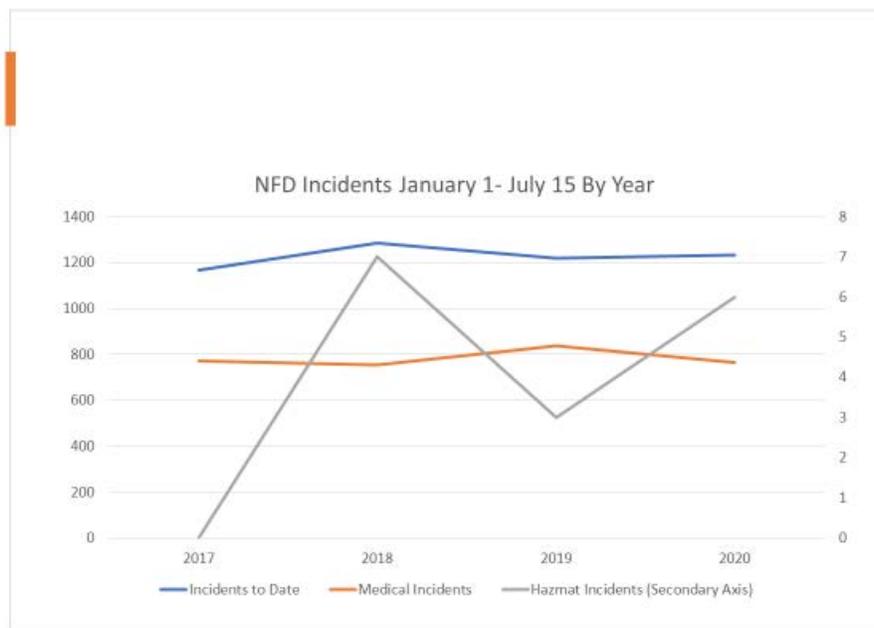
Flow Test: / /	DR: 0	#2Spd: 0	#1Spd: 0	#3Spd: 0
<b>Storage Tank Information</b>				
<b>Air Tank/Compressor</b>				
Date Built: 12/13/2003 Date Installed: 01/13/2014 Date Stopped Use: / /				
Construction: ST Steel				
Approval: 08 Underwriters Safe				
Position: Vertical				
Location: Above Ground				
Contents:				
Type: ST Other Industrial				
Status: 03 In Use				
<b>Leak Detect:</b>				
None: 00 Supports				
Piping: Above Ground Pipe Construction:				
Manufacturer:				
<b>Diesel Fuel</b>				
Date Built: / / Date Installed: / / Date Stopped Use: / /				
Construction: DM Double Wall				
Approval: 01 Underwriters Safe				
Position: Horizontal				
Location: Above Ground				
Capacity: 275 12 Gallons				
Contents: DF Diesel Fuel				
Type: DM				
Status:				
<b>Leak Detect:</b>				
None:				
Piping: Galvalume Pipe Construction:				
Manufacturer:				
<b>On Site</b>				
011 Autos, trucks, buses, recreational vehic H None				
122 Medical supplies 0 Underseamed				
<b>Chemical Inventory</b>				
<b>Propane</b>				
CAS#: 74-90-6 NIOSH: 28: OH MD: 1978 OSHA 90: 034100				
Physical States Stored: (3) Pure ( ) Mixture ( ) Solid ( ) Liquid (3) Gas				
Hazard: (X) Fire ( ) Pressure ( ) Reactivity ( ) Acute Health ( ) Chronic Health				
<b>Inventory Information</b>				
Maximum Amt: 04 10,000 - 99,999 12 Gallons				
Average Amt: 04 10,000 - 99,999 12 Gallons				
Storage Type: A Above ground tank				
<b>Contact Information</b>				
Person: David/Chief * Reynolds * * Contact *				
Northborough, NH 03132				
PHONE: 508-291-0380				
Email: drc@northborough.nh.us				
<b>Notes</b>				

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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
<b>Grand Total</b>	<b>103</b>



○ **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](mailto: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>