



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY**



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road

Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema

**Cristine McCombs
Director**

**Mitt Romney
Governor**

**Kerry Healey
Lieutenant Governor**

**Robert C. Haas
Secretary**

September 8, 2006

Chief Ken MacLean
Sudbury Emergency Planning Committee
77 Hudson Road
Sudbury, MA 01776

RE: Certification of the Sudbury EPC

Dear Chief MacLean:

On behalf of the Massachusetts State Emergency Response Commission (SERC), I would like to congratulate the Sudbury Emergency Planning Committee (SEPC) for achieving Startup Certification. The SERC approved your application at its meeting on August 23, 2006. You can be proud of the hard work and accomplishment that you and the members of the NEPC have made to achieve this level of certification.

The Sudbury Emergency Planning Committee will remain at Startup Certification status for one year from this date. As such, the SEPC is eligible for technical assistance in developing exercises and updating their plan, and may attend regional and national conferences related to this program. By August 23, 2007 the SEPC will be required to apply for Provisional Certification to the SERC. Listed below are recommendations and suggestions the SERC has for the SEPC to work on during the next year:

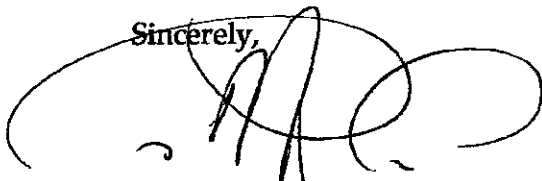
- Continue training all emergency responders and other personnel who may be involved with a hazardous materials event to the appropriate level.
- Develop the hazardous materials emergency plan for the SEPC.
- Develop and conduct an exercise of the hazardous materials emergency plan, including a critique and after action review.
- Annually update hazardous materials profiles for the community plan after the Tier II reporting deadline of March 1.

The SERC is committed to helping the SEPC succeed and continue moving forward in this program. Several new resources are available to help the SEPC in its responsibilities:

- Electronic Filing of Tier II information from industry;
- Computer software for planning and emergency response (CAMEOfm, ALOHA, MARPLOT);
- Federal Guide for Hazardous Materials Training for Public Sector Employees;
- Federal Guidance for Reviewing Hazardous Materials Emergency Plans (NRT-1);
- Massachusetts SERC Website www.mass.gov/mema.

Once again, on behalf of the Massachusetts SERC, congratulations and thank you for the tremendous work and commitment the Sudbury Emergency Planning Committee has made to this program. The SERC looks forward to working with you in the future. If you have any questions or require assistance, please feel free to contact Jeffrey Trask, SERC Coordinator, at (508) 820-2053.

Sincerely,



Cristine M. Combs, Chair

Director, Massachusetts Emergency Management Agency

CC: Ms. Maureen Valente, Sudbury Town Manager
Christine Packard, MEMA Preparedness Branch Chief
Kevin Tully, MEMA Region I Manager
James Encalada, MEMA Region I Local Coordinator
Jeffrey Hescok, MEMA Government Preparedness Manager

MASSACHUSETTS STATE EMERGENCY RESPONSE COMMISSION (SERC)

LOCAL EMERGENCY PLANNING COMMITTEE PROCESS FOR STARTUP CERTIFICATION

In 1986 Congress passed the Emergency Planning and Community Right-to-Know Act, Public Law 99-499, commonly known as EPCRA or SARA Title III. Section 301(a) of the legislation required each governor to appoint a state emergency response commission (SERC) by April of 1987.

Section 301(b) charged the SERCs with the responsibility of dividing the states into planning districts and Section 301(c) for appointing local emergency planning committees (LEPCs). In 1987 the Massachusetts State Emergency Response Commission in compliance with the new legislation designated each MEMA sub-area as planning districts and appointed a Local Emergency Planning Committee for each city and town within them. The legislation required that the committees have representation from a specified number of interest groups. In 1997, the Massachusetts State Emergency Response Commission initiated a new program to re-energize the LEPC process. It has become known as the LEPC Certification Program. The program details the requirements that must be met in order for an LEPC to be recognized as such by the SERC. It creates a process that allows a community or group of communities to work their way up to a fully certified committee meeting all the Legislated requirements. Three committee levels are recognized: Startup, Startup and Full. The goal of the program is to have the committees be fully functioning committees meeting the missions' requirements of the LEPC as stated in the legislation.

The missions of an LEPC can be summarized as followed:

1. To write and review annually a plan for responding to a hazardous material incident within the jurisdiction(s).
2. services, public works, etc.) to levels indicated in the plan. At a minimum, first responders must be trained to the awareness level.
3. To exercise the HAZMAT emergency response plan at least once a year. The LEPC's exercise should be a hazardous materials exercise. It must occur at one of its Tier 2 facilities, or be a transportation incident involving hazardous materials or be a terrorism event, or in some cases an actual hazmat incident if it meets all the criteria listed in the To create a system to collect and store Tier 2 data and create a system to respond to public requests for Tier II data and Emergency Plan information.
4. To ensure that the LEPC meets, at least on a semi-annual basis, to review plans and hazardous materials exposures within the LEPC's jurisdiction.

Purpose of Certification Process:

- To set a standard by which all LEPCs in the Commonwealth are judged equally,
- To ensure all LEPCs (individual and regional) meet the requirements of the SERC and EPCRA.
- To encourage more efficient use of limited funding to meet goals of EPCRA,
- To document areas in LEPCs needing improvement, and
- To provide funding to LEPCs to improve those areas.
- To ensure that all communities within the Commonwealth of Massachusetts are included within an LEPC.

The Certification Process:

The LEPC shall submit to the Massachusetts SERC a completed application process for LEPC certification. The contents of the application process are described below. The certification will be valid for two years. At the end of the second year, the LEPC Committee shall submit an application for Full Certification.

Application Submission and Review Process:

LEPCs shall submit three copies of their completed applications to the SERC, via the Regional Offices (below) of the Massachusetts Emergency Management Agency (MEMA). The MEMA Regional office shall review the application to ensure that it is complete, before forwarding it to the SERC for review and approval. IF the LEPC's application does not meet the criteria of the checklist for committee certification, the Regional office shall immediately advise the applying committee and the SERC Coordinator.

The SERC has the mission to insure that adequate planning and information management activities are undertaken for every community within the Commonwealth. The SERC has delegated the review of certification applications to the Liaison Committee. The Liaison Committee shall review the application for completeness and accuracy. The Liaison Committee may request the applying LEPC to meet with them to answer questions regarding its application. The Liaison Committee shall vote to recommend approval to the SERC for those applications meeting the proposed criteria. The SERC Coordinator shall also submit his/her recommendation along with the committee's vote. Both recommendations will be forwarded to the full SERC.

The SERC shall vote at its next regular or special meeting to approve applications after receiving the Liaison Committee's recommendation and SERC Coordinator's comments. The applying LEPC shall be advised of all meetings of the Liaison Committee and the SERC, related to their applications. The SERC shall advise the applying LEPC in writing of its decision.

A committee, whose application is not approved by the SERC, may re-submit with the needed or revised information.

The SERC may assign those communities that are not part of a regional or individual certified LEPC, or are not in the process of joining or forming a Certified LEPC to a regional LEPC or to an existing LEPC in formation.

The addresses for the Regional Offices are as follows:

MEMA Region 1 Headquarters (Essex, Middlesex and Suffolk Counties)

Tewksbury Hospital P O Box 116
Tewksbury, MA 01876-0116
Tel. (978) 328-1500 Fax (978) 851-8218

MEMA Region 2 Headquarters (Barnstable, Bristol, Dukes, Nantucket, Norfolk and Plymouth Counties)

P O Box 54
Bridgewater, MA 02324-0054
Tel. (508) 697-3600 Fax (508) 697-8869

MEMA Region 3 Headquarters (Berkshire, Franklin, Hampden and Hampshire Counties)

7 Berkshire Avenue
Belchertown, MA 01007-8900
Tel. (413) 323-6306 Fax (413) 323-6398

MEMA Region 4 Headquarters (Worcester County)

7 Berkshire Avenue
Belchertown, MA 01007-8900
Tel. (413) 323-6306 Fax (413) 323-6398

For general information and questions regarding the LEPC Certification process, contact the SERC Coordinator's office located at the Massachusetts Emergency Management Headquarters:

SERC Coordinator

Mass State Emergency Response Commission
400 Worcester Road
Framingham, MA 01702-5399
(508) 820-2053 Fax (508) 820-2030

The LEPC Committee must submit three copies of the application in three ring binders.

Startup certification:

A committee that has agreed to meet the criteria set forth in the Full certification criteria, but is not able to meet various criteria due to the newness of the committee. This certification would be valid for one year only. Funding for EPCRA activities will be limited to meet the committee certification criteria activities only.

Startup certification is valid for one year.

The LEPC committee must submit the completed application and documentation required by Section A through I.

For Startup Certification the Committee must meet or exceed the following Criteria

Section A: Chairperson: Must be designated and listed.

Committee membership categories: committee must have representation of the 12 membership categories specified in the legislation and one additional category as specified by the SERC. These representatives are:

1. Elected state and local officials,
2. Law enforcement,
3. Emergency management (civil defense),
4. Firefighting,
5. Emergency medical services (first aid),
6. Health,
7. Local environmental,
8. Hospital,
9. Transportation personnel,
10. Broadcast and print media,
11. Community groups,
12. Owners and operators from facilities using extremely hazardous substances, and
13. Public works employees.

In addition there must be representation from facilities utilizing extremely hazardous substances.

Regional committees should be representative of the communities covered by the committee.

Section B: Meeting Agendas, there must have been at least two meetings in the last year and the agendas of those meetings must be attached. **The notice of the meeting and the agenda must be posted (typically at the Town/City Hall). Please include a copy of the posted agenda with the Clerk's stamp or signature in the application.**

Meeting attendance, fifty percent of the membership categories must have attended those meetings. **Please make sure that a copy of the sign in sheets is included.**

Minutes of those meetings must be attached.

Section C: EPCRA Right-to-Know Coordinator, committee must have a designated coordinator.

Committee must have a defined EPCRA information process, including a specified storage location, hours for public inspection of records and availability of information during non-business hours.

It is recommended that the committee use the Tier 2 Submit for Tier 2 management. This software is available at no charge from the SERC. The use of CAMEO is also recommended.

Section D: A letter from the chief elected official designating the community emergency response coordinator for their community. If more than one municipality is represented by the LEPC, each municipality must submit a letter designating their Community Emergency Response Coordinator.

Section F: Although the SERC recognizes training as an employer responsibility, the LEPC must be cognitive of employee training levels while developing their response plans. The SERC has been focusing on raising the level of training for the first responders including fire, emergency medical, police, emergency management, and public works to the awareness level at a minimum.

Committees should complete the training matrix for the following response personnel noting both the number of employees and their training levels.

1. Fire
2. Emergency Medical Services
3. Police
4. Emergency Management
5. Public Works
6. Health

For those committees that do not have 100% HAZMAT awareness trained personnel, please submit a written plan of correction. This plan should document the steps the committee is taking over the next twelve months to improve/raise the level of training. If the plan cannot bring the training level to awareness during the next twelve months, the LEPC should include an explanation as to when the LEPC believes it can reach that level.

In addition, some LEPC members should have training in National Incident Management System(NIMS)/Incident Command (ICS) and Exercise Design

Section H: A listing of the abutter certified LEPC's must be attached.

Section I: By-laws must be attached.

**MASSACHUSETTS STATE EMERGENCY RESPONSE COMMISSION
LOCAL EMERGENCY PLANNING COMMITTEE STARTUP
CERTIFICATION APPLICATION**

Application Date: May 15, 2006 **Certification Level Applying For:** Startup

Name of municipality/municipalities seeking certification:

Town of Sudbury

Name of Proposed Committee:

Sudbury LEPC

Mailing Address of Committee:

Sudbury LEPC
77 Hudson Road
Sudbury, MA 01776

Telephone one number of committee: (978) 443-2239

Fax number of committee (978) 440-8213

Name of Committee Contact: Fire Chief Ken MacLean/
or Assistant Fire Chief Mike Carroll

Telephone number of contact: (978) 443-2239;
Email: macleank@town.sudbury.ma.us
carrollm@town.sudbury.ma.us

Name of Person filling out Application if different than above:

Name: _____

Telephone number: (____) _____

Email address: _____

CERTIFICATION STATEMENT

I hereby certify that the information given in this application is true to the best of my knowledge and belief.

Signed Maureen Valente **Maureen Valente: Town Manager &
LEPC Chairperson**

**LOCAL EMERGENCY PLANNING COMMITTEE APPLICATION
SECTION A**

Committee Membership and Chairperson

1. Membership list of current members including, names, titles, affiliations, addresses, and telephone numbers.

Use Form A-1 on next page

If not completed, please provide explanation:

2. Chairperson:

Name: Maureen Valente Title: Town Manager Affiliation: Town of Sudbury

Address: 278 Old Sudbury Road City: Sudbury Zipcode: 01776

Telephone number: (978) 443-8891 x 382 Fax number: (978) 443-0756

Email Address: valentem@town.Sudbury.ma.us

3. LEPC Coordinator If Applicable

Name: Richard Simon Title LEPC Coordinator Affiliation Volunteer Appointment

Address: 33 Fox Run Road City: Sudbury Zip code: 01776

Telephone number: 978-835-4432 Fax number: (978) 443-0756 (c/o LEPC on cover page)

Email Address rlsimon@comcast.net

Listing of sub-committees and their membership.

Sub-Committee list and membership attached?

Yes _____ No X No sub-committees X

**LOCAL EMERGENCY PLANNING COMMITTEE APPLICATION
FORM A-1 - MEMBERSHIP LIST**

| Category | Name | Title | Affiliation | Address | Tel No | Email Address |
|---|---|---|---|--|--|--|
| | Larry O'Brien | Selectman | Town of Sudbury | 278 Old Sudbury, Road Sudbury, MA 01776 | 978-443-8891 x382 | larry_obrien@verizon.net |
| Elected State/ Local Official | Ken Maclean | Fire Chief | Town of Sudbury | 77 Hudson Road Sudbury, MA 01776 | 978-443-2239 | macleank@town.sudbury.ma.us |
| Emergency Management | Peter Fadgon | Police Chief | Town of Sudbury | 415 Boston Post Road Sudbury, MA 01776 | 978 443-1042 | fadgonp@town.sudbury.ma.us |
| Law Enforcement | Ken Maclean | Fire Chief | Town of Sudbury | 278 Old Sudbury, Road Sudbury, MA 01776 | 978-443-8891 x382 | macleank@town.sudbury.ma.us |
| Emergency Medical Services | Ken Maclean | Fire Chief | Town of Sudbury | 278 Old Sudbury, Road Sudbury, MA 01776 | 978-443-8891 x382 | macleank@town.sudbury.ma.us |
| Firefighting | Ken Maclean | Fire Chief | Town of Sudbury | 278 Old Sudbury, Road Sudbury, MA 01776 | 978-443-8891 x382 | macleank@town.sudbury.ma.us |
| Board of Health | Bob Leupold | Health Director | Town of Sudbury | 275 Old Lancaster Road Sudbury, MA 01776 | 978-443-2209 x1379 | leupoldb@town.sudbury.ma.us |
| Local Environment | Dan Stotts | Employee | US Fish Wildlife Sudbury Preserve | Weir Hill Road Sudbury, MA 01776 | 978-443-4461 | dan_stotts@fws.gov |
| Hospital | Bruce Trefry | EMS Manager | Emerson Hospital | 133 Old Road to Nine Acre Corner Concord, MA 01742 | 978 369-1400 | btrefry@emersonhospital.org |
| Transportation Personnel | Rita Skog Mary Will | Transportation Director Director Bus/ Transportation | LSRSH (High School) Sudbury Public Schools K-8 | 390 Lincoln Road Sudbury, MA 01776 40 Fairbank Road Sudbury, MA 01776 | (978) 443-1080 x1106 (978) 443-1058 x218 | rita_skog@sudbury.k12.ma.us willm@sudbury.k12.ma.us |
| Broadcast/Print Media | Stacey Hart | Reporter | Town Cter | 33 New York Ave. Frammingham, MA 01701 | (781) 433-6700 | shart@cnc.com |
| Community Group | Nancy Burnback Anita Simon Kris Kiesel | President Co-President Director | League of Women's Voters League of Women's Voters Sudbury Council on Aging | 39 Canterbury Drive; Sudbury, MA 01776 33 Fox Run Road; Sudbury, MA 01776 40 Fairbank Road; Sudbury, MA01776 | 978-440-8304 978-443-6446 978-443-3055 | nburnback@comcast.net agsimon@hotmail.com kieselk@town.sudbury.ma.us |
| Owner/Operator EHS Hazmat Facilities | Thomas Cary Mary Rafferty | Mgr. Env. Health & Safety Regional Director Public Affairs | Raytheon Verizon | 528 Boston Post Road 185 Franklin Street Boston, MA 02110 | (978) 440-1000 617-743-5440 | thomas_c_cary@raytheon.com mary.frafferty@verizon.com |
| Public Works | William Place | Director | Sudbury DPW | 275 Old Lancaster Road Sudbury, MA 01776 | (978) 443-2209 | placeb@town.sudbury.ma.us |
| Other | Maureen Valente Dennis Brothers Richard Simon | Town Manager Citizen LEPC Coordinator | Town of Sudbury Amateur Radio - Races Town of Sudbury | 278 Old Sudbury, Rd; Sudbury, MA 01776 253 Goodman Hill Rd; Sudbury, MA 01776 33 Fox Run Road; Sudbury, MA 01776 | 978-443-2209 978-443-8892 978-835-4432 | valentem@town.sudbury.ma.us brothers@brs.com rsimon@Comcast.net |

LOCAL EMERGENCY PLANNING COMMITTEE APPLICATION

SECTION B

LEPC POSTINGS, AGENDAS, COPIES OF SIGN IN SHEET(S) AND MINUTES

1. Copy of Notice of meeting and Agenda that was posted in City/Town Hall for two most recent meetings,

Dates: February 2, 2006 April 25, 2006

If not attached, explanation:

2. Copies of meeting agendas for the two most recent meetings.

Dates: February 2, 2006 April 25, 2006

If not attached, explanation:

3. Attendance Rosters for above meetings. Must be copy of actual sign in sheet. Please Note that at least 50% of the LEPC disciplines must be present for meeting to count.

If not attached, explanation:

4. Copies of meeting minutes for the most recent meeting(s).

Dates: February 2, 2006 April 25, 2006

If not attached, explanation:



Maureen G. Valente
Town Manager

TOWN CLERK
TOWN OF SUDBURY SUDBURY, MASS
Office of the Town Manager
06 JAN 27 PM 12:39

278 Old Sudbury Road
Sudbury, Massachusetts 01776-1843
Tel: (978) 443-8891, x385
Fax: (978) 443-0756
E-mail: valentcm@town.sudbury.ma.us

**LOCAL EMERGENCY PLANNING COMMITTEE
MEETING NOTICE**

The Town of Sudbury's first Local Emergency Planning Committee (LEPC) meeting is scheduled for Thursday, **FEBRUARY 2, 2006**, at 2:00 p.m. at the Goodnow Library, 21 Concord Road, Sudbury.

Agenda: Introduction to LEPC and Overview; Roles and Responsibilities of Committee members; Function of LEPC; and Other Topics of Interest.

Maureen G. Valente
Town Manager

January 26, 2006

Newton, Judith

TOWN CLERK
SUDBURY, MASS

From: Richard Simon [RLSimon@comcast.net]
Sent: Friday, March 03, 2006 3:16 PM
To: Newton, Judith
Cc: Maclean, Kenneth
Subject: Sudbury LEPC Meeting Notice Dates For Posting

06 MAR -3 PM 3:42

Hi Judy,
Can you please post the following meeting notice dates.

Next Meeting: Sudbury Local Emergency Planning Committee

Tuesday, April 25, 2006
10:00 am - 11:00 am
Goodnow Library

Agenda:
LEPC Structure and By-Laws
Startup Application
Town Training Levels Matrix; Tier 1 Reporting Video "An Orientation to Community Disaster Exercises"

Tuesday, June 6, 2006
10:00 am - 11:00 am
Goodnow Library

Agenda:
LEPC Structure and By-Laws
Continuing Certification topics
Other topics to be announced

Thursday, July 13, 2006
10:00 am - 11:00 am
Goodnow Library

Agenda:
Continuing Certification topics
Other topics to be announced

Regards
Richard Simon
Sudbury LEPC Coordinator
978-835-4432
rlsimon@comcast.net

Minutes of Sudbury LEPC Meeting Thursday February 2, 2006 at Goodnow Library

Fire Chief Ken MacLean opened the meeting and Town Manager, Maureen Valente, welcomed the committee members and provided the background for the creation of the First LEPC meeting.

Ken MacLean introduced Richard Simon as the LEPC Coordinator and then facilitated the introduction of all attendees.

Ken explained:

- The meaning of Emergency planning.
- Previewed the other speakers' topics presented later in the meeting.
- Provided a slide presentation entitled: "LEPC Overview".
- Explained the benefits of preplanning a response to a Hazardous Materials (and Biohazard) Emergency.
- Stressed the need to review the laws pertaining to the LEPC and identifying vulnerable populations within the town such as elderly, school children, etc.
- Preplan response to Tier 2 hazardous materials' releases and be certain that Tier 2 reporters are identified and have filed reports;
- Make sure that Tier 2 and other LEPC related information is available to the Public
- The stages of LEPC certification. Sudbury will shortly apply for Startup certification and then move towards Provisional and Full certification.
- The requirements of reviewing the plan annually and that appropriate town personnel are trained to the specified levels.
- The many acronyms in the Emergency related field.
- Why each member was invited; so as to fulfill the "13 Required Categories" for LEPC organization and "Roles and Responsibilities".
- Gave an example of a "potential" hazardous material spill on Goodman's Hill Road and the issues of "reacting to the emergency". He stressed that the LEPC's role is "Planning for this, not executing it".

Jeffery Trask of the Massachusetts Emergency Management Agency (MEMA) briefly described MEMA's role and interaction with the LEPC. He responded to several questions from the members. Some of the topics included:

- The availability of detailed GIS maps for use in LEPC planning.
- LEPC grant availability such as planning grants and special grants up to \$20,000.
- Sudbury is part of MEMA Region 1, Northeast
- The emergence of "Regional Emergency Planning Committees", or REPCs, co-existing with LEPCs and providing enhanced regional planning cooperation. Sudbury can work with an existing REPC (now in the certification stage) covering Lincoln, Sudbury, Concord, Wayland, and Weston.

Next, Gale McNiff, the Wayland LEPC Coordinator addressed the group and covered the following topics:

- Short history of the formation of the Wayland LEPC, which began the certification process in October 2001 and became fully certified in October 2002.
- Compared the Waltham LEPC model to the Wayland model: City vs. Town.
- Stressed that “community outreach” is a very important LEPC role.

Finally Ken MacLean summarized Richard Simon’s role in future meetings as the Sudbury LEPC Coordinator and thanked all for attending this first meeting.

Next Meeting: Friday, April 14, 2006 10:00am – 11:00 am: Goodnow Library

Agenda: LEPC Structure and By-Laws; Startup Application; Town Training Levels Matrix; Tier 1 Reporting; Video “An Orientation to Community Disaster Exercises”

Questions?: Contact Richard Simon: 978-443-6446; rlsimon@comcast.net

Attendees:

Carol Baribeau - Verizon
 Dennis Brothers - Amateur Radio/RACES
 Nancy Brumback - League of Women’s’ Voters
 Scott Carpenter – LSRH
 Thomas Caty – Raytheon
 Dave Fagan – Police Chief, Town of Sudbury
 Stacy Hart – Town Crier
 Kris Kiesel – Director Sudbury Council on Aging
 Bob Leupold – Board of Health, Town of Sudbury
 Ken MacLean – Fire Chief, Town of Sudbury
 Larry O’Brien – Selectman, Town of Sudbury
 William Place – DPW Director, Town of Sudbury
 Richard Simon – Sudbury LEPC Coordinator
 Rita Skog – LSRH
 Graham Taylor – USFWS – Great Meadows
 Maureen Valente – Town Manager, Town of Sudbury
 Mary Will – Sudbury K-12 Schools

Invited Guests

Gale McNiff – Wayland LEPC Coordinator
 Jeffrey Trask – MEMA

**Minutes of Sudbury LEPC Meeting
Thursday April 25, 2006 at Goodnow Library**

Sudbury LEPC Coordinator, Richard opened the meeting and welcomed members. Richard reviewed for existing and new members, the purpose and scope of the Local Emergency Planning Committee. The status of the Start-Up Application was discussed. He mentioned that this second meeting with 50% or greater category members was essential for meeting the start-up criteria.

Richard introduced Bob Leupold, Sudbury's Health Director who proceeded with his presentation on "Pandemic Flu Planning". His presentation included a description of Avian Flu; methods of transmission among birds; possible transmission to humans via a mutated virus. Current State planning efforts; the Reserve Medical Corps, planning for use of Curtis School as a vaccine site, continuity of operations in state and local government, social distancing, etc. This was followed by a question and answer session.

Next Meeting: Thursday, July 13, 2006 10:00am – 11:00 am: Goodnow Library

Agenda: Start-Up Application Filing - Status; Committee By-Laws; Pandemic threat discussion
Questions?: Contact Richard Simon: 978-443-6446; rlsimon@comcast.net

Attendees:

Larry O'Brien/Sudbury Selectman;
Lynne Geitz/Sudbury Board of Health Elected Member
Richard Glavin/Sudbury Police Department-Lt.
Mike Carroll/Sudbury Assistant Fire Chief
Bob Leupold/Sudbury/Health Director
Bruce Trefry/Emerson Hospital - EMS Manager
Rita Skog/LSRH Transportation Coordinator
Mary Will/Sudbury Public Schools/Director of Business Finance/Transportation
Stacey Hart/Sudbury Town Crier
Nancy Brumback/Sudbury League of Women Voters
Phyllis Feingold/League of Women Voters
Anita Simon/League of Women Voters
Kris Kiesel/Director Sudbury Council On Aging
Thomas Caty/Raytheon;
Mary Rafferty/Verizon
William Place/Sudbury Director of Public Works
Wayne Walker/Sudbury Assistant Town Manager (attending for Maureen Valente LEPC Chairman);
Dennis Brothers/Amateur Radio RACES;
Gail Nozik/LSRHS School Nurse
Diane Schuster/Sudbury Citizen;
Richard Simon/Sudbury-LEPC Coordinator

Sudbury LEPC Meeting Roster For Meeting Date: 2/2/2006

| Name | Signature | Affiliation (town, company, indiv. etc) | Title | E-Mail Address |
|------------------|--------------------|---|-----------------------------|------------------------------|
| Gregg Strien | <i>[Signature]</i> | RS | Secretary | VRP20N.NET |
| Patricia Fudgeon | <i>[Signature]</i> | Sudbury Police | Chief of Police | Fudgeon@Town.Sudbury.ma.us |
| Marian Valente | <i>[Signature]</i> | Town Manager | Town Manager | Valente.m@town.sudbury.ma.us |
| William Glass | <i>[Signature]</i> | Discs. Public Works | Director | Wglass@town.sudbury.ma.us |
| Bob Leopold | <i>[Signature]</i> | HEALTH DIRECTOR | Board of Health | leopold@town.sudbury.ma.us |
| IM GALE MCWIFF | <i>[Signature]</i> | WAYLAND LEPC Chair | Chair | imcawiff@ad.com |
| Nancy Brumbach | <i>[Signature]</i> | League of Women Voters | co-president | nbrumbach@comcast.net |
| CAROL BARIBEAU | <i>[Signature]</i> | Verizon | Regional Director | CAROL.H.BARIBEAU@VERIZON.COM |
| Graham Taylor | <i>[Signature]</i> | USFWS Great Meadows NWR | Acting Deputy Manager | Graham-Taylor@fws.gov |
| Thomas Carty | <i>[Signature]</i> | Raytheon | Manager, Env. Health Safety | Thomas_C_Carty@Raytheon.com |
| Kris Kiesel | <i>[Signature]</i> | Sudbury COA | Director | KIESEL@SUDBURY.MA.US |
| DENNIS BROTHERS | <i>[Signature]</i> | AMATEUR RADIO/RACES | | BROTHERS@BICAS.COM |
| Scott Carpenter | <i>[Signature]</i> | Unch. Sudbury High Sch. | Homeowner Safety Card | scott_carpenter@lschs.net |
| Rita Skog | <i>[Signature]</i> | Unch. Sudbury High Sch. | Transportation Coordinator | Rita_Skog@Sudbury.MA.US |
| Mary Lill | <i>[Signature]</i> | SPS | Assistant Business Admin. | willm@sudbury.k12.ma.us |
| Jeffrey A. Trask | <i>[Signature]</i> | MEMA | SPRC/Agrest | jeffrey.trask@stetson.ma.us |
| Stacey Wort | <i>[Signature]</i> | Reporter Town Cover | | shart@cnc.com |
| | | | | |
| | | | | |
| | | | | |

| Category | Attendee 1 Name/Organization; Attendee 2/Organization... |
|--|---|
| | |
| Elected State and Local Officials | Larry O'Brien/Sudbury Selectman |
| Law Enforcement | Peter Fadgon/Sudbury Police Chief |
| Emergency Management | Ken MacLean/Sudbury Fire Chief |
| Fire Fighting | Ken MacLean/Sudbury Fire Chief |
| Emergency Medical Services | Ken MacLean/Sudbury EMS-Fire Chief |
| Health | Bob Leupold/Sudbury/Health Director |
| Local Environment | Graham Taylor/US Forest Service-Sudbury |
| Hospital | |
| Transportation Personnel | Rita Skog/LSRH Transportation Coordinator; Mary Will/Sudbury Public Schools/Director of Business Finance/Transportation |
| Broadcast and Print Media | Stacey Hart/Sudbury Town Crier |
| Community Groups | Nancy Brumback/Sudbury League of Women Voters; Kris Kiesel/Director Sudbury Council On Aging |
| Owners and Operators | Thomas Caty/Raytheon; Carol Baribeau/Verizon |
| Public Works Employees | William Place/Sudbury Sudbury Director of Public Works |
| | |
| Other | Maureen Valente/Sudbury Town Manager - LEPC Chairman; Dennis Brothers/Amateur Radio RACES; Scott Carpenter/LSRH House Master and Safety Coordinator; Richard Simon/LEPC Coordinator |
| | |
| | |
| Guests | Gale McNiff/Wayland LEPC Jeffery Trask/MEMA |
| | |
| | |
| Tally | 12 out of 13 required categories represented |
| | |
| | |
| | |
| | |
| | |

| Category | Attendee 1 Name/Organization; Attendee 2/Organization... |
|--|---|
| Elected State and Local Officials | Larry O'Brien/Sudbury Selectman; Lynne Geitz/Sudbury Board of Health Elected Member |
| Law Enforcement | Richard Glavin/Sudbury Police Department-Lt. |
| Emergency Management | Mike Carroll/Sudbury Assistant Fire Chief |
| Fire Fighting | Mike Carroll/Sudbury Assistant Fire Chief |
| Emergency Medical Services | Mike Carroll/Sudbury EMS-Assistant Fire Chief |
| Health | Bob Leupold/Sudbury/Health Director |
| Local Environment | |
| Hospital | Bruce Trefry/Emerson Hospital - EMS Manager |
| Transportation Personnel | Rita Skog/LSRH Transportation Coordinator; Mary Will/Sudbury Public Schools/Director of Business Finance/Transportation |
| Broadcast and Print Media | Stacey Hart/Sudbury Town Crier |
| Community Groups | Nancy Brumback/Sudbury League of Women Voters; Phyllis Feingold/League of Women Voters; Anita Simon/League of Women Voters; Kris Kiesel/Director Sudbury Council On Aging |
| Owners and Operators | Thomas Caty/Raytheon; Mary Rafferty/Verizon |
| Public Works Employees | William Place/Sudbury Sudbury Director of Public Works |
| Other | Wayne Walker/Sudbury Assistant Town Manager (attending for Maureen Valente LEPC Chairman); Dennis Brothers/Amateur Radio RACES; Gail Nozik/LSRHS School Nurse; Diane Schuster/Sudbury Citizen; Richard Simon/LEPC Coordinator |
| Guests | |
| Tally | 12 out of 13 required categories represented |
| | |
| | |
| | |
| | |
| | |

**LOCAL EMERGENCY PLANNING COMMITTEE APPLICATION
SECTION C
EPCRA INFORMATION MANAGEMENT DESCRIPTION**

1. Name of Committee designated person to handle EPCRA right-to-know requests:

Name: Richard Simon

Title: LEPC Coordinator

Telephone number: 978 835-4432

2. Address of Committee Location where Tier II Reports, MSDS, and plans are stored:

77 Hudson Road (Fire Stations Headquarters)

Sudbury, MA 01776

Mailing Address, if different: _____

3. Description of their storage and the organization of the records:

File Drawers

Hours available to public. 8:30 to 5PM Monday - Friday

4. Alternate Location(s) where records are available to Public:

Hours available to public: _____

LOCAL EMERGENCY PLANNING COMMITTEE APPLICATION

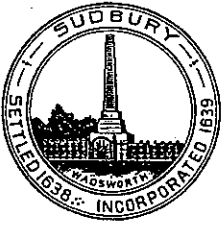
SECTION D

DESIGNATION OF RESPONSE COORDINATOR,

1. Letter from Chief Elected Official(s) designating Community Response Coordinator:

If not attached, explanation:

Letter Attached...



Maureen G. Valente
Town Manager

TOWN OF SUDBURY
Office of the Town Manager

278 Old Sudbury Road
Sudbury, Massachusetts 01776-1843
Tel: (978) 443-8891, x385
Fax: (978) 443-0756
E-mail: valentem@town.sudbury.ma.us

June 26, 2006

Fire Chief Kenneth J. MacLean
77 Hudson Road
Sudbury, MA 01776

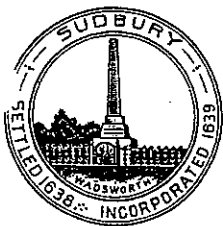
Dear Chief MacLean:

This is to inform you that effective today, I have appointed you Sudbury's Community Emergency Response Coordinator in connection with the LEPC responsibilities. This designation will be added to the job description of Fire Chief.

Thank you for your willingness to add this designation and work so diligently toward protecting the community of Sudbury.

Very truly yours,

Maureen G. Valente
Town Manager



TOWN OF SUDBURY

Office of Selectmen

278 Old Sudbury Road
Sudbury, Massachusetts 01776-1843
Tel: (978) 443-8891, x382
Fax: (978) 443-0756

December 20, 2005

Mr. Richard L. Simon
33 Fox Run Road
Sudbury, MA 01776

Dear Mr. Simon:

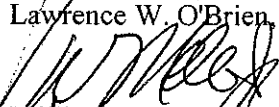
This is to inform you that the Board of Selectmen has appointed you as the LEPC (Local Emergency Planning Committee) Coordinator for a term to expire April 30, 2007.

Before assuming your official duties, you must take the oath of office. Using the form below, please have the Town Clerk or a Notary Public administer the oath of office. If done by a Notary, please forward a copy to the Town Clerk's office.

The Selectmen's Office is available to assist you in any way possible during your tenure, and we thank you for your willingness to serve.

Very truly yours,


Lawrence W. O'Brien, Chairman


William J. Keller, Jr.


John C. Drobinski

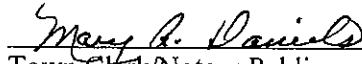
cc: Town Clerk
Fire Chief

Commonwealth of Massachusetts

Middlesex, ss. January 26, 2006
(date)

Then personally appeared the above named Richard L. Simon
and made oath that (s)he would faithfully and impartially discharge all duties of said office.

Mary A. Daniels
Notary Public
Commonwealth of Massachusetts
My Commission Expires
August 25, 2011


Town Clerk/Notary Public

LOCAL EMERGENCY PLANNING COMMITTEE APPLICATION**SECTION F****TRAINING LEVELS OF RESPONSE PERSONNEL**

Please provide the number of employees and the number of employees trained to each level in the matrix below. Please also provide the names of the programs and instructors used,

| Department | Number of Employees | No. of employees trained to HAZMAT Awareness | No. of employees trained to Operations | No. of employees trained to Technician | No. of employees trained in NIMS/Incident Command |
|----------------------|---------------------|--|--|--|---|
| Fire | 35 | 35 | 35 | 4 | 35 |
| Police | 28 | 28 | | | 28 |
| EMS** | 35 | 35 | 35 | 4 | 35 |
| Public Works | 24 | 0 | 0 | 0 | 6 |
| Emergency Management | 1 | 1 | 1 | 1 | 1 |
| TOTAL | 123 | 99 | 71 | 9 | 105 |

NOTE: Fire/EMS/Emergency Management share same people

** EMS is the community designated emergency ambulance service. . (EMS employees, whether municipal or contract employees, need to be trained.)

Instructor(s)/program(s) used:

Fire: Mass Fire Academy Curriculum; Sudbury Fire Training Plan

Police Mass. Criminal Justice Training Committee Boylston Academy and Online thru FEMA; Online thru FEMA.

Town Personnel NIMS trained Fire Department Captain Chote. :Maureen V.; Bill Place; Bob Leupold

Please note that at least one member of the LEPC must be trained in National Incident Management System NIMS/Incident Command and one member trained in Exercise Design. The application must list the individual(s) trained and the training program(s) used.

| Name | Title | Affiliation | HAZMAT Awareness | NIMS Incident Command | Exercise Design | Training Program Used |
|-----------------|--------------------------------|--|------------------|-----------------------|-----------------|-----------------------|
| Maureen Valente | Town Manager | Sudbury | No | Yes | No | 6 |
| Larry O'Brien | Selectman | Sudbury | No | No | No | |
| Ken MacLean | Fire Chief | Sudbury | Yes | Yes | No | 1 |
| Peter Fadgon | Police Chief | Sudbury | Yes | Yes | No | 2 |
| Ken MacLean | Fire Chief | Sudbury | Yes | Yes | No | 1 |
| Ken MacLean | Fire Chief | Sudbury | Yes | Yes | No | 1 |
| Bob Leupold | Health Director | Sudbury | No | Yes | No | 6 |
| Bruce Trefry | EMS Manager Emerson Hosp | Emerson Hospital | Yes | ? | ? | 7 |
| Rita Skog | Transportation Director/Bus | LSRSH (High School) | ? | ? | ? | |
| Mary Will | Director Bus. Svcs./Trans. | Sudbury Public Schools K-8 | ? | ? | ? | |
| Stacey Hart | Reporter | Town Crier | ? | ? | ? | |
| Nancy Bumback | President | League of Women's' Voters | No | No | No | |
| Anita Simon | Co-President | Sudbury Council on Aging | No | No | No | |
| Kris Kiesel | Director | | No | No | No | |
| Thomas Caty | Mgr. Env. Health & Safety | Raytheon | Yes | Yes | ? | 4, 5 |
| Mary Rafferty | Reg Director Public Affairs | Verizon | ? | ? | ? | |
| William Place | Director | Sudbury DPW | No | Yes | No | 6 |
| Dennis Brothers | Citizen | Amateur Radio – Races Town of Sudbury | ? | ? | ? | |
| Richard Simon | LEPC Coordinator | | No | No | No | |

Instructors/programs used:

| Reference From Training Program Used Column Above | Training Program |
|---|--|
| 1 | Firefighting Academy |
| 2 | Police |
| 3 | FEMA Online |
| 4 | Classroom instruction provided by Clean Harbors Environmental Services |
| 5 | Classroom training provided by Marsh Crisis Consulting |
| 6 | Town Personnel NIMS trained Fire Department Captain Chote |
| 7 | Emerson Hospital Training |

LOCAL EMERGENCY PLANNING COMMITTEE APPLICATION

SECTION H

LISTING OF CERTIFIED ABUTTER LEPCs

Attach listing of Certified LEPCs with the LEPCs name and address and the name and telephone number of the Chair.

| Town | Name/Address |
|-------------|---|
| Concord | Chief Kenneth Willette 209 Walden Street Concord, MA 01742 Telephone: (978) 318-3450 |
| Framingham | Fire Chief Ollie Gadson. 10 Loring Dr. Framingham, MA 01702 Telephone: (508) 620-4950 |
| Marlboro | Donald P. Cusson 696 Concord Road Marlborough, MA 01752 Telephone: (508) 481-1933 |
| Maynard | Gerald Collins Town Administrator 195 Main Street Maynard, MA 01754 Telephone: (978) 897-1002 |
| Wayland | Frederic E. Turkington Jr. 41 Cochituate Road Wayland, MA 01778 Telephone: (508) 358-3620 |

Note: The following towns abutting Sudbury do not have an LEPC: Acton, Hudson, and Stowe according to current MEMA LEPC list as of May 19, 2006.

Have you coordinated your HAZMAT Plan with abutting certified LEPCs? NO

**LOCAL EMERGENCY PLANNING COMMITTEE APPLICATION
APPENDIX**

| | | |
|-----------|--|--------------|
| A. | Non-Certified Committee/Decertification Process | 15 |
| B. | Presidential Directive HSPD-5 | 16-21 |
| D. | Stipend Information | 22 |
| E. | Stipend Application | 23 |

LEPC APPENDIX A
NON-CERTIFIED COMMITTEE/DECERTIFICATION PROCESS

Non-Certified Committee:

A committee that either does not meet the minimum criteria for certification or has not applied for certification. This committee will not be eligible for funding. It may also be subject to inclusion to an existing LEPC at some point in the future.

Decertification Process:

A committee that fails to meet the criteria of the application process upon written notice by the SERC may be decertified. A hearing with the committee shall be held within one month of the written notice to allow the committee to submit information to allow its certification. Any committee that fails to apply to renew its certification shall be sent written notice by the SERC that they are subject to decertification if they do not submit a written request for recertification. The intent of the process is to keep the LEPCs certified. Decertification should only be considered as a last resort. The decision to decertify a LEPC shall be made by the SERC in an open meeting and notice of such shall be sent to the committee in question. The decision of the SERC shall also be sent to the committee.

LEPC APPENDIX B**Homeland Security Outlines NIMS Requirements for FY 2005**

Developed by the Secretary of Homeland Security at the request of the President, and released in March 2004, the National Incident Management System (NIMS) integrates effective practices in emergency preparedness and response into a comprehensive national framework for incident management. The NIMS will enable responders at all levels to work together more effectively to manage domestic incidents no matter what the cause, size or complexity.

In a Sept. 8, 2004, letter to the nation's governors, the Secretary of Homeland Security outlined the minimum requirements for states and territories to comply with the new NIMS. NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

The benefits of the NIMS system will be significant:

- Standardized organizational structures, processes and procedures;
- Standards for planning, training and exercising, and personnel qualification standards;
- Equipment acquisition and certification standards;
- Interoperable communications processes, procedures and systems;
- Information management systems; and
- Supporting technologies – voice and data communications systems, information systems, data display systems and specialized technologies.

LEPC APPENDIX D
CERTIFIED LEPC STIPEND APPLICATION

GOALS The goal of the Certified LEPC Stipend Program is to provide limited financial assistance to LEPCs in carrying out their responsibilities under EPCRA.

ELIGIBILITY Only LEPCs certified by the SERC are eligible to apply for this program.

AMOUNTS AND TYPES OF ASSISTANCE A Local Emergency Planning Committee with Startup Certification is entitled to a stipend amount of \$250.00. A Regional Emergency Planning Committee is entitled to receive a stipend of \$500.00.

ALLOWABLE EXPENSES

- Printing and reproduction costs
- Limited software for planning purposes
- Supplies and materials (pads, binders, etc)
- Phone /internet service provider charges
- Reference materials for planning purposes
- Hiring of private contractors
- Community outreach materials
- Legal advertisements
- Equipment rental
- Mail and postage costs

NON-ALLOWABLE EXPENSES

- Personnel costs (full time, part time)
- Travel expenses
- Purchasing of operational equipment
- Benefits
- Overtime
- Per Diem
- Salaries
- Training

TERMS OF FUNDING ASSISTANCE

Recipients are not required to provide matching funds under this program; however, it would be beneficial to list any in-kind contributions. Examples of in-kind contributions include: salaries, per diem, overtime, travel expenses, equipment, facility space (training sites, classrooms, meeting rooms, etc), volunteer time, etc. Please list these contributions including dollar amounts for each. These contributions will be used for next year's application from the State to the DOT.

APPLICATION REQUIREMENTS

Part 1) A statement designating a project manager and the name, position, address and telephone number of the individual who will be responsible for coordinating the funded activities with other agencies and organizations.

Part 2) A general budget breakdown of what the stipend will be used for and any in-kind contributions you can list (Refer to Allowable Expenses and Terms of Funding Assistance for details).

Part 3) A written statement certifying that the Local Emergency Planning Committee(s) is in compliance with Section 301 and 303 of EPCRA (See Page 4).

The grantee will be required to enter into a written agreement with the Commonwealth (state contract) to receive funding. For multi-community LEPCs, one community must be selected to act as the fiscal agent of the LEPC. This is due to state financial procedures. Also, at the end of the budget period, the LEPC must provide the SERC with a short narrative and actual budget breakdown of what the stipend was used for.

FOR FURTHER INFORMATION CONTACT:

Elaine K.M. Denniston, Hazmat Program Coordinator
 (Tel.) (508) 820-2053 (Fax) (508) 820-2030 (Email) Elaine.Denniston@state.ma.us

To receive grant, fill out this page and submit with your completed LEPC application.

*****PART I APPLICANT INFORMATION*****

LEPC Name: Sudbury LEPC
 Address: 77 Hudson Road
 City: Sudbury
 State: MA Zip: 01776

Project Manager: Richard Simon Title: LEPC Coordinator
 Phone: 978-835-4432 FAX #: (978) 443-0756
 E-Mail Address: rlsimon@comcast.net

*****PART II BUDGET INFORMATION*****

| | STATE (Stipend) | OTHER (Cash, In-kind) | TOTAL |
|---|--------------------|--------------------------|-------|
| 1. Personnel Costs (Salaries, Overtime, Etc): | N/A | | |
| 2. Equipment Rental: | | | |
| 3. Travel Expenses: | N/A | | |
| 4. Supplies/Materials: | 25 | | |
| 5. Printing/Postage: | 175 | | |
| 6. Equipment Purchase: | N/A | | |
| 7: Food: | 50 | | |
| 8. Facility Space: | N/A | | |
| 9. Miscellaneous (Attach separate sheet to explain): | | | |
| TOTAL: | \$250 | | |

*****PART III CERTIFICATION OF COMPLIANCE*****

The applicant certifies compliance with Section 301 and 303 of the Emergency Planning and Community Right-to-Know Act.

 5/15/06 Date
 Authorized Signature

CHECKLIST FOR STARTUP LEPC COMMITTEE CERTIFICATION

Community Sudbury LEPC **Startup;** [An "*" in the field means item is required for certification]

Requirement Items

Reviewer Comments

Committee Structure

| | | | |
|--|---|-------|--|
| Application Cover page: | * | _____ | _____ |
| Current Committee List with 13 membership categories indicated (Section A) | * | _____ | (Membership categories must be listed) |
| List of any sub-committees (Section A) | * | _____ | (This is optional) |
| Committee chairperson Name & address (Cover page & Section A) | * | _____ | _____ |
| List of communities covered by committee (Application cover page) | * | _____ | _____ |
| Committee meetings (Section B) | * | _____ | _____ |
| Posted agendas for 2 meetings (Section B) | * | _____ | (Held within 12 months) |
| Attendance for 2 meetings (Section B) | * | _____ | (50% attendance) |
| Posting location for meeting notices (Section B) | * | _____ | (Typically posted in town or city hall) |
| Name of EPCRA R-T-K Coordinator (Section C) | * | _____ | _____ |
| Location of EPCRA records (Section C) | * | _____ | (Street address of location needed) |
| Description of record Storage (Section C) | * | _____ | (For example- records are filed by facility) |
| Hours available to public (Section C) | * | _____ | _____ |

Community Emergency Response Coordinator

Designation of Community Response Coordinator by CEO of each community Included in committee. (Section D) *

(Generally a note on CEO stationery indicating designation is acceptable. If forming a Regional LEPC, you need a Community Response Coordinator for each community.)

Training Levels of Response Personnel

Listing of Responders by types w/ training (Section F) *

(Application should include a table with info similar to the table in Section F)

Listing of LEPC members by types w/ training (Section F) *

(Application should include a table with info similar to the table in Section F)

Instructors/programs Used (Section F) *

List of Abutter LEPCs

List of Abutter LEPCs (Section H) *

Application of _____

Reviewed by:

LEPC Committee Representative: _____ Date: _____

Regional Local Coordinator: _____ Date: _____ Complete? _____

Additional information requested _____ Date: _____

Additional Information Received _____ Date: _____

Complete with additional information _____ Date: _____

Local Coordinator Comments _____

Regional Manager: _____ Date: _____

Comments _____

SERC Coordinator: _____ Date: _____

Comments _____

SERC Liaison Committee: _____ Date: _____

Comments: _____

Approved by

FULL SERC:

Date: _____