

CITY OF PROVIDENCE
LOCAL EMERGENCY PLANNING COMMITTEE #2

C/o Providence Emergency Management Agency
& Office of Homeland Security
591 Charles Street
Providence, RI 02904
(401) 228-8000

Meeting Minutes of December 15, 2010
(Submitted by Dave Aucoin – Narragansett Bay Commission)

ATTENDEES:

Maryann Medeiros – OSHA	Brendan Duffy – National Grid
Katie Collins – The Miriam Hospital	Alan Cantara - RISD
Bill Ostiguy – Ferguson Perforating	Susan Mayo – JWU
Collin Guibeau – CONTECH	Pete Gaynor – PEMA
Henry Huppert – Brown University	Sean Baker – USCG
Josh Westcott – PSC Environmental	Dave Aucoin – NBC
Steve Buckless – P&W Railroad	Mike Russo – Save The Bay
Dave Everett – Providence Planning Dept.	Jim Celenza – RICOSH
Craig Kampmier – Elmhurst Extended Care	Gary Munroe – National Grid
Filomena Lupo –Community Group Rep.	
Scott Atkin – Roger Williams Medical Center	
Steve Knowles – Women & Infants Hospital	

- Meeting was called to order at 10:15 AM by LEPC #2 Chairman Assistant Fire Chief Michael Dillon in the Main Auditorium of the Providence Public Safety Complex, 325 Washington Street, Providence, RI 02903.
- Chief Dillon made a motion to suspend the reading of the minutes from the last meeting, as Dave had previously emailed them to all members and they are also posted on the LEPC 2 website. The motion was made, seconded, and accepted.

Correspondence/Handouts:

- Dave provided copies of the meeting minutes to all the committee members.

- Dave has forwarded past meeting minutes, the SERC Training Request Form and also an announcement about the upcoming EPRCA Tier II Workshop to Brown University's EH&S Department, for posting on the LEPC 2 website. At the time of the meeting, these documents had not yet been posted.

Membership Committee Reports

City of Providence:

Communications: No Report.
Emergency Management: *Pete Gaynor – PEMA*

- Port Chemical Sensors Update:
 - The system was installed last summer and all 3 chemical sensors officially went online in early November.
 - The system was activated ten days ago when it detected acetone fumes while some Department of Public Works employees were painting in the basement of a building. The sensor closest to this area detected the acetone and initiated an alert because it was never switched from its “test mode” (factory setting) to the “operational mode” when it was installed.
 - An email was sent to the Port companies to let them know that the sensor had detected acetone. The chemical sensors monitor for 22 different compounds, but acetone is not one of them. The alert was a positive test of the system, but it was just set to the wrong detection mode.
 - All 3 of the Port Chemical Sensors were immediately inspected to make sure they were set to the “operational mode” and all 3 are now fully functional.
 - Pete offered to add anybody else who would be interested in being included on the email notification list for the chemical sensors.
 - Sue Mayo raised the question of whether or not it is possible to have a voice message accompany the alert email message in the Sensor notification system. Pete stated that PEMA will be working to try and incorporate some of the capabilities of the City's Emergency Notification System (ENS) into the Sensor notification system. This would include not only email, but also phone, text and fax notification.
- Chief Dillon announced to the Committee that PEMA has just become the first accredited Emergency Management municipality in the entire country. A strict minimum set of 63 emergency management standards needed to be met, and PEMA far exceeded the minimum standards. Chief Dillon and the rest of the Committee praised PEMA for this achievement.

Fire Department: *Michael Dillon – PFD*

- Chief reported that monthly in-house hazmat training is ongoing and that each PFD technician continues to receive a minimum of 4 hours of training each month.

- There have been no incidents since the September meeting. The PFD did conduct an oil boom deployment drill with the Port of Providence Marine Strike Team on 12/2. Chief reiterated the importance of accurate chemical inventories, response plans and regular exercises, and that all of these components further help to protect the health of Narragansett Bay.
- Chief will be attending the SERC Training Board meeting later this afternoon. There have not been any requests for training from the industrial sector. Chief encouraged all Committee members to use the SERC’s training request form whenever training is needed for employees.

Inspections & Standards: No Report.
Mayor’s Press Office: No Report.

Planning & Development: *Tom Deller*

- Tom reported that the Planning Dept. is currently transitioning to a new administration and is also proposing amendments to their Comprehensive Plan, which is updated periodically. The City’s Zoning Board could be coordinated with future hazard planning areas.
- Pete stated that PEMA is developing a Hazard Mitigation Plan for the City. This Plan is updated every five years, and PEMA has already held two public meetings. All public meeting dates are posted on PEMA’s website, with the next one scheduled for 1/10/11 at the Planning Board. Pete requested project ideas from all stakeholders so that an updated, modern Plan can be developed. There is not enough funding for all proposed projects, but they all will be considered. Any hazard mitigation aspects that stakeholders have done during the past five years are of definite interest to the City.

Police Department: No Report.
Colleges/Universities: No Report.
Public Property: No Report.
Public Works: No Report.
Solicitor’s Office: No Report.
Tax Assessor: No Report.

State of Rhode Island:

RI DEM: No Report.
Department of Labor: No Report.
RIEMA: No Report.

SERC:

Chief Dillon – PFD

- The SERC meeting was cancelled for the month of December.

EPA:

Jim Gaffey – EPA

- Jim reminded the Committee that the upcoming EPCRA/Tier II Workshop is scheduled for January 12th at the AMICA Headquarters in Lincoln, and that people can register on EPA's website. The information presented will be the same that was presented at the December workshop at the Crowne Plaza in Warwick.
- Tier II Submit software is now available for download on EPA's website. This is the first time that RI has inputted its own specific mandatory fields. RI "version" of the software is now consistent with the rest of the New England states. These additional fields were added mainly because of the reorganization of the LEPCs, and they are also modeled after what other LEPC states have been doing.
 - A facility report can no longer be validated unless specific fields are completed. These include facility Latitude/Longitude, number of employees, email address, a 24-hour phone number, site plans, a description of dikes and safeguard measures, and chemical supplier information and transportation routes to each facility.
 - Jim reminded the Committee that all Tier II Reports must be submitted electronically to the LEPC (PFD) and the SERC (Jim Larisa). The Dept. of Labor & Training's website still states that paper submission is also required, but this is not the case and the site needs to be updated. In order to avoid the submittal of paper copies, EPA is working with the Dept. of Labor & Training to divert visitors to the SERC website.
 - All EHS Facilities must attach to their Report a specific site plan template, which can be found on the SERC's website.
 - All non-EHS Facilities can submit any current site plan that they have, but chemical routes of transportation are now required for all non-EHS Facilities.
- Jim Celenza noted that under the RI Hazardous Substances Right-to-Know Act, all facilities in RI are still required to submit their hazmat information to the Dept. of Labor & Training. For years, the Dept. hasn't been fully compiling this data, but there will soon be a new director, so these issues should be straightened out. RICOSH will soon be meeting with the new director to address the following issues at the Dept.: No OSHA Technical workers are present, there is no chemical safety person, and there is no formal Right-to-Know program.
 - Each facility in RI currently pays \$42 per year to the Dept. to help enforce the state's Right-to-Know Act. Jim Gaffey stated that he still encounters facility reps in RI who think that this annual fee takes care of all the facility's chemical reporting requirements. This is not, and has never been the case with Tier II reporting requirements. The Dept. is charged with collecting and compiling all of the statewide information. The burden of submitting required Tier II Reports still lies with each individual facility.

- Chief Dillon once again reminded the Committee that he will not accept any paper versions of Tier II Reports that are submitted. Only Tier II Reports submitted electronically through email with the words *Tier II Report* in the subject line will be accepted.

USCG – Sector Southeastern New England:

Chief Baker

- Chief Baker introduced himself to the Committee, and he has been at his current post since July. Chief Baker is in the Waterways Management section of the USCG and works with Ed LeBlanc.
- Chief Baker stated that USCG Sector Southeastern New England (SSNE) recently conducted a successful equipment deployment drill that involved boom deployment from two fixed trailers – one at Point Judith and one at Castle Hill. Adverse weather had damaged the brake lines on the Point Judith Trailer, so the Castle Hill trailer was used for the drill and brought to Collier Pt. Park, instead.
 - 300’ of absorbent boom was deployed from the trailer
 - The scenario involved a cargo vessel spill near Sprague Energy
 - One lesson learned from the drill was that two new equipment deployment trailers need to be purchased to replace the existing ones. This could take anywhere from six month to one year.
- SSNE is planning more drills for the spring, alongside the PFD, and would like to exercise the Geographic Response Plan (GRP).
- Boom Deployment Exercise - Chief Dillon stressed to the Committee the continuing importance of developing inter-agency relationships and cooperation. PFD has worked closely with the USCG in order to prepare for rapid and informed environmental responses. The boom deployment exercise mentioned by Chief Baker has been held every fall with Sprague Energy and DEM. The 2011 drill will involve a larger exercise schedule with local, state and federal agency participation. During the drill, DEM exercised the GRP and also hired a consultant to evaluate the exercise. There will be an oil spill prep exercise in the spring, and a Port facility would need to host this exercise. The PFD is currently trying to work with Mobil in East Providence to see if they can host the exercise in the spring. The fall deployment exercise will be held at Sprague Energy every fall. A significant oil spill within the Port could reach Jamestown in four hours.

Hospitals: *Katie Collins – The Miriam Hospital*

- Katie introduced herself to the Committee. Katie is a Case Manager for the hospital and is also the Emergency Preparedness Coordinator. The hospital has not had any recent hazardous material incidents or chemical releases. Katie also stated that Miriam has been working with LifeSpan, The Hospital Association of RI and RI DOH to ensure that all of the hospital’s decon equipment is up-to-date.

Scott Atkin – Roger Williams Medical Center

- De-con training for staff is now being conducted year-round on a monthly basis (indoors during the winter months at the old Women & Infants Auditorium). All dates and classes are posted on the hospital's website.
- The Patient Tracking System (PTS) is up and running and is being tweaked as employees become more familiar with the system. In addition to a patient's basic information, the system will soon be able to provide medical staff with specific injury information. Some ambulances in the state are not yet using the PTS.

Steve Knowles – Women & Infants Hospital

- The hospital has been working with a consultant to help re-write their Emergency Operational Plan, continues to conduct monthly de-con training for staff, and the PTS is also being used.

Red Cross/VNA: No Report.
RIPTA: No Report.
Facility Reps/Owners: No Report.

OLD BUSINESS:

- *Chief Dillon:* The Providence Emergency Response Plan (ERP) has been updated and will be officially finalized once a letter is drafted by the Mayor. This letter needs to be included in the Plan as a formal introduction. The Plan was reviewed by Chief Dillon, Pete Gaynor and Bill Ostiguy prior to being finalized.
 - New additions to the Plan include website addresses, information on the Port Siren System and further information on public protection measures.
 - LEPC 2 and the City are still in the process of working on a public education program to ensure the public is better informed about the local emergency management aspects that are in place. This will be done through the utilization of Hazardous Materials Emergency Preparedness (HMEP) grant funds.
 - The final evaluation of the City's ERP will be held on Wednesday, January 19th in the Auditorium at the Providence Public Safety Complex. This meeting will be open to the public for all comments.

NEW BUSINESS

- *Dave Aucoin – Narragansett Bay Commission (NBC)*
 - Dave expressed his thanks to Jim Celenza from RICOSH and the New England Consortium (TNEC) for recently conducting free on-site 40 Hour HAZWOPER training at NBC's Corporate Offices Building. Eight NBC employees received their

- initial 40-Hour certification, and eleven non-NBC employees were also allowed to join the class. TNEC was able to offer this free on-site training through the utilization of ARRA funds.
- Any LEPC member company can also use the SERC's Training Request Form to request free 40-Hour HAZWOPER training.
 - NBC's Health & Safety Program continues to conduct in-house trainings:
 - Throughout November, NBC Operations & Maintenance employees received annual Hazard Communication/Right-to-Know, Occupational Noise Exposure, Bloodborne Pathogen, Walking/Working Surfaces, and Spill Control training.
- *Sue Mayo – JWU*
 - Sue thanked Chief Dillon for helping to setup fire extinguisher training for JWU staff.
 - Sue also had the State Fire Marshal's Office come to JWU to conduct "Kitchen Fire Training."
 - *Chief Dillon – Providence Fire Department*
 - Chief stated that he continues to receive Tier II Reports annually from certain companies that don't attend the LEPC meetings, as they are required to do so by law. In order to make it easier for all required companies to attend the LEPC 2 meetings, Chief Dillon will be requiring all applicable companies to attend at least two meetings/year, beginning in 2011. This will be stated clearly in a letter to those facilities very shortly. *Under SARA, if a company has EHS materials within the workplace, that company must be present at all LEPC meetings.*
 - The PFD will be exercising the City's ERP at the UNIVAR facility on June 9th. The Civil Support Team and Marine Strike Team will be deployed. The annual Port Evacuation Drill will be held in conjunction with this exercise.
 - Chief Dillon announced that Dave Aucoin will be stepping down as Secretary for LEPC 2 after 5 years of service to the Committee. With John Bissonette's departure from NBC, Dave's responsibilities in NBC's EH&S Program have increased. Chief presented Dave with a Citizen Citation from Mayor Cicilline in recognition for his years of service as Secretary for LEPC 2. Scott Atkin from Roger Williams Medical Center has volunteered to serve as the new Secretary.

Chief Dillon made a motion to adjourn the meeting at 11:10 AM. Motion was seconded and approved.

The next LEPC 2 Quarterly Meeting will be held on Wednesday, March 9, 2011 at 10:00 AM in the Providence Public Safety Complex's Main Auditorium.

Please visit the LEPC #2 website at www.rilepc.org to check for previous meeting minutes, upcoming events, training opportunities, and important compliance information.