

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 June 16, 2010

(Submitted by Dave Aucoin – Narragansett Bay Commission)

ATTENDEES:

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| Mike Russo – Save The Bay | Kerry Britt - NBC |
| Susan Mayo – JWU | Jim Celenza - RICOSH |
| Collin Guibeau – CONTECH | Dave Aucoin – NBC |
| Bobbie Phillips – Verizon | Alan Cantara – RISD |
| Renee Maccarone – Verizon | Mitch Stevens – UNIVAR |
| Peter Ginaitt – Lifespan | Jim McEloy – RI Hospital |
| Jodie Camara – Exxon Mobil | Mike Sullivan - MOTIVA |
| Joseph Murphy – Hudson Asphalt | John Bissonette - NBC |
| Henry Huppert – Brown University | Josh Westcott - PSC |
| David Everett – Planning Dept. | Erin Lambie - USCG |
| Craig Kampmier – Elmhurst Extended Care | Jim Gaffey – EPA |
| Filomena Lupo – Community Group Rep. | Michael Dillon - PFD |
| Michael Brugnoli – RIBI Security | |
| Scott Atkin – Roger Williams Medical Center | |
| Greg Myers – Providence College | |

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- Meeting was called to order at 10:10 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 reported to the committee that some of the past meeting minutes are not posted on the website, but Brown University is aware of the problem and will be fixing the issue.

Membership Committee Reports

City of Providence:

Communications: No Report.

Emergency Management: No Report.

Fire Department: *Michael Dillon - PFD*

- *Tier II Reports*
 - Tier II Reports have been received by the PFD and the LEPC, and Chief Dillon expressed his thanks to all the facility owners and representatives who submitted their respective Reports.
 - One existing problem with the Reports is that some facilities are not including site plans along with their Tier II Reports. As a solution, Chief Dillon will try to introduce a universal template to the SERC that can be sent to all reporting facilities. If facility personnel have trouble completing the site plan, then Chief Dillon offered the assistance of the PFD.
- *Incident(s)*
 - At the request of the USCG, the Port of Providence Marine Strike Team was dispatched to New Bedford to lend support and serve as a 'launching platform' for the Civil Support Team (CST) as part of an overall response to a mustard gas incident; a fishing boat from New Bedford had captured some canisters of mustard gas in Long Island Sound and several crew members were exposed. The crew received medical treatment and the vessel was isolated in New Bedford Harbor in order to protect the public.
 - The Marine Strike Team boats from Cranston, East Providence and Warwick responded to the scene, as well. Members of the CST were transported from shore to the boat to monitor the atmosphere. In addition to mustard gas, a "blood agent" (i.e. cyanide gas) was also discovered on the boat. The exact source of this is still unknown and the investigation is ongoing. The Marine Strike Team was relieved after the first day of the incident, but is still assisting with site mitigation.
- *Port Exercises in May*
 - The PFD participated in Operation Quahog and Operation Vigilant Hope. Both exercises were a success.

- The annual Port Evacuation Drill was held in May, in conjunction with Operation Vigilant Hope. One major problem that occurred was that some Port company representatives who showed up at the rally points were not listed on the Port Contact List. Chief Dillon stressed the importance of having an up-to-date accountability and contact list for the Port.

Inspections & Standards: No Report.
Mayor's Press Office: No Report.
Planning & Development: No Report
Police Department: No Report.

Colleges/Universities: *Sue Mayo – Johnson & Wales University*

- Sue reported that JWU took part in the Vigilant Hope Exercise and Port Evacuation Drill. Internal procedures were practiced and JWU was able to use the drills to coincide with their annual tabletop exercise. Some deficiencies were noted by Sue, but improvements will make JWU's procedures better.

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: *Michael Dillon - PFD*

- Grant Funding Request:
 - Chief Dillon is also the Chairperson for the SERC, and the SERC recently submitted a grant proposal to obtain funds to form a public education and notification program to enhance capability to notify the public in the event of a hazardous material release.
 - The appropriate technology is already in place (i.e. Reverse911), but the public needs to be better informed about how the system works and also how to protect themselves by sheltering-in-place or evacuating.
 - Chief thanked Jim Gaffey for his input on getting the appropriate language for the grant application.

- A question was raised concerning the large number of Port companies who did not receive the Reverse911 call during the Evacuation Drill. Providence EMA was not present at the meeting, but Chief Dillon did announce that there was a glitch with the Reverse911 software.
- Dave reported to Chief Dillon that NBC did not receive a Reverse911 call, either. However, several NBC office employees did receive a Reverse911 message on their personal desk extensions. The current Reverse911/Port Contact List that Dave maintains is the same list that was shared with PEMA prior to the drill. LEPC Port companies were reminded to contact Dave whenever their contact information changes.
- Erin Lambie reported that the majority of feedback she received following the Evacuation Drill was that people could not hear the message over the Port Sirens – only the Siren could be heard.
- Chief Dillon also mentioned that the SERC will be holding another “meet and greet” LEPC workshop for all facility members. This year’s conference has been scheduled for September 29th at the Crowne Plaza Hotel in Warwick. This will be an EPRCA conference and will feature speakers who are experts on hazardous materials, reporting, etc.

EPA: *Jim Gaffey – EPA*

- EPA recently offered a Toxic Release Inventory (TRI) workshop in RI on May 11th. Approximately 20 businesses attended the workshop.
- On behalf of DEM, Jim reported that DEM will be holding a workshop for Platers on June 25th.

USCG – Sector Southeastern New England: *Erin Lambie*

- Erin has recently returned from the oil spill in the Gulf of Mexico.
- Operation Vigilant Hope Exercise:
 - Erin expressed her thanks to all LEPC members who assisted with and participated in the Vigilant Hope Exercise. Many valuable lessons were learned, including the concept of Area Command, which was new to this area.
 - The 800 MHz system worked well and was especially helpful for the crews on the water.
 - An After Action Plan is currently being drafted, and members of exercise Design Team have full access to the Plan on Homeport. Erin will compile all of the information, send it to the exercise contractor and then hold an After Action conference, during which all participants can hear the pros and cons of the exercise. Erin also stated that the next RI exercise will be in MA.
- Erin cautioned the committee that much of the Coast Guard staff has been deployed to assist with oil spill cleanup efforts in the Gulf, so responding to phone calls may take a little longer than expected. Erin assured everyone that she would make sure all inquiries are directed to the appropriate staff members who are still in the Coast Guard offices.

- The Coast Guard will develop a set of lessons learned/BMPs related to the mustard gas incident. The Providence Marine Strike Team will be meeting with the Coast Guard on 6/21 to share in a “hot wash” of the mustard gas incident.
- Chief Dillon stressed the point that effective command and control is crucial for any exercise to function properly, and that knowing all players involved allows for easier communication.

Hospitals: *Scott Atkin – Roger Williams Hospital*

- RW Hospital has been conducting its annual March-October De-con training for all staff, and will be holding a de-con drill in August to train all nurses.
- RW Hospital has also begun to conduct de-con training alongside with Fatima Hospital. Chief Dillon offered some PFD volunteers to RW Hospital to assist with their de-con drills.

Peter Ginaitt – Roger Williams Hospital

- *McAfee Software Glitch:*
 - Peter stated that all hospitals in RI (6,000 computers) recently were affected by a glitch in the McAfee security software; the glitch caused severe diagnostic interruptions, temporary power shutdowns, and emergency/back up power supplies needed to be utilized. RW Hospital notified the FBI Boston office within the first 5 minutes of the incident. Within 30 minutes, the problem was discovered to have spread to all other hospitals. RW Hospital had all power back up and running within 2 hours and relied heavily on Incident Command throughout the process.
- The hospital has been preparing for any potential incidents at the upcoming Quonset Air Show,
- Monthly De-con and radiation training remains on-going, the statewide Patient Tracking System remains up and running (1/2 of all ambulances in the state can now track patients in real-time),
- Certain staff have been trained to serve as on-scene emergency coordinators until first responders arrive at the hospital,
- The new E-Notify communication system is currently being installed throughout all hospitals in the state (this system eliminates the need for unnecessary call-down procedures and also saves time during emergency notification),
- The Providence Emergency Management Advisory Council (PEMAC) was recently formed by the Mayor. The goal of PEMAC is for a special Council to plan on how certain necessary parties can get more involved with PEMA activities,
- RW Hospital is still in the process of writing a state-wide radiation policy.

Red Cross/VNA: No Report.

RIPTA: No Report.

Facility Reps/Owners: *Dave Aucoin – Narragansett Bay Commission*

- *Hazwoper Training:*
 - Dave reported to the committee that a formal request had recently been submitted to Chief Dillon and the SERC to obtain free 8-Hour Hazwoper Refresher training (Awareness Level) for approximately 30 NBC employees. NBC took advantage of the SERC funding for this type of training last year, also.
- *Confined Space Rescue Training:*
 - NBC's Safety Compliance Coordinator, John Bissonette, has been coordinating with Chief Dillon and the PFD to hold a series of Confined Space Rescue Drills at NBC's Field's Point Wastewater Treatment Facility (WWTF). Several successful drills have already been conducted throughout May and early June. PFD members have been receiving valuable Confined Space Training, while also familiarizing themselves with the types of confined spaces that exist throughout the WWTF. Future rescue drills will be held at NBC's Bucklin Point WWTF, in conjunction with the East Providence Fire Department and LEPC 5 Chairman Mike Carey.
- NBC's Environmental, Safety & Technical Assistance section continues to conduct OSHA General Industry training for its employees on a regular basis. Approximately 40 Operations and Maintenance employees received Powered Industrial Trucks Classroom training (3 year certification) throughout May and June. Field certification is scheduled for July and August.
- Off-shift NBC employees received Permit-required Confined Space Field training in April.
- NBC has recently updated its list of Emergency Coordinators.

Throughout the summer, PFD will be visiting different Port businesses to become more familiar with the emergency coordinators and physical layouts at each location. A MOTIVA visit is planned for June.

OLD BUSINESS:

- *Michael Dillon – SERC Training Committee*
 - The monthly meeting of the SERC Training Committee will be held this afternoon and Chief Dillon will make the formal request for the NBC Hazwoper training (8 hour and 40 hour).

- Chief Dillon also reminded all LEPC companies that federal money is available every fiscal year for training for LEPC facility employees. For example, an LEPC company can hire a contractor to give 40-Hour HAZWOPER Training to its employees and the LEPC (through SERC funds) will either pay that contractor directly or reimburse the LEPC facility who hired the company. A minimum class size

NEW BUSINESS:

- *John Bissonette – Narragansett Bay Commission*
 - John stated that the recent Confined Space Rescue Drills at Field's Point have been a huge success and the feedback from the PFD has been encouraging. John also reiterated the fact that the same type of scenario-based training will be held at NBC's Bucklin Point WWTF in East Providence.
- *Michael Dillon – PFD*
 - Chief Dillon will make the formal request to the SERC for NBC 8-Hour Hazwoper training, and he will also request funding for a CAMEO class that can be offered for applicable City employees.
 - The need for facility site plans and emergency response plans to be on file with the PFD is crucial and should be a priority for all Tier II reporting facilities.

Chief Dillon made a motion to adjourn the meeting at 10:52 AM. Motion was seconded and approved.

The next LEPC 2 Quarterly Meeting will be held on Wednesday, September 15th, 2010 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.