

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 September 15, 2010
(Submitted by Dave Aucoin – Narragansett Bay Commission)

ATTENDEES:

Collin Guibeau – Contech Medical	Alan Cantara - RISD
Joseph Murphy – Hudson Asphalt	John Bissonette – NBC
Bill Ostiguy – Ferguson Perforating	Peter Gaynor – PEMA
Craig Kampmier – Elmhurst Extended Care	Jim Celenza - RICOSH
Steve Buckless – Prov/Worcester Railroad	Henry Huppert – Brown University
Mike Russo – Save The Bay	Chris O’Donnell – Dominion Energy
Brendan Duffy – National Grid LNG	Steve Morin – Brown University
Gary Munroe – National Grid LNG	Maryann Medeiros - OSHA
Craig Johnson – RIBI Security	Dave Aucoin - NBC
Sean Donohue – Promet Marine	Jim Gaffey – EPA Region 1
Greg Myers – Providence College	Michael Dillon - PFD
Ted Ung – Roger Williams Park & Zoo	
Jason Schoolcraft – Roger Williams Park & Zoo	
Scott Atkin – Roger Williams Medical Center	
John Stiller – PSC Northland Environmental	
Filomena Lupo – Community Group Rep.	

- Meeting was called to order at 10:05 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 provided copies of the registration forms for the free EPCRA conference on 9/29 at the Crowne Plaza in Warwick. The conference is sponsored by RIEMA and the SERC.
- Dave reported that he has setup a new email address for all LEPC 2 correspondence. The new address is rilepc2@gmail.com and will be used to send out mass emails to the LEPC.
- Chief Dillon expressed his thanks to all LEPC 2 members for their continued participation with the LEPC and also for developing up-to-date emergency response plans.

Membership Committee Reports

City of Providence:

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

- Port Facility Contact List – Pete supplied a copy of the current Rev 911 contact list for all Port companies and encouraged everyone to confirm the accuracy of their company’s information. The City will be importing much of this contact information into a new Emergency Notification System (ENS).
- As opposed to the Rev 911 system for the Port, the ENS is not geography-based; it’s group-based. The ENS will be tested in the coming weeks, “group by group,” and will include an email, phone call, fax and possibly a text message for each facility contact person.
- The Port Chemical Detection System should be fully-installed in the coming weeks.
 - 3 Detectors that will monitor the air 24/7 for 18 specific industrial and weaponized chemicals. For security reasons, the system will only record 24 hours worth of data and then will reset itself. No historical database will be available.

Fire Department: *Michael Dillon – PFD*

- Chief reported that the PFD responded to a Level II Hazmat incident on Royal Little Drive.
 - A refrigeration system began leaking ammonia. With 20 mph winds during the incident, the majority of the ammonia was blown away from the area; there was no danger to the public. One firefighter was exposed to the ammonia, transported to the hospital, treated and returned to the scene. The overall PFD response lasted for 10 hours. The Port Chemical Detection System will be actively monitoring for ammonia.
 - Seven Providence Firefighters are attending a HAZMAT Conference in Plymouth, MA. The RI Fire Academy is now requiring an additional 40 hours of training at the HAZMAT Technician Level. The PFD has about 100 HAZMAT Technicians in the Department, and about two-thirds of them have so far completed the additional 40 hours of training.

- The PFD submitted their full equipment list to the state HAZMAT Working Group. Once all HAZMAT Technicians have updated their training requirements and the PFD obtains one more piece of equipment, the PFD will be recognized as a NIMS Type I HAZMAT Team, capable of responding to incidents in the City, in state, and also out-of-state. This is a requirement of the EMAC requirements.
- PFD will be participating in a full-scale disaster drill at T.F. Green Airport, as required by the FAA.
- PFD will also be sending a few people to RIEMA’s Hazardous Materials Train-The-Trainer Railcar Release class in September.

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

Colleges/Universities: *Steve Morin – Brown University*

- Brown will be testing their Emergency Siren System on 9/21 at Noontime. All students and nearby residents have been notified. The name of the system is being changed to “Brown Alert,” and a new website is being created that will be called “Brown Ready.” This website will include a compilation of all Brown’s emergency preparedness efforts.
- In recognition of Campus Fire Safety Month, Brown is conducting regular fire drills, student outreach to increase awareness, and also will be offering fire extinguisher training by utilizing Captain Kreisinger’s “BullEx System.” Brown also has its own BullEx System.
- In recognition of National Preparedness Month, Brown is compiling “Go Bags” for all of its 125 departments. The Go Bags will include basic emergency supplies.
- Brown EH&S recently held a large tabletop exercise that included a residential fire. Partners during the exercise included Providence Police, Providence Fire, the State Medical Examiner’s Office, and other local and state agencies. Chief Dillon praised Brown for doing an outstanding job with the exercise.
- Chief Dillon announced that Cy Cote has retired from RI College. Chief also offered to come to Providence College to assist with conducting a tabletop exercise.

Alan Cantara – RISD

- RISD is in the process of reorganizing emergency committees and re-writing emergency plans. As new employees have joined RISD, emergency planning committees have been reorganized. Alan would like to take advantage of Chief Dillon’s offer to assist colleges with tabletop exercises. Chief Dillon stressed the continued importance of accountability in order to ensure life safety during emergencies.

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 last SERC meeting was on 9/13 at 2 Capitol Hill. The SERC Training Committee meeting will be held today at 2:00 PM at the Cranston Street Armory.
- SERC Training Request Form – The SERC will be posting this form on the SERC website (www.riserc.org). This form includes a listing of training classes related to hazardous materials, and is available for all LEPC member agencies if they would like to request a specific type of training (i.e. – 8-Hour HAZWOPER Refresher). The form needs to be submitted directly to the LEPC Chairperson, who in turn will take it to the SERC for approval. Even if a company only has a few employees interested in some training, a course will still be setup.
- MaryAnn Medeiros asked if anybody in the state (non-LEPC 2 member) can request any of the training classes listed on the SERC Training Request Form. The answer is YES.
- Dave Aucoin mentioned that NBC has recently taken advantage of the free 8-Hour HAZWOPER Refresher training for 30 of its employees. Dave had submitted the request through Chief Dillon and the SERC, and Stefan Coutoulakis was the course instructor.
- NEW Tier II Report Requirement for 2011 – The SERC is now requiring all Tier II reporting facilities to include their Facility Plans in their electronic submission of their Tier II Reports. These Facility Plans, like the Tier IIs, get imported directly into the CAMEO software for first responders.
 - *Travel routes for all hazardous materials will now be required by the SERC for 2011 Tier II submission. The Tier II Submit Software for RI will now have new tabs that refer to these new requirements. The email addresses for all primary facility owners may also be required. The Tier II Submit software template for RI will reflect all necessary changes. Jim Gaffey stated that this is the first time RI has requested changes be made to the Tier II template.*

EPA: *Jim Gaffey – EPA*

- Jim stated that the hazardous material travel routes for all Tier II reporting facilities will definitely be required on the new Tier II template for RI. Jim praised Chief Dillon and Steve

Preston (LEPC 1) for the work they have done with keeping the SERC active. All were encouraged to attend the EPCRA workshop on 9/29.

- Steve Morin asked if there is any information that facilities should begin compiling now. All questions will be addressed by Steve Preston at the EPCRA workshop.

USCG – Sector Southeastern New England:

Erin Lambie

- The next Port Safety & Security Forum will be held on Thursday, September 17th at the Newport Marriott at 9:00 AM.
 - There have been recent changes in leadership within Sector SE New England. Captain Perry left in June, and Erin introduced new USCG members who have since assumed new responsibilities. Lt. Paul Lattanzi is now in charge of vessel security and inspections.
- Discussion Items:
 - Sector SE New England is working on finalizing the latest version of the Area Maritime Contingency Plan. The document is posted on Homeport, and Erin encouraged those who are involved with the Plan to review it and send all comments to Ron Pigeon.
 - Sector SE New England is planning to conduct an industry-lead pollution drill somewhere in RI in 2011. The drill may be held in Providence and the USCG is currently seeking industrial sponsors for the drill.
 - Operation Vigilant Hope Exercise was held in May. An After Action Conference is currently being planned to review lessons learned during the exercise. The complete After Action Report (AAR) should be finalized in October. Anybody who is interested in obtaining a copy of the AAR should contact Erin.
 - Statewide preparations for Hurricane Earl went very well. The Port was officially closed, and Erin solicited feedback from all Port Facilities. RIEMA also held a series of Noontime conference calls with all Emergency Support Functions within the state's Emergency Operations Plan. Wastewater Treatment Facilities were accidentally omitted from the calls, but DEM ended up notifying NBC, who was able to participate in 2 of the conference calls.
 - Chief Dillon posed the question of exactly when the PFD Fire Boats are supposed to be pulled out of the water during the onset of a hurricane. Erin will put Chief Dillon in touch with Commander Rooney from the USCG, who will share all USCG storm-related planning parameters with the Chief.

Hospitals:

John O'Reilly from RI Hospital was unable to attend the meeting, but he did submit a quarterly update report to Dave and Chief Dillon. Copies of the Report were distributed at the meeting and are summarized below:

- The third quarter of 2010 brought continued progress in addressing emergency mitigation, preparedness, response and recovery efforts at Rhode Island Hospital. Ongoing training and community partnership activities continued during the third quarter as the Hospital strives to serve the local, state and regional health needs.

- During the quarter, Rhode Island Hospital continued its efforts to prepare the Hospital, Lifespan, the City, and the State in preparedness and response efforts. These are highlighted below:
- **Hurricane Earl:** Emergency operations overall Extensive internal Hospital preparation was made for Hurricane Earl with several communications with RIEMA, Governor’s office, the ESF-8 group, PEMA, National Weather Service, Lifespan Emergency Preparedness, Department of HEALTH and the Hospital Association. End result was “a good drill”.
- **UASI Grant:** UASI Security Grant was completed with several campus hardening measures taken. Hospital purchased a portable walk-through metal detector, gates, roll-downs, security cameras etc, among these security measures.
- **Flu:** Planning for the upcoming flu season with vaccine being offered to employees starting this week. No guidelines from HEALTH regarding widespread efforts for vaccination have been disturbed as yet. Such may not be needed.
- **HazMat / Decon / ICS:** Monthly HazMat / Decon / ICS training continues in-house.
- **Emergency Operations Plans:** Emergency Operations Plans are in review at Rhode Island Hospital. Russell Phillips Associates is assisting in this extensive rewrite effort.
- Evacuation planning first.
- Emergency operations overall after that.

Scott Atkin – Roger Williams Hospital

- Roger Williams Hospital will be testing all hospitals throughout the state on the new Patient Tracking System during a drill on 9/18. In the event of a mass casualty incident, the hospital will be able to track where all victims are transported to, throughout the entire state. During the drill, all hospitals with ERs will be going online with the tracking system. If the drill goes well, then all hospitals in RI will officially be online with the new system.
- Decon and NIMS training is ongoing.

Red Cross/VNA: No Report.

RIPTA: No Report.

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

- NBC’s Health & Safety Program continues to conduct in-house trainings:
 - Throughout July, NBC Operations & Maintenance employees received Powered Industrial Truck Classroom and Field training (3 year certification).
 - Hazardous Waste Awareness training was conducted for applicable Maintenance employees during August.
 - As part of NBC’s Hearing Conservation Program, on-site baseline and annual audiograms for all applicable NBC employees were conducted over the course of two days in August.

- A new Emergency Response Plan pamphlet has been developed for NBC's Corporate Office Building. This pamphlet clearly outlines, for all employees and visitors, the procedures to follow during a building evacuation or shelter-in-place incident. The pamphlet also includes a list of the updated Emergency Preparedness Coordinators for this location.
- Stefan Coutoulakis conducted on-site 8-Hour HAZWOPER Refresher training for 30 NBC employees over the course of two days in September. NBC had formally requested this training through Chief Dillon and the SERC.
- Classroom and Field Confined Space training remains ongoing for all applicable NBC employees, and NBC continues to partner with the Providence and East Providence Fire Departments to train their personnel in Permit-required Confined Space Rescue training. Several of these trainings were conducted at Field's Point throughout the summer, and future trainings are scheduled with the East Providence Fire Department at NBC's Bucklin Point WWTF in October.

Providence Harbor Co-op: No Report.

OLD BUSINESS: None.

NEW BUSINESS:

- *Chief Dillon:* The LEPC 2 Emergency Response Plan was updated in 2007 with assistance from Jim Gaffey and also the sub-committee that was established at that time. However, the Plan needs to be reviewed again to ensure that it remains up-to-date. Chief Dillon requested the meeting be held at PEMA's Headquarters on Charles Street on 9/23 at 2:00 PM. Chief Dillon will supply a copy of the Plan to Erin Lambie, as it is not yet available on the LEPC 2 website.
 - Chief Dillon distributed copies of the site facility plan template that each facility needs to abide by during the submission of the next round of Tier II Reports. In addition to the hazardous material supply routes, facility accountability procedures should also be included.
 - The SERC Training Committee recently re-wrote their HMEP grant request in order to launch a public education campaign for existing emergency notification procedures. Many facilities and residents have hung-up their phones in the past when they have received Rev911 phone calls, because they think the call is from a telemarketer or they don't wait long enough to listen to the recorded message.
- *Jim Gaffey – EPA:* Jim stated that the facility plan template that was distributed earlier is only required for all EHS facilities during their Tier II submission. This will help to ensure that all LEPC Emergency Response Plans in RI look the same. Also, all reporting facilities can now include detailed plans of their own facilities, including pictures, maps and videos.

MaryAnn Medeiros – OSHA: MaryAnn stated that she has new OSHA BMPs available for protecting first responders during a hazmat incident. The BMPs were available at the end of the meeting for those who were interested.

Chief Dillon made a motion to adjourn the meeting at 11:08 AM. Motion was seconded and approved.

The next LEPC 2 Quarterly Meeting will be held on Wednesday, December 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.