

**Penobscot County Local Emergency Planning Committee**  
**Location: EMHS Beacon Building, 797 Wilson St., Brewer, ME**  
**1/19/17 Meeting Minutes**

**In attendance:** Michelle Tanguay, Denise Molinaro, Ralph Cammack, Lisa Sherman, Gail McKeige, Kathy Knight, Sean Flynn, Daisy Mueller, Faith Mayer, Paul Nichols, Jonathan Roebuck, Myron Peakall, Cressey Mollison, Scott Luciano, and Chad LaBree.

Michelle opened the meeting welcoming everyone and introductions were made around the room.

**New Business**

Michelle stated that back in November we overlooked voting in officer positions of chair and co-chair.

- Vote on new committee members:
  - Jen and Kathy both volunteered to be chair. Michelle asked if there was interest from anyone else? Chad motioned to move slate as it shows. Ralph second the motion. All were in favor.

**Presenter:**

Faith gave a presentation on why we are required to have LEPC committees, and the role and responsibilities of the LEPC.

- LEPC Self-Evaluation Checklist:
  - Faith handed out copies of the LEPC Self-Evaluation Checklist. The checklist was developed by the SERC for the sole purpose of conducting a self-assessment of our LEPC. The criteria is broken down into nine (9) categories as follows, LEPC Structure & Organization, ID Hazards, Emergency Response Planning, Implementing Emergency Response Plans, Community Hazard Analysis, Training & Exercises, Community Right-To-Know, Accident Prevention, and Public Awareness. Michelle completed the self-evaluation, out of 72 line items considered our score put us in the "progressing" category. Faith stated this was considered a very good score.
  - MEMA has created a State LEPC work group which Denise is part of. The group is focusing on engaging members, feedback from Counties on their specific needs, reducing/removing redundancies, and improving best practices.
  - After hearing Faith's presentation Chad suggested we could upload EHS chemical lists into PRCC's database which would simplify informing responders' on types of chemicals that may be at a facility. Faith agreed. Michelle said she has a hazardous analysis sheet that the information could be pulled from. Chad and Michelle will review options available for uploading the data and information needed.
- LEPC Annual Work Plan:
  - Michelle shared the LEPC 2016-2017 Work Plan. The Work Plan is submitted at the beginning of the State calendar year July 1 - June 30. Plans outlines major activities that are undertaken by the LEPC which include goals, activities, and benchmarks. EHS facility table top exercise can be written into the plan. One of our goals for the year could be to encourage facilities to schedule a LEPC meeting at their place and conduct a table top exercise. This would assist the facility in meeting their requirements to exercise their plan, while also assisting the LEPC to review and exercise EHS plans'.
  - Michelle handed out for member's information two spreadsheets, one showing 220 Non-EHS facilities, and a second showing 59 EHS facilities with 2 having off site consequences.
- By-Laws:
  - Copies of the by-laws with draft changes were distributed. At November's meeting we discussed the need to revise our by-laws. Michelle entered the revisions suggested to her. She asked the group to take a moment to review them. There was discussion around some changes. Michelle asked the group to review them at their leisure and get back to her within a week to either accept, or add additional changes. Once all the by-laws are accepted as written, Chair, Jen Sullivan will sign off on them and they will be redistributed.

## Members' updates

- Chad - PRCC Status quo nothing new to report.
- Ralph - Things have been quite. We just had an Operations Refresher course with good attendance. The holiday season went well; nothing new to report.
- Cressey- VA staff are working life safety codes/categorizing systems, CMS standards, rules and compliance of the EM standards for reimbursement.
- Kathy - Working on the Center for Medicare & Medicaid Services (CMS) standards which will bring us on board with EM compliance standards and rules required for reimbursement. Kathy and her team will participate in the BIA exercise. MECDC and Medcom are configuring the HAN to be used as a back-up 24/7 notification for Ebola.
- Myron - Fairpoint is waiting on consolidation news, he's been told the deal should be done by June.
- JR - Nothing new to report on Lifeflight. The question was raised why Lifeflight chose Sanford to add an additional base. JR stated it was to give increased service and shorter response times to the region.
- Daisy - Has been busy working on Maine's Critical Infrastructures GIS data collecting & mapping of 16 homeland security critical infrastructures sectors. Daisy pointed out there are four (4) Core Life Line sectors when it comes to EM and homeland security - Energy, Communication, Water/Waste Water and Transportation. Using GIS, MEMA will be able to map a dam breach and predict the probable path and the type(s) infrastructure affected. By using layers, GIS allows you to add in or remove probable acts that could play out. Each layer is comprised of its own data emphasizing its specific challenges if it were to come into play in the given scenario. Daisy distributed a paper listing the 16 DHS critical infrastructures and their unique features.
- Scott - Knox County experienced a planned hazardous materials removal at the defunct Sea Hag Seafood plant. RRT is planning to participate in a FSE with the Air Guard and Army Guard at UMO this spring. The team is also participating in the East Millinocket's Functional and Full Scale exercises. Scott will be attending the FBI two day Crime Scene Class held at EMCC.
- Sean - Galt Block is under new management. They are getting away from chemical storage, currently they are storing tissue. He is working on a communication plan for the facility.
- Michelle - EMA is working with E. Millinocket on a functional and full scale exercises EMA and E. Millinocket have developed a robust training schedule over the last few months in support of the region leading up to the exercises. EMA is part a BIA's full scale exercise scheduled for May 16, 2017. Tier II reports are starting to come in.

Michelle thanked everyone for attending. The meeting adjourned at 10:00 a.m.

The next LEPC meeting is scheduled for April 20th, 2017 at 9:00 a.m. Location to be determined.