

**Executive Committee Meeting  
Mystic Region Emergency Planning Committee  
Tuesday, September 20, 2011  
8:30 AM  
Wakefield Public Safety Building  
Minutes**

**Welcome - 8:45 AM** Rick Tustin

Fire Chief Steve Yetman from the Town of Burlington attended the meeting would like to join the Mystic REPC. Vote - All were in favor. We are now a committee of 18 communities.

**Report of Committees**

**Training** – Lillian Yadgood – There needs to be a formal review of the after-action report.  
There will be a presentation at Full Membership meeting in October.

**Health  
Business & Industry**

**Planning** – Rick Tustin – Recertification process is being streamlined.

**Treasury** - \$19,364 current balance  
Find out status of Constellation Mystic Power LLC/Boston Gen donation.  
K. O'Connor will e-mail Mel Parker and inquire

**Full Membership Meeting – October 18, 2011**      **Sheraton Colonial – Wakefield, MA**

**Topics**

**1. MEMA Resource Management System RMS  
Presentation by MEMA**

**MEMA RMS Coordinator: Jaci Hamel**  
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**MEMA RMS Training Coordinator: Travis Hengen**  
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The **MEMA Resource Management System (RMS)** is a NIMS compliant resource inventory and tracking tool. RMS is a customized off-the-shelf software product that has been modified to meet the unique needs of the Commonwealth, its jurisdictions and its users. The primary function of RMS is to facilitate requests and support mutual aid between communities. RMS can be used during daily operations and emergency response to search for, request and track resources. RMS delivers resource visibility and tracking capabilities throughout all phases of an incident.

**2. AFTER-ACTION REPORT – Full scale Exercise/Drill with Hallmark Health. May 1<sup>st</sup>  
Presentation by Mark Rudolph  
Review of Full Scale Exercise and After-Action Report.**

Emergency Management Agency  
City Hall, 562 Main Street  
Melrose, MA 02176



Melrose Control Center  
Office - (781) 979-4111  
Fax - (781) 979-4211

### **MEMA – Sarah White**

1. Nimscaast compliance very important - Federal funds will not be issued to a community unless they are compliant.
2. RMS Up & Running – Sarah will schedule presentation at Full Membership Meeting
3. Regionalization of Shelters – Director Schwartz is having all aspects of sheltering examined to develop Sheltering Guidelines
4. Training program is being reorganized
5. EMD Meeting MEMA 1 – Friday 10/23 – Tewsbury Senior Center
6. Mutual Aid Agreements
7. Money is available - See MEMA website for application for 2009 EMPG Supplemental Grant Funding – application due Nov. 1

**NERAC – Ed Kelly Program for NERAC Region Hospitals** – a program similar to the STARS program is currently being compiled. This program will map out each hospital’s floor plans in great detail. Important information for first responders.

**Recertification Package** — deadline for completion MARCH 2012 - e-mailed to EMD & heads of gov’t

Package consists of samples of all required materials from each community

#### **Recertification Schedule**

1. September 2011 – start to compile paperwork for Recertification  
List of requirements for each community will be sent via e-mail to EMD and Heads of Government.
2. March 2012 – goal for submittal to SERC
3. October 1, 2012 – goal for Recertification

### **Goals**

1. Communication Drill – need to test interoperability
2. Sheltering – Need to research Corporate Partners for sheltering.
3. Need to address issues of special populations
  - a. First Responders
  - b. Elderly
  - c. Animals
4. Executive Committee is missing:
  - a. Media representative
  - b. Transportation - Mark Rudolph will check with MBTA Safety Dept.  
**Mark got a name from Dave Albanese – he will follow up**
  - c. Local Environmental
5. Update computer system – all Tier II will be electronic

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**Membership Attendance**

*Section 4 To remain a member in good standing, each community must be represented at the two Full Membership meetings and a minimum of four Executive Committee meetings. Removal from the REPC may be considered by the Executive Committee for failure to maintain minimum attendance.*

**09/20/11 Attendees**

Allan Alpert – Chelsea EMA	Keir Bordner – Chelsea Housing Authority
Ken Burnham – Lynnfield Emergency Mgmt	Greg Burns – Reading FD
Paul Calderwood – Everett Fire	Eric Fisher – Armstrong Ambulance
Ed Kelly – Melrose EMA	Theo Kuliopulos – North Reading
Robert Mills – Woburn Fire	Gus Niewenhous – Stoneham EMD
George Poole – Woburn Fire	Mark Rudolph – Medford Police
John Schultz – NE Rehab	Michael Sullivan – Wakefield Fire Chief
Patrick Sullivan – Somerville Fire	Paul Tenney – Woburn Police
Paul Tortolano – Woburn Fire Chief	Chris Webb – Malden Public Health
Lillian Yadgood – Melrose Hallmark Health	Joe Zukas – Lynn Fire
Sarah White – MEMA	Michael Patterson – Burlington Fire
Steve Yetman - Burlington Fire Chief	Kathleen O’Connor – New England Resins

Communities absent:

Revere  
 Saugus  
 Winthrop

**Adjournment** – Next Meeting Full Membership Meeting  
 10/18/11 Tuesday – Sheraton Colonial-Wakefield, MA

Correction

Addition to 06/20/11 Attendees  
 Theo Kuliopulos  
 Missing in error from attendance list in June