

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



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

**Executive Committee Meeting**  
**Mystic Region Emergency Planning Committee**  
**Tuesday, November 15, 2011**  
**8:30 AM**  
**Wakefield Public Safety Building**  
**Minutes**

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

**Review and approve November meeting minutes – full membership meeting**

**Report of Committees**

**Training** – Winchester Hospital planning Evacuation Drill – Mark Rudolph & Steve Shea

**Health** – Active Shooter drills need to be done

**Business & Industry** - Global-Revere – need their participation  
Chief Doherty will check on “who” we should contact

**Planning** – Rick Tustin – Still waiting for SERC to confirm changes: Recertification process is being streamlined. Patrick Sullivan-Somerville joined Planning committee. Document Disc mailed to Patrick  
Amendments to do to documents – add Lynn 03/17/09 and Burlington 06/20/11

**Treasury** - \$19,364 current balance

**Website** - looking for interns from Tufts Univ and/or Mass Maritime for assistance in website development. E-mailed contact info for Tufts/Geoffrey Bartlett to Theo Kuliopolis.

**NEWS**

**NERAC** purchased 6 FIT Test machines

**Actual Incidents**

**Saugus** - Paul Penachio – unknown odor in elementary school – 650 kids evacuated  
MEMA and CMED notified – very successful implementation of emergency plan  
*Need After-Action report to add to Mystic’s recertification package.*

**Drills**

**Reading** – Greg Burns – successful full scale exercise involving 3 schools  
*Need After-Action report to add to Mystic’s recertification package.*

**Revere** – Eugene Doherty - High School Lockdown - did Active Shooter drill  
Actually a ruse to bring in drug and ammunition sniffing dogs  
*Need After-Action report to add to Mystic’s recertification package.*

**Future Drills**

**Revere- Ethanol Drill** – ethanol will soon be shipped into Revere via rail – will pass through several communities  
**SIEC** – State Interoperability Executive Committee is planning communications drill before end of February  
They are looking for volunteers.

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**Full Membership Meeting – May – Lynn will host at G.E.**

**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.**

**11/15/11 Attendees**

Allan Alpert – Chelsea EMA	Ricardo Gomez – Woburn FD
Ken Burnham – Lynnfield Emergency Mgmt	Greg Burns – Reading FD
Eugene Doherty – Revere FD	Eric Fisher – Armstrong Ambulance
Ed Kelly – Melrose EMA	Theo Kuliopulos – North Reading
Paul Penachio – Saugus FD	Dan Riendeau – Cataldo Ambulance
Patrick Sullivan – Somerville Fire	Michael Sullivan – Wakefield Fire Chief
Lillian Yadgood – Melrose Hallmark Health	Chris Webb – Malden Public Health
Rick Tustin – Winchester FD	Kathleen O'Connor – New England Resins

**Adjournment** – Next Meeting 12/20/11 Wakefield Public Safety