

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, December 20, 2011
8:30 AM
Wakefield Public Safety Building
Minutes

Welcome - 8:45 AM Rick Tustin

Review and approve November meeting minutes which included news of drills in Reading and Revere.

Lillian Yadgood/Hallmark recommended that all future drills be made public so the other Mystic members could take part in and/or observe. Lessons learned should be shared among the 18 communities.

Mark Rudolph recommended the website www.llis.gov as a resource for the membership

LLIS - Lessons Learned Information Sharing

LLIS fact sheet included in this e-mail. This is a FEMA /Homeland Security website.

Mystic REPC's Drill/Exercise Plans and After-Action reports can be uploaded to this website.

LLIS.gov contains one of the most comprehensive repositories of documents relating to homeland security and emergency response.

Report of Committees

Training – Mark Rudolph provided Training Report – see pages 4 & 5

Health – HEART program is on-going. This is a fully funded program

Business & Industry

Kathy O'Connor will check with Chief Doherty for Global-Revere contact info.

Allan Alpert/Chelsea will be bringing Dennis K. Burke and Distrigas to January's meeting.

Planning –

Treasury - \$19,364 current balance

Website - Theo Kuliopolis will contact Geoffrey Bartlett/Tufts for assistance in website development.

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

NEWS

John Schultz-NE Rehab – facility in Woburn went into lockdown during the Woburn jewelry store shooter incident. John will send us After-Action report.

Mike Main-MEMA spoke of training for RMS Resource Management System **
Training can be conducted on site or at MEMA's offices. Contact Region 1 or headquarters to schedule training for your community. Limit 8 to a course. First 2 hours general **training – an additional hour for administrator training**.

** 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.

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

Resent packages to Lynn contacts:

EMD Director Tom Hines

Assistant Joe Zukas

Resent package to new Somerville contact

Charles Richardson

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.

12/20/11 Attendees

Keir Bordner – Chelsea Housing Authority	Ken Burnham – Lynnfield Emergency Mgmt
Greg Burns – Reading FD	Theo Kuliopulos – North Reading
Mike Main - MEMA	Robert Mills – Woburn FD
Mel Parker – Boston Generating/Constellation/Exxon	George Poole – Woburn FD
Ron Quaronto-Cataldo Ambulance	Dan Riendeau – Cataldo Ambulance
Mark Rudolph-Medford Police	John Schultz-NE Rehab
Steve Skory – Wakefield PD	Michael Sullivan – Wakefield Fire Chief
Paul Tortolano – Woburn FD Chief	Lillian Yadgood – Melrose Hallmark Health
Rick Tustin – Winchester FD	Kathleen O’Connor – New England Resins
1st time attendees	
William Murray – Lynn Fire	Charles Richardson – Somerville Fire

Adjournment – Next Meeting 01/17/12 Wakefield Public Safety



MEDFORD POLICE

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To: Captain Rick Tustin, Chairman, Mystic Region Emergency Planning Committee
From: Lt. Mark Rudolph, Training Sub-Committee Chairman
Date: 12/20/2011
Subject: Training Sub-committee Report for December 2011

1. The October Full Membership Training Meeting

- a. The October Full Membership Meeting was held on Tuesday, October 18 from 9:30 am to 12:30 at the Sheraton Colonial Hotel on Rt. 128 South in Wakefield.
- b. The agenda included:
 - i. Registration and continental breakfast
 - ii. Introduction by Chairman, Captain Rick Tustin, Winchester Fire Department
 - iii. Business Meeting
 - iv. New Business
 - v. Sub-Committee Reports
 - vi. Training: MEMA Presentation (MEMA Representative)
 - vii. Training: Review of the May 2011 Hallmark Health MREPC Full Scale Exercise After Action Report/Improvement Plan. (Lt. Mark Rudolph, Medford Police Department)
 - viii. Adjournment

2. Hallmark Health/Mystic Region EPC Full Scale Exercise:

- a. The Final After Action Report/Improvement Plan has been released. Mystic REPC members may download their PDF copy electronically through a link to Dropbox.
- b. To download the full AAR/IP in PDF go to:
http://dl.dropbox.com/u/28957373/HH_MREPC%20FSE%202011%20AAR_IP%20Final%20Report_DB.pdf
- c. Please keep in mind that this full AAR/IP is the property of Hallmark Health and the Mystic Region Emergency Planning Committee and is for official use only. It may not be released to any person, agency, company or other entity, public or private, not associated with either Hallmark Health or the Mystic Region Emergency Planning Committee without their written authorization.

3. New Fema Online Courses: You may be required to take these new NIMS independent study courses. Some of these are required based on your current position or assigned position in an ICS. Please check the site for further information at <http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm> .

- a. <http://training.fema.gov/emiweb/is/is701a.asp> NIMS Multiagency Coordination System Course
- b. <http://www.training.fema.gov/emiweb/is/is702a.asp> NIMS Public Information Systems Course
- c. <http://www.training.fema.gov/emiweb/is/is703a.asp> NIMS Resource Management Course
- d. Go to <http://www.fema.gov/emergency/nims> for additional NIMS implementation activities and training info
- e. <http://training.fema.gov/EMIWeb/IS/is247.asp> Integrated Public Alert and Warning System (IPAWS)

4. 2011 NIMSCAST Deadline was October 31, 2011. NIMS Implementation Guidelines were released July 1. Hopefully, all Mystic REPC communities have completed their 2010 NIMSCAST and are continuing to work on their NIMS implementation activities for the 2011 NIMSCAST. Jeff Timperi is the Statewide NIMSCAST Coordinator. Please check with your local Emergency Management Director to ensure he/she has completed the 2010 and 2011 NIMSCAST rollups. Failure to complete the NIMSCAST by the deadline will invalidate your community's eligibility status for federal homeland security grant funds.

- a. Jurisdictions that did not complete and submit the 2011 assessment rollup by the due date will not be eligible to receive FFY 2011 federal homeland security funding. Information about the FFY 2011 NIMSCAST may be found on the EOPSS website here: http://www.mass.gov/Eeops/docs/programs/hs/072310_HS_NIMSCAST.doc
If you should have any questions regarding the FFY 2011 NIMSCAST please feel free to contact Jeffrey D. Timperi, Assistant Director Massachusetts Executive Office of Public Safety and Security Office of Grants & Research Homeland Security Division 10 Park Plaza, Suite 3720 Boston, MA 02116 Tel. 617.725.3324"

- b. **Even if your community has not completed its 2011 rollup, you may still go online and complete it now. Please do not allow your community to be excluded from future federal homeland security funding.**



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5. **MEMA NIMS/ICS Courses:**

- a. Several ICS300 and ICS400 courses are scheduled for the next several months. Go to: <http://www.mass.gov/mema> and click on the Training Registration tab in the right column for more information on these courses. For a quick view of the available courses, click on the Training Calendar button in the right column.
- i. ICS300, 1/11/2012 to 1/13/2012, at Barnstable County Fire Academy
 - ii. ICS300, 1/18/2012 to 1/20/2012 at Ipswich Town Hall
 - iii. ICS400, 2/6/2012 to 2/8/2012 at Barnstable County Fire Academy