



**Robert J Jefferson**  
Director

**Owen Carrigan**  
Deputy Director

**TOWN OF ARLINGTON**  
**OFFICE OF EMERGENCY MANAGEMENT**

**Local Emergency Planning Committee**  
112 Mystic Street  
Arlington MA 02474

**OFFICE: 781.316.3801    FAX: 781.316.3919**  
**E-mail: [rjefferson@town.arlington.ma.us](mailto:rjefferson@town.arlington.ma.us)**

Meeting: Tuesday, November 19, 2013 10:00 am  
Town Hall Annex, 2<sup>nd</sup> floor conference room

Attendance: Attendance: Robert Jefferson, AFD Chief/EMD Director; Owen Carrigan, EMD Deputy Director; Mike Rademacher, DPW Director; Captain James Curran, APD; Arlington Town Manager, Adam Chapdelaine; Mark Miano, Town Facilities Manager; David Good, Chief IT Officer; Laurie Marshall, Auxiliary Fire and Christine Bongiorno, Director Health & Human Services

Minutes of February 13, 2013 Approved.

- Introductions and Attendance: Chief Jefferson introduces Amanda Kennedy, Animal Control Officer and Eileen Messina, Administrative Assistant to the Town Manager as new members to the LEPC.

Chief spoke of the Regional Meeting that was held on November 19, 2013.

State Emergency Management Meeting is being hosted by MEMA, December 10, 2013 in Burlington, MA.

- Update on Local, Regional, and State EM initiatives and meetings: Arlington's membership in the Mystic Region Emergency Planning Committee satisfies federal compliance, however, we will continue to meet at LEPC to keep everyone up-to-date on regional activities as well as staying connected locally. Regional animal sheltering is also being discussed. Chief Jefferson will be updating the E-CEMP.

- Training Discussion, - Funds from MEMA Sheltering and a training schedule.  
1. Training to open a shelter and what should be done with animals.  
2. Set-up shelter and recruit medical volunteers.

Think about dates and at the next meeting do a table top exercise. We will have to check with the vendor for their availability. Discuss dates on when to do a larger exercise. Possibly speak with Red Cross.

- Grants – EMPG, CERT, MRC updates:  
Laurie Marshall talked of CERT training and the Senior Center in January 2014.

- Review of Flu season and clinics: Health Department will emphasis flu prevent with seniors next season and continue the vaccination program with children.

- ICS Training: NIMS and ICS Training is a federal requirement. Departments are being reviewed to determine who needs to be certified from each department. Once that is determined a training class will be set up to take the exam.

- New Business: Chief Jefferson said that it had been a relatively quiet year. He spoke of the tanker spill in May 2013 and that there was no need to activate the EOC center because everything moved along very smoothly.

Fire Headquarters will be relocated for construction starting on or about June/July 2014. Auxiliary fire needs to remove their items that they have stored at the station. Chief will speak with DPW Director in regards to storing vehicles. He will also speak with Chief Ryan about storing files behind the EOC room and possibly renting a POD.

- Schedule Next Meeting: To be announced

- Adjournment: 10:45am