

**City of Manchester  
Local Emergency Planning Committee**

**Meeting Minutes**

**May 30, 2013  
3:00 PM**

**Manchester Fire Department  
Manchester, NH 03101**

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**Manchester Local Emergency Planning Committee (MLEPC) members present:**

- Marc J. Duquette – Velcro, Chairperson
- Nick Campasano – MFD
- Shawn Bolduc – Dartmouth Hitchcock
- Phil Alexakos--Manchester Health Department, Secretary
- Denise Vallee – MFD
- Bob Goldthwaite – Comcast
- Susan Brown – Nylon Corp.
- Jillian Harris – SNHPC

**I.** Meeting was called to Order by the Chair at 3:09pm

**II.** Minutes from the Annual Meeting on February 21, 2013 were accepted and approved unanimously with one abstention (motion by Bob Goldthwaite and seconded by Susan Brown).

**III. Commodity Flow Study (CFS) Update**

Jillian Harris reported that the SNHPC was finishing the CFS for the City LEPC to review. The CFS analysis includes reading truck placards to determine overall risk but not necessarily what the chemicals are being transported. Additionally, a rail assessment (Guilford Rail) is going to be conducted to assess that important pathway. In terms of hazard assessment and mitigation the SNHPC will identify and map all “critical infrastructure (schools, childcare, institutions and other vulnerable facilities) for planning purposes. She also reported that the City has secured a “continuation grant” to allow for the completion and expansion of the work of the LEPC.

**IV. Commodity Flow Study Maps and Hazard Analysis**

Jillian presented the color coded maps which illustrated the highly travelled routes in and around the city (I-93, I293, DW Highway/Hooksett Rod, South Willow St. At this time the data is in aggregate and does not specify the type or risk associated with each route. SNHPC was able to obtain 32/70 responses from Tier II and the Transportation survey.

Members suggested that we select the “worst actor” chemicals and follow their pathways in and around the city. The chemicals of interest include: sulfuric acid, diesel, lead acetate, propane, #2 Fuel oil, ammonia (aqueous), argon, aviation turbine fuel, ethylene oxide, nitrogen (gas/liquid), gasoline, sodium hydroxide and solvents.

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Hazard, Vulnerability, Planning, and Response should be considered for each compound or type of compound; keeping in mind that the state of matter, liquid or gas will affect the process.

Some of the grant money may fund laptop computers with data and data analysis software, GIS, Cameo etc. for the sole use of the members of the LEPC. An information request will be made to Les Cartier for the most current reporting data from NH DES.

Phil asked about the sensitivity of the analysis and whether or not it would be subject to RSA 91A "Right to Know". Chief Campasano indicated that the data is public information as are the meetings but the LEPC had decided to institute a form request for retrieving information. This would give the LEPC the ability to screen those who were seeking sensitive information from the committee.

**V. New Business and Events**

The intention moving forward is to identify "facilities of concern" and go chemical by chemical using CAMEO to model events and to identify appropriate planning buffers and setbacks based on different scenarios. The group intends to "rank" chemicals by hazard class.

It was also noted that the LEPC needs to actively recruit Tier II participants. A draft recruitment letter should be crafted and distributed for the LEPC to review. Marc, Nick and Susan agreed to develop the letter as well as reviewing Tier II information and data. This will be known as the Outreach Subcommittee. This group will also work to identify issues with and barriers to electronic submission. This group will meet separately to address these issues.

The group strongly suggested that the next meeting be a "hands on" CAMEO workshop. The SNHPC will send a range of dates for members to select from so that LEPC members can stop by to practice with the tool.

Nick reported that the Board of Mayor and Aldermen officially recognized the LEPC.

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- a. Date for Next Meeting** – TBD– Manchester Fire Dept. for CAMEO Workshop
- b. Tasks to be Completed for Next Meeting** –Outreach Subcommittee recruitment letter and list, updates on CFS, Hazard and Vulnerability Assessments, Preliminary CAMEO information (ranking of chemicals).

**VI. Adjourn** – 4:06 PM (motion by Phil, Seconded by Susan)

DRAFT