



**Lincoln County
Local Emergency Planning Committee
Meeting Minutes**

January 14, 2026, 9am

Boothbay Region YMCA (261 Townsend Ave, Boothbay Harbor) and via [Teams](#)

Welcome and Introductions

Kevin Sutherland
Rand Maker
Nita J. Tupper
Lara Bailey
Kathleen Kenny
Pat Voit
Julie Casson
Rose Mooney
Mark Anderson
Jonathan Klass
Charon Curtis
Emily Huber
Frank DeMers

Minutes

- a) **October 8, 2025:** *Julie made a motion to accept the minutes of the October 8, 2025, meeting as written. Motion was seconded by Kevin. Motion passed.*

Clerk's Report

- a) **LEPC Working Group:** The Work Group has revised, and completed, the County Emergency Response Plan. The document has been completed apart from a few contact information updates which are expected to be provided soon. *Kevin made a motion to accept the document as written with the understanding that contact information will be added once the information is received. Motion was seconded by Julie. Motion passed.* The Emergency Response Plan will be distributed to LEPC members once completed. The Work Group has also completed a revision of the LEPC Constitution and Bylaws. There was a request from the membership to include language separating the portions of the

document. *Kevin made a motion to accept the LEPC Constitution and Bylaws as amended. Motion was seconded by Julie. Motion passed.*

- b) **LEPC Clerk Training:** Frank has been participating in several trainings in the last quarter. He completed CAMEO training in November which improved his understanding of the program as well as MARPLOT and ALOHA. These systems will be useful for Tier 2 reporting and future planning work. Additionally, Frank has completed the Tier 2 reporting training through SERC to support in assisting facilities in completing their reporting.

Treasurer's Report

- a) **Current Balance: \$11,095.84** – Funds have been allocated but, due to provisions of state and federal programs, there have been delays in the disbursement of these funds. EMA is waiting for clearer directions on the availability of funds before committing to spending on operations or training.
 - a. **Operating: \$5,443.06**
 - b. **Training: \$4,652.78**

EMA Report

- a) Emily discussed an increase in reports of gas or fuel odor calls from residences. Some of these incidents were weather-related as heating system problems were found as heating season started.
- b) During the storm on 12/19/25, there were two propane leaks – a private residence in Newcastle and a healthcare facility in Whitefield. Both incidents occurred at the height of the storm allowing road closures, down powerlines, and weather to be contributing factors in response decisions. Kevin has recommended a meeting and after-action review be completed by responders and EMA. Emily thanked CMP for their rapid responses to both incidents.
 - a. Newcastle: A major leak was caused by a problem with the stove. A shelter-in-place order for surrounding residences was requested by Incident Command. The ability to distribute notifications to residents was a concern. Communication and notification system improvements may need to be assessed.
 - b. Whitefield: The leak may have been related to power outages caused by the storm. The facility did have a backup generator making isolating power to the building and disability the generator a major concern. All power supplies were shut off to the building.

Discussion

Incident Updates/Regional News

New Business

- a) **Tier 2 Reporting:** Tier 2 reporting software is now available. Reporting facilities should have received an email from SERC with reporting information and a link. All information has been posted on the EMA website under the Tier II tab. Reporting is due March 1, 2026. Frank will be sending out a reminder email to Lincoln County reporting facilities and request that he also receives a copy of the submission.
- b) **Lincoln County Hazard Mitigation Plan:** The updated Hazard Mitigation Plan was approved pending adoption by FEMA in December and was approved by the County Commissioners on 1/6/26. EMA will be reaching out to municipalities and special districts to share the Plan and schedule a time to get Select Board approval. FEMA-approved and locally adopted Hazard Mitigation Plans help states, counties, and municipalities identify vulnerable areas and populations most susceptible to hazard impacts. Maintaining and adopting an active Hazard Mitigation Plan also makes jurisdictions eligible for certain non-emergency disaster assistance and mitigation funding. Many municipalities have been able to leverage available funding to plan and complete mitigation projects before emergencies or disasters occur. Additionally, a local partner was able to maintain their funding for an ongoing project with the swift collaboration of Local Emergency Managers and our critical partners.

Old Business

- a) **Recruitment and Membership:** Pending applications have been submitted to the SERC and were approved at their most recent meeting on 1/13/25. There are no pending applications for LEPC or SERC approval at this time. Increasing membership is a goal of the 2025-2026 Work Plan. Kevin requested that members reach out to other facilities and encourage attendance at upcoming meetings.

Presentation

- a) **Boothbay Region YMCA:** Rose gave a tour of the facility and discussed considerations for the installation of the backup generator. Site layout, wetlands protection, and safety regulations that influenced the propane tank placement which supplies the facility and backup generator were discussed. The facility's use of less hazardous pool chemical products was explained.

Upcoming Meeting Information

April 8, 2026, location TBD

Adjournment

Meeting was adjourned at 10:30am.