

## STATE EMERGENCY RESPONSE COMMISSION

### Minutes

Date: September 16, 2025

Location: 400 Worcester Road, Worcester, MA 01702

10:00

#### I. Call to Order

Chair and Vice Chair were unable to attend, therefore no actions will be taken during this meeting. Lorri Gifford was asked to facilitate the meeting on behalf of the Chair and Vice Chair.

#### II. Roll Call

Attendees were asked to introduce themselves and the agency/organization they represent. Attendance report attached.

#### III. Agenda Additions

Tier II reporting requirements - additional fields  
SERC membership / meeting attendance

#### IV. Review and approval of Previous Meeting Minutes

Minutes from May 20, 2025, meeting and June 5, 2025, Special meeting - no action taken

#### Open Issues

- a. Commission Membership – no action taken
- b. Bylaw Approval – no action taken  
Membership recommends scheduling another Special Meeting, using Doodle Poll or similar tool to find date/time that will work for most members.
- c. Assignment of committees / working groups – SERC will continue to review membership and assign members to various subcommittees / workgroups. SERC will also appoint Chairs of each subcommittee / workgroup. Email notifications will be sent out to the various members with details regarding assignments, etc.

#### V. Subcommittee / Workgroup Reports

- a. Grants – continues to work on the required State Procurement Request for Response (RFR) for statewide contractors/consultants to begin working directly with LEPCs in meeting their EPCRA requirements. We will also draft priorities and the procedures / process for LEPCs requesting assistance. Further details will be shared at the December SERC meeting.
- b. Planning – developed an online review sheet for reviews to use for each LEPC plan review. This online form will allow the SERC to see where LEPC plans meet or not meet EPCRA requirements. The subcommittee will report during each meeting detailing plans that have been reviewed and whether the plan(s) meet all the EPCRA 9 planning requirements.

## VI. New Business / Agenda Additions

- a. Tier II Reporting Requirements / Additional Fields - EPA has been working with the other New England states on updates to Tier II Submit. These updates would require facilities to include additional information with their annual filing. The additional fields would include:
  - Response Equipment
  - Point of Contact to release response equipment

All states have responded to EPA's request except for MA. This additional information would require MEMA to update Haz Connect. MEMA will have to investigate whether this update comes with a cost.

There are still several questions regarding these new fields and what the purpose is / benefit for LEPCs, such as the equipment listed by facility is it meant to show what the facility has for their own response or possible source for LEPC to use if needed at another location?

- b. SERC Membership / Meeting Attendance - Membership is asking why members are not attending these SERC meetings. We have several agencies that have appointed someone as the primary but hardly attend the meetings. Can the SERC reach out to each member and find out why they are not attending. Membership also would like to suggest that the alternate positions be filled so that if one from an agency/organization cannot attend the alternate will, this will ensure we meet our attendance requirements to conduct business as needed.

Members recommend that the Chair, Dawn Brantley, reach out to each appointed member as well as request that they provide an alternate.

Members also asked when we send out the meeting invite, we require members to let us know if they are attending or unable to attend as this will let us know if we will have a quorum needed to conduct business and if not, the meeting can be cancelled and rescheduled.

Members also suggested that offering hybrid meetings (virtual and in person) may increase attendance at the meetings. Keeping in mind there are pros and cons to allowing virtual attendance such as limits the side conversations that always take place within person meetings, and some agencies/organizations may not allow representatives to attend in person if offered virtual.

## VII. For the Good of the Order

## VIII. Adjournment

Next Meeting Date: December 16, 2025

# Massachusetts SERC

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State Emergency Response Commission

508-820-2001  
400 Worcester Road  
Framingham, MA 01702-5399

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General Meeting Notice and Agenda will be posted on <https://www.mass.gov/info-details/massachusetts-state-emergency-response-commission-serc>

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the American Disabilities Act, please contact Brenda Synan, ADA Coordinator at [Brenda.Synam@mass.gov](mailto:Brenda.Synam@mass.gov) or call 508-820-2060.