

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
August 20, 2013, 9:30 am
WMEMS, 68 Industrial Drive, Northampton, Ma.**

Present: Sue Brown (FRCOG), Gretchen Johnson (FRCOG), Tom Grady (BCSO), Nikki Nixon (PVPC) proxy for Sandra Martin (BCBOHA), Ann Shea (MMC), Dennis Nazzaro (NFD), Josh Shanley (NEM), Linda Moriarty (WMEMS), Chris Bouchard (BHD), Michael Nelson (HC MRC), Terry Dun (NWMIMT), Joe Cuneo (NWMIMT).

Chairman Tom Grady brought the meeting to order at 9:33 am.

Minutes

The committee reviewed the minutes from the July 16, 2013 meeting.

Motion: Josh Shanley motioned to approve the minutes from July 16, 2013. Ann Shea seconded. Motion passed unanimously.

A round of introductions followed.

Budget Update

Sue stated that a total of \$100,362 of T&E funds have been returned due to unused backfill and overtime that will need to be expended by June 2014.

The guidance for FFY2013 has been received. The Council has received \$783,890. That is a 20% increase from last year. The grant will end in June or July of 2015. The planning process to distribute the funds will be discussed at the Council meeting later today.

The FFY10 grant was extended one week after it expired. The contracts will be reissued. The FFY10 grant extension will end on February 28, 2014.

Shelter Training – project update and kick off meeting

Sue stated that the selected vendor for the Shelter Training is Readiness Consulting. Their tools were viewed as the most user friendly and will reach out to the broadest spectrum of people.

Next we will need to schedule a two-hour kick off meeting in the next few weeks. Sue will send out a doodle survey for availability.

MEMA Training and Exercise update

No update was given.

New Business

Hampshire MRC Full Scale Exercise - \$39,825

Ann Becker from UMASS stated that this will be an extension of the training held in April. The last training received a lot of positive feedback and encouraged the pursuit of the full exercise. It

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will be held in April 2014 to coincide with the academic year. The exercise will include an overnight component. It will likely be held at the Mullins Center. It has been suggested to include other schools of nursing. Ann plans to invite nursing leaders from area schools to observe the process. The shelter will be run by UMASS authorities and staffed by Hampshire County MRC volunteers and UMass employees. The shelter will be run using the Regional Sheltering Plan. Discussion followed concerning backfill and overtime.

<p>Motion: Linda Moriarty motioned to approve the Hampshire MRC Full Scale Exercise in the amount of \$39,285.00. Josh Shanley seconded. Motion passed unanimously.</p>
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Sue stated that she can coordinate the RFP but will need a minimum of three people from the proposing organizations to evaluate the proposals.

NWMIMT Training - \$20,184

Terry Dun stated that the NWMIMT is requesting to send fifteen members of the team to an All Hazard Incident Management Team Course and Liaison Officer Trainee. It is a required course. Only travel expenses are being requested. Discussion followed.

<p>Motion: Linda Moriarty motioned to approve the NWMIMT training in the amount of \$20,184.00. Josh Shanley seconded. Motion passed unanimously.</p>
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Region 4 & 5 Hazmat Team

Sue stated that John Deerborn has asked if there is funding available for new members to attend the New Mexico IRTB training. Tom stated that all requests need to be brought forward by a T&E Subcommittee member. Sue stated that she will relate the information to John.

Old Business

No old business was discussed.

Business Unforeseen by the Chair

No unforeseen business was discussed.

Next Steps/Future Meetings

The next meeting will be scheduled as needed.

There being no further business Linda Moriarty motioned to adjourn. Josh Shanley seconded. Voted unanimously.

The meeting adjourned at 9:54 am.

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Respectfully Submitted by
Gretchen Johnson
Homeland Security Program Assistant
Franklin Regional Council of Governments