

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, September 1, 2015, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Mary Kersell (HPHPC), Tracy Rogers (FRCOG), Linda Moriarty (WMEMS), Michael Nelson (DPH), Erica Johnson (PVPC), Tom Lynch (BMC), Sandra Martin (BCBOHA), Ed Lesko (BOH/BOS), Gretchen Johnson (FRCOG), Jean Jack (MRC), Larry Holmberg (HREPC), Mark Maloni (FRCOG), Jeanne Galloway (HCHC), Greg Lewis (FRCOG), J.D. Hebert (DMH).

Linda Moriarty called the meeting to order at 11:04 am.

### **Meeting Minutes**

The committee reviewed the minutes from the July 7, 2015 meeting.

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| <p><b>Motion:</b> Mary Kersell motioned to approve the July 7, 2015 meeting minutes as presented. Tracy Rogers seconded. The motion passed unanimously.</p> |
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A round of introductions followed.

### **FFY2014 Project Updates**

#### ***MACC Phase III***

Raine Brown specified that the Concept of Operations and the Standard Operating Guidelines have been updated for the two Berkshire County regions and Franklin County. Tracy Rogers announced that the kick off meeting for the Franklin County project is scheduled for October 6, 2015. Sandra Martin stated that the public outreach is ongoing in Berkshire County. A meeting for the Southern region is scheduled for later this month.

Mary Kersell asked that Larry Holmberg and herself be added to the meeting notification list for the Franklin County meetings. Larry stated that he is doing some initial outreach to prep Hampshire County REPC for the Hampshire County phase of this project. Raine stated that the MACC informational video is ready to be utilized for outreach. Raine will put the MACC video on the WRHSAC website.

#### ***COAD ERC Continuation***

Tracy stated that the monthly update was included in the meeting packet.

#### ***Children in Disasters***

Raine stated that there are nearly 200 registrants. A waiting list will be set up for anyone wanting to attend beyond 200 people. The speakers have been secured. There will be five different topics presented. The response to the conference has been very positive. The conference will be held on September 24, 2015. Linda stated that nursing credits are available

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thanks to the diligence of Ed Morales. Raine stated that the event will be audio recorded for the scribes. Mary stated that Matt Grudgen prepared a PowerPoint presentation to show during the working lunch. Discussion followed.

***Sheltering and Shelter Management Development***

Sandra stated that Berkshire County is moving forward with three sheltering locations. A quick assessment survey is being added to the plan. Larry stated that the DART assessment will need to be added as well. Raine said that the T&E Subcommittee accepted the suggestion of conducting a MassCare Services training needs research. Raine will send the project justification to EOPSS today.

***Companion Animal Expandable Cache***

Raine reported that the project is moving along well and is on track for completion in October. The asset will be added to the Resource Guide. A discussion followed concerning an MOU. Raine explained that MAPC has not taken on the task of MOUs since they took over the fiduciary oversight.

**Budget Review**

Raine stated that there are no foreseeable challenges for the FFY14 projects. There is \$10,000 allocated for Public Outreach that will need to be decided on soon. The Subcommittee should start to consider how to proceed with those funds. There may be leftover funding from the Children in Disasters Conference because the Subcommittee is only paying for two of the speakers.

**Requests**

No requests were presented.

**Old Business**

*FFY15 Overview*

Linda stated that the FFY15 investment plan was included in the meeting packet. EOPSS is requesting a secondary project list to utilize any leftover funds. The categories have been left broad to allow for some flexibility. Raine stated that the FFY15 contracts are expected to be awarded in November or December.

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*Shelter Training discussion*

Raine said that Matt Grudgen investigated federally funded Mass Care trainings. A handout was included in the meeting packet. There is \$50,000 allocated for Mass Care training in FFY14. Some of the funding has been allocated to the RPAs to survey stakeholders on Mass Care training needs. There is a balance of \$44,000 to conduct training before July 2015. Sandra suggested a shelter training that would involve law enforcement in a sheltering and evacuation scenario. Tracy Rogers suggested conducting a tabletop exercise that would involve public health and first responders. Raine suggested that an RPA conduct the training or hire a consultant. Larry suggested a training that would involve school administrators since many of the shelters are located in schools. Raine suggested a spontaneous volunteers training. Linda encouraged subcommittee members to present a proposal at the T&E meeting on September 15<sup>th</sup> due to the limited timeline to complete the project.

*Web Resource Guide Map*

Raine stated the resource map has been removed from the website because it needs to be updated. The update should allow the map to be updatable by staff members. The subcommittee had allocated FFY13 funds for this project but an RFQ was run twice and there were no responses. Mesh, the consultant that designed the website was contacted but they have changed their payment policy and require a 50% deposit upfront. The RFQ was run a third time and two responses were received but the respondents were not available in the short timeframe necessary. The funds were returned to the Council. Raine asked if the Subcommittee would like to pursue the project.

**Motion:** Sandra Martin motioned to approve up to \$10,000 of the Public Outreach FFY14 funds to update the online resource map. Mary Kersell seconded. The motion passed unanimously.

**New Business**

Tracy asked if the HMCC will have a vote on the Subcommittee. Discussion ensued. It was the consensus that the HMCC may have voting authority on the Subcommittee as well as Mental Health, MRC and the State Partners.

**Items Unforeseen by the Chair**

No unforeseen business was discussed.

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**Next Meeting**

The next meeting is scheduled for October 6, 2015 at 11 am at DPH.

There being no further business Larry Holmberg motioned to adjourn. Sandra Martin seconded.  
Voted unanimously.

The meeting adjourned at 12:10 pm.

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