

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, November 4, 2014, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Gretchen Johnson (FRCOG); Mary Kersell (HPHPC), Nikki Nixon (PVPC), Pat Smith (FRCOG), Josiah Neiderbach (PVPC), Tracy Rogers (FRCOG), Linda Moriarty (WMEMS), Sandra Martin (BCBOHA), Tony Pettaway (SDHH), Tom Lynch (BHS), Michael Nelson (DPH) Ed Lesko (BOH/BOS).

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

### **Meeting Minutes**

The committee reviewed the minutes from the October 7, 2014 meeting. Mary Kersell stated that Michael Nelson is now representing DPH and not HPHC.

**Motion:** Mary Kersell motioned to approve the October 7, 2014 meeting minutes as corrected. Tracy Rogers seconded. Motion passed.

A round of introductions followed.

### **FFY2013 Project Updates**

#### ***Public Outreach/Project Awareness***

Raine Brown stated that the Council authorized the WRHSAC newsletter to be updated as a two page document every quarter and a four page document once a year. It was requested that the EMD contact information not be included because it is available from other sources and publishing it tends to generate calls from vendors. Raine stated that she will need a weeks notice to print them for Select Board Association meetings because they will need to be sent out. Raine will share the newsletters electronically with the Council members to distribute. Ed thanked Raine. The newsletter was well received by the Select Board members and it will be very good to have it updated and distributed on a regular basis.

#### ***Mass Receiving Phase II***

Josiah Neiderbach stated that the project is moving along. The monthly update was included in the meeting packet. Task one defined the Evacuation Service Centers (ESC). The project will coordinate with the state initiatives. An ESC will be a facility that can provide water, food, gas, charging stations etc. It will offer the essential goods and services in order for evacuees to keep traveling to their destination. The RPAs are looking at the anticipated number of people that would use the evacuation routes and what percentage would stop and use the services at the ESC. This exercise will help to determine the level of staffing needed and roles needed. Sandra Martin stated that the gas stations on the Mass Pike sell 25,000 gallons of gas per week on average. During the Snowtober event they sold 43,000 gallons per day. Sandra stated that she has been

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, November 4, 2014, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

working on capabilities. She passed out an ICS flowchart. She asked for feedback. There will be a conference call between the RPAs this week.

***MACC Phase II***

Raine stated that this project is moving along. The ConOps has been updated. The Northern Berkshire REPC has requested a presentation of the MACC project at their November 6<sup>th</sup> meeting in North Adams.

*Additional funds*

The project has gone over budget by \$15,000 due to the expansion from one MACC in Berkshire to three. There were also additional meetings done to finalize the Conops. Raine stated that there was \$11,000 left over from the mobile generator purchase. The school go-kits project was allocated \$1,000 so there is a balance remaining of \$10,000. Raine asked for feedback. Mary stated that the WAG Committee is working on a JIS plan that is expected to be done by June and they plan to hold a training in April or May. Tracy suggested that the WAG take the lead on the JIS and have Fortress concentrate on Outreach. Sandra asked to have Fortress present what can be accomplished with the money left in this phase of the project. Raine will ask Fortress for a plan of work for the existing funding and for a plan if an additional \$10,000 is allocated to this project.

***COAD/ERC***

*FEMA Faith Based Conference 2015*

Tracy Rogers stated that FEMA has asked us to give a presentation on the COAD project and the ERC project at the May 6<sup>th</sup> workshop in Canton, MA. FEMA can not reimburse for time or travel. Raine stated that \$10,000 has been allocated to the next phase of this project in the FFY14 plan. Raine asked the Subcommittee to consider if they want to contract all of the additional funding for this project or just a portion for this conference. Linda tabled the conversation until next month.

*COAD Summit*

Tracy stated that the Western Mass COAD's Emergency Operations Plan was included in the meeting packet. Tracy thanked Sandra and Mary for their hard work. Some improvements were made during the writing of the Operation Plan. Tracy will go back and reflect those changes in the Plan. The proposed date for the Summit is April 8<sup>th</sup>. The registration process will be run as a volunteer reception center. A handout in the meeting packet lists workshop topic ideas. Tracy asked for feedback. Raine stated that this project has \$10,000 allocated in FFY2014 for the summit. Raine asked for guidance on the PJ and the budget between the RPAs. Discussion followed.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, November 4, 2014, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

**Motion:** Ed Lesko motioned to authorize Raine Brown to coordinate with the Project Working Group to develop the contract. Tom Lynch seconded. Motion passed.

***Mobile Generators***

Raine stated that two generators were purchased. The Holyoke Fire Department and Franklin County Sheriff's Department will house the generators. On site training will be provided at both locations.

***School Go-Kits***

Raine stated that the School Go-Kits for the Shaker Union School District were approved by the Council. The request was changed to include the school in Hancock as well. The total number of go kits went from 12 to 18. The budget remained at \$1,000. EOPSS approved the request but asked that future requests show how the school district was prioritized and a statement saying that all schools in the region have been notified of the opportunity.

**FFY2014 Project Updates**

***MACC Phase III***

Raine stated that Phase II funding will end in December 2014. Phase III will pick up from there.

***COAD Summit 2015***

This project was discussed earlier in the meeting.

***COAD ERC Continuation***

This project was discussed earlier in the meeting.

***Public Outreach Continuation***

Raine stated that this project is listed on the agenda as a place holder in case the current project identifies gaps.

***Children in Disasters***

Raine stated that the Training and Exercise Subcommittee discussed this project at their meeting last month. The TEEX training will not be available in Massachusetts until next October.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, November 4, 2014, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

Waiting for that training will jeopardize being able to complete the planning portion of this project on time. Other acceptable trainings may be available. Sandra suggested going forward with the Planning project before the training. There is much more literature available on the subject now. Raine stated that goals and objectives for the project will need to be developed. Mary stated that the major points to cover will be decontamination, triage, sheltering and emergency dispensing. Sandra stated that she would like to see a team developed similar to the DART teams that will be specially trained to help children. Linda tabled the discussion until next month.

***Sheltering and Shelter Management Development***

Raine stated that this project was allocated \$50,000. The intention of this project was to assist forming shelter management teams and to assist towns. However, Franklin and Hampshire Counties were more active with the Regional Sheltering projects than Hampden and Berkshire so further thought on how to move forward with this project is needed. Raine stated that a PJ should be submitted by April 2014 in order to keep this project on track. Discussion followed.

***Companion Animal Expandable Cache***

Raine stated that this project was allocated \$7,000. This project will purchase regional supplies that will be stored in Springfield. Raine will coordinate with Bob Hassett.

**Requests**

No requests were presented.

**Old Business**

***Regional Shelter Equipment Loaning***

Raine stated that this was discussed briefly last month. She stated that she has some concerns regarding loan of computers, transfer boards, hand washing stations, etc. Sandra suggested a disclaimer be added to the Resource Guide stating that regional supplies are available but expendable resources are assumed to be purchased and will need to be replaced and all other equipment is to be returned in the condition it was loaned out.

**New Business**

Tracy stated that a storage container is needed for storage of the additional sheltering supplies in Franklin County. Ed Lesko stated that funding for exterior lighting for a DPH trailer is needed. Raine stated that the requests should be written up and if approved by the Subcommittee the projects can be added to the secondary list.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, November 4, 2014, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

**Items Unforeseen by the Chair**

No business unforeseen was discussed.

**Next Meeting**

The next meeting is scheduled for December 2<sup>nd</sup> at 11 am at DPH.

There being no further business Ed Lesko motioned to adjourn. Tracy Rogers seconded. Voted unanimously.

The meeting adjourned at 12:16 am.

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