

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, July 7, 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), Catherine Ratte (PVPC), Tom Lynch (BMC), Sandra Martin (BCBOHA), Ed Lesko (BOH/BOS), Ann Shea (MMC), Pat Smith (FRCOG), Gretchen Johnson (FRCOG), Matt Grudgen (FRCOG), Laura Kittross (BRPC), Jean Jack (MRC), Larry Holmberg (HREPC), Mark Maloni (FRCOG).

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

### **Meeting Minutes**

The committee reviewed the minutes from the June 2, 2015 meeting.

**Motion:** Tracy Rogers motioned to approve the June 2, 2015 meeting minutes as presented. Tom Lynch seconded. Larry Holmberg made a correction on the date and motion to approve the June minutes. The correction was accepted as a friendly amendment. The motion passed unanimously.

A round of introductions followed.

### **FFY2013 Project Updates**

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

Raine Brown stated that the final report has been submitted.

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

Raine stated that this project has also been completed. Pat Smith added that the FRCOG is conducting coordination with MEMA. She stated that she has contacted staff with the final sections. No feedback has been received yet but they are aware of the work. This plan was designed to coordinate with the State plan.

#### ***COAD/ERC***

Tracy Rogers gave a PowerPoint presentation on the COAD/ERC project. Tracy explained that the first task for this project was to expand the COAD membership. The COAD membership now consists of 145 organizations. Extensive outreach was conducted to businesses, civic organizations and colleges. There has been an effort to outreach specifically to Fire Chaplains.

The second task was Emergency Rest Center expansion. The ERC Guide has been updated with a COAD checklist and SOGs for the COAD EOP. Additional ERCs were established in each County.

Western Region Homeland Security Advisory Council  
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The third task was to strengthen the COADs. A compilation of donations management plan best practices and long term recovery case management best practices was drafted. The Western Mass spontaneous unaffiliated volunteer plan was tested at an UMASS exercise. Both COADs decided not to pursue 501 (c) (3) at this time. The Western Mass COAD Summit was held on April 30, 2015. Seventy people attended. The registration was run as a reception center. The workshop included:

- Training to become an ERC
- Disaster chaplaincy
- Children in disasters
- What role can libraries play

A functional exercise was held to practice coordination of agencies.

A presentation was given at the FEMA Faithful Readiness Conference to explain how the COADs were created and about the ERC project. Tracy also made contacts with people interested in increasing fire chaplaincy resources.

The fourth task was ERC training.

- Two trainings at the Summit
- Greenfield
- Hinsdale
- 2 upcoming trainings in churches
- A training is being scheduled for Lanesborough

Task Five was to enhance relationships with emergency management. A COAD guide for EMDs was created.

Lessons learned and best practices include:

- Face to face outreach is intensive work but pays off
- State and federal partners at the table helps buy in/legitimacy
- Integrate COAD into other plans
- Annual conference keeps partners engaged
- Invite EMDs to COAD meetings to build relationships
- Meet on a regular schedule; run mini-tabletop exercise during each meeting
- Use Google Docs to share plans, Gmail to share contact lists
- At minimum, small amount of staff time to provide clerical support and keep things moving

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Planning / Pan Flu Subcommittee Meeting  
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Next steps include:

- Climate change and emergencies
- Children and seniors in disasters
- Chaplains crisis training
- Long-term recovery plan and donations management plan built off notes from current COAD project
- Use of Get Connected through United Way or other software platforms to coordinate spontaneous unaffiliated volunteers through the COAD

Linda thanked Tracy for her presentation and good work on this project.

### ***Hampshire EDS Trailer***

Raine noted that the vendor contacted her because the lights were not properly attached to the tripods. The lights were sent back to the subcontractor. Anticipate seeing them back in Northampton within a few weeks.

### **FFY2014 Project Updates**

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

Raine specified that the contracts for the MACC Phase III project have been sent to FRCOG and BRPC. The video for this project is underway. The video will be a helpful tool for the initial outreach. Sandra Martin stated that the videos are helpful for a wide range of audiences.

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

Raine announced that the MOU has been established. The project is for continued administrative support for the COADs only. The funding for this project is \$5,000. This contract will begin on August 1, 2015.

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

Linda Moriarty stated that she spoke to Deb Clapp about the featured speakers. Raine stated that there is a conference call scheduled for tomorrow. The conference will be held on September 24<sup>th</sup> at the Hadley Meeting House. The training can accommodate up to 200 people. Raine stated that the Council and Public Health will be listed as sponsors of the training.

#### ***Sheltering and Shelter Management Development***

Raine stated that the contracts are in place for Berkshire, Hampshire and Franklin County. Raine is working to finalize the contract with Hampden County. Raine stated that there was a

Western Region Homeland Security Advisory Council  
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Tuesday, July 7, 2015, 11:00 am  
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discussion at the T&E meeting about possible training related to this project. The T&E subcommittee decided that more coordination with the REPCs should be done before moving forward. Also the HMCC is just starting up and should be consulted on the project. The T&E subcommittee has \$50,000 allocated for Mass Care Services Training in FFY14. Discussion followed concerning talking to REPC's, MRCs and Public Health Coalitions in each County. Catherine Ratte stated that face to face interviews will produce better information on the gaps. Raine stated that Matt Grudgen can investigate federally funded mass care and sheltering trainings that are available. The suggestion was made to seek funds from the FFY14 Mass Care Sheltering Training line to add to the current planning sheltering development project to establish training needs in the region.

**Motion:** Tom Lynch motioned to survey the partners to discuss training gaps for sheltering and sheltering management. Larry Holmberg seconded. Sandra Martin abstained. The motion passed.

***Companion Animal Expandable Cache***

Raine reported that the project is moving along well and is on track for completion in September.

**Budget Review**

Raine stated that FY13 is on track to be spent down by the end of July 2015. Sandra suggested adding the signs that the Hampshire Sheltering Trailer has as a secondary list item for the other three counties. Raine stated that there is \$10,000 remaining in the Public Outreach line item for FFY14. The Subcommittee should start to consider how to proceed with those funds.

**Requests**

No requests were presented.

**Old Business**

No old business was discussed.

**New Business**

*FFY15 Investment Plan Process*

Raine stated that there were several documents included in the meeting packet to assist with the FFY15 investment Plan discussion. EOPSS released the FFY15 guidance. It is anticipated that contracts with the Councils will be issued in October of this year and the funds will be available through July, 2017. The total funding for the Council is \$904,147. This is a slight increase from last year. Program support funds are not included in the projects. Raine suggested discussing

Western Region Homeland Security Advisory Council  
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splitting the program support funds between the subcommittees at the Council meeting. Discussion followed. The following projects were selected to be proposed to the Council for the FFY15 Investment Plan.

- Children in Disasters - \$50,000
- MACC Phase IV - \$40,000
- COAD Continuation - \$15,000
- Debris Management Template - \$35,000
- Inter-Disciplinary/Jurisdictional Situation Awareness Communication Project - \$15,000

*August Meeting*

Raine stated that there are no pressing Homeland Security items of business for August and proposed that the next meeting be held on September 1<sup>st</sup> unless a meeting in August is deemed necessary. The subcommittee was agreeable to this proposal.

Tracy stated that the HMCC contract has been active for seven days. She has been working on contracts. Tracy introduced Mark Maloni, Public Health Planner, and explained that he will be working on the HMCC contract. Linda welcomed Mark.

**Items Unforeseen by the Chair**

No unforeseen business was discussed.

**Next Meeting**

The next meeting is scheduled for September 1, 2015 at 11 am at DPH.

There being no further business Larry Holmberg motioned to adjourn. Tom Lynch seconded. Voted unanimously.

The meeting adjourned at 12:38 pm.

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