

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
December 15, 2015, 9:30 am  
WMEMS, 168 Industrial Drive, Northampton, Ma.**

**Present:** Raine Brown (FRCOG), Gretchen Johnson (FRCOG), Tom Grady (BCSO), Sandra Martin (BCBOHA), Bob Barry (MEMA), Carolyn Shores Ness (BOS/BOH), Linda Moriarty (WMEMS), Tom Lynch (BMC), Tracy Rogers (FRCOG), Ann Shea (MMC), Gail Bienvenue (MDPH), Eammon Coughlin (BRPC), Robert Hassett (SFD), Jeanne Galloway (WSHCHC).

Chairman Tom Grady brought the meeting to order at 9:30 am.

**Minutes**

The committee reviewed the minutes from the November 17, 2015 meeting.

<p><b>Motion:</b> Sandra Martin motioned to approve the minutes from November 17, 2015. Tom Lynch seconded. Motion passed unanimously.</p>
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A round of introductions followed.

**FFY14 T&E Projects**

***Emergency Management Preparedness***

***FCSRT Basic and Specialized SWAT Training***

Raine Brown stated that the team is planning to send members to the Academy in January.

***Rapid Medical Response Training***

Raine said that the first session was held in Hampden County. It was fully subscribed and well received. The Berkshire County training will be held on January 25<sup>th</sup>.

***CBRNE/WMD***

***Franklin County MCI***

Raine stated that the seminar is scheduled for April 1<sup>st</sup> in the evening and the drill will be held on April 2<sup>nd</sup>. The scenario will be conducted on the Deerfield Railyard.

***Hazmat Emerging Trends for Public Health***

Raine related that the Hampshire, Franklin County and Berkshire trainings have been completed. The Hampden County is yet to be scheduled.

***Medical Management of CBRNE***

Raine explained that the cost for the facility and food have increased since March 2015. It has also been suggested to increase the participation from 40 people to 50. Raine recommended increasing the budget for this training by \$2,500. There is a balance remaining of \$2,222.01 from the NWMIMT NY Wildfire training. She suggested the balance be taken from Active Shooter Symposium.

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**Motion:** Carolyn Shores Ness motioned to approve up to \$2,500.00 from FFY14 funds to accommodate the food, facility and up to 50 participants for the Medical Management of CBRNE training. Sandra Martin seconded. Motion passed unanimously.

***Mass Care Services***

***Mass Care Training Needs Survey***

Eammon Coughlin stated that the survey has been pushed out to REPCs, COADs, DARTs and MRCs.

***Spontaneous Unaffiliated Volunteer Training***

Sandra Martin reported that the BRPC staff is reviewing the shelter plans, MACC, HMCC plan and others to coordinate and update the Spontaneous Unaffiliated Volunteer Plan. Once the documents have been updated the design of the training will begin.

**Budget Review**

Raine stated that FFY14 is on track to be spent down. The FFY15 funds are starting to be allocated to projects.

**FFY14 T&E Projects**

***Active Shooter Symposium***

Raine stated that EOPSS has approved the project. Raine passed out a Save the Date flyer that was based off of a flyer for a similar FBI sponsored event.

Raine reported that the symposium will be held at the new auditorium at the Deerfield Academy. It is a very nice space with excellent acoustics. The drawbacks are the limited mobility and the dining hall is a five minute walk from the auditorium. If the ground is frozen attendees will be able to park on the grass and golf carts will be available for anyone that needs assistance. The facility is being offered at no charge.

***Anti-Terrorism Exercise***

***Review Objectives***

Raine stated that a list of proposed objectives and scenario options were included in the meeting packet. Sandra Martin suggested that the communication with the public be a separate objective.

***Review Scenario Options***

The Subcommittee concurred that the active shooter scenario would build on the momentum of the symposium in March.

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*Planning Meeting Members*

There will be a planning session held on January 27<sup>th</sup> at the MEMA office in Agawam. In the meeting packet is a list of suggested Planning Participants. Raine asked for feedback of anyone that should also be invited to the planning sessions by the end of the week. Discussion followed.

**Old Business**

No old business was discussed.

**New Business**

No new business was discussed.

**Business Unforeseen by the Chair**

No business unforeseen was presented.

**Next Steps/Future Meetings**

Raine suggested due to the amount of projects currently underway that the T&E meetings begin at 9:15 instead of 9:30 to allow more time for discussion.

The next meeting will be January 19, 2016 at 9:15 am.

There being no further business Linda Moriarty motioned to adjourn. Carolyn Shores Ness seconded. Voted unanimously.

The meeting adjourned at 10:02 a.m.

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