

**Western Regional Homeland Security Advisory Council**  
**Meeting Minutes**  
**Tuesday, June 18, 2013, 10:00am**  
**WMEMS, 168 Industrial Drive, Northampton, MA**

In attendance: Sue Brown (FRCOG), Gretchen Johnson (FRCOG), Thomas Grady (BCSO), Melissa Nazzaro (Spfld Comm), Linda Gross (FRCOG), Josiah Neiderbach (PVPC), Pat Smith (FRCOG), Sandra Martin (BCBOHA), Russell Sienkiewicz (NPD), Tom Lynch (BHS), Carolyn Shores Ness (Municipal Rep.), Ann Shea (MMC), Josh Shanley (NEM), Robert Barry (MEMA), John Pond (WMFCA), Dennis Nazzaro (NFD/DFS), Ed Lesko (Hatfield BOS/BOH), Cindy Hahn (ARC), Bill Walden (College Church), John Fabiano (EOPSS), Chris Kuczarski (SFD/OEP), Jamin Carrol (PVTA) proxy for Nicole Rohan, Charles Van Gorden (WMFCA), Terry Dun (NWMIMT), Steve Daly (MAPC), Kristen Gorski (MAPC).

The meeting was brought to order at 10:08 am by Thomas Grady, Council Chair.

A round of introductions followed.

The Council reviewed the minutes from the May 21, 2013 meeting.

<p><b>Motion:</b> Russ Sienkiewicz moved to approve the minutes from the May 21, 2013 meeting as submitted. Carolyn Shores Ness seconded. Motion passed.</p>
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**Updates from Chair**

Tom stated that the Council Chairs met yesterday but he was not able to attend. John Fabiano stated that the application for FFY14 funds are due Tuesday. It is expected that there will be a 20% increase from FFY13 funding. However, it has not been determined how the funds will be split out to the Councils. Discussion followed.

**Updates from Disciplines**

- FIRE: John Pond stated that there has been a lot of media coverage for the technical rescue trainings. The teams are working together.
- POLICE: none.
- EMS: none.
- EMD: none.
- PUBLIC HEALTH: Sandra Martin stated that mosquito surveillance maps are available. The maps are tracking outbreaks of the West Nile disease and Triple E. Discussion followed.
- TRANSPORTATION: Jamin Carrol stated that PVTA bought several new 63 foot long, articulated buses. They will be put into use along routes in the valley.
- DPW: none.
- CORRECTIONS: none.

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- COMMUNICATIONS: none.
- HOSPITALS: none.
- LOCAL GOVERNMENT: Carolyn stated that the mosquito maps are very important. The Select Boards are trying to resurrect funding for public outreach concerning the seriousness of Triple E. Triple E generally runs a three year course. This year was expected to have more outbreaks and then the probability is increased by the weather conditions. Discussion followed.
- Massachusetts State Police (MSP): none.
- MEMA: Bob stated that the MEMA quarterly EMD meeting will be held tomorrow with two sessions offered.
- EOPSS: John stated that there has been no decision yet on the FFY10 extension request. Kristen stated that Amy had her baby yesterday and will be out until September. Peter is going to fill in during her absence. Kristen also thanked Sue for all her help in compiling information on outstanding invoices.

**Fiduciary Report**

FFY09 and FFY10 available funds

*Requests for Unallocated funds*

- WMLEC Site inspections: Request for \$1,825.00. Sue stated there is also a travel reimbursement in the amount of \$542.25

<p><b>Motion:</b> Carolyn Shores Ness moved to approve \$1,825 for the WMLEC site inspections and \$542.25 for travel expenses. Tom Lynch seconded. Motion passed. Sandra Martin abstained.</p>
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Sue stated that a summary of the other requests are outlined in a handout in the meeting packet and there are representatives present to speak to the requests.

- Field Comm Units P25 Radios
- Radio reprogramming software and cables
- Tech Rescue Team trailer radios

FFY11 Unallocated Funds Requests

- DPW GPS Units

**Planning /Pandemic Flu:**

Sandra stated that the subcommittee supports the GPS training for DPW departments and the purchase of the GPS units. The GPS units and training will help with planning, mitigation and

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recovery efforts. Location precision is necessary to fill out FEMA forms. It was decided to slate enough funding to purchase 101 GPS hand held units to cover if all 101 communities decided to participate in the training. The requests are contingent on both the training and the equipment requests being approved. Sue stated that the training was approved by the T&E Subcommittee.

**Motion:** Sandra Martin moved to approve up to \$30,199 from FFY11 to purchase 101 GPS handheld devices for each community that participates in the GPS training. Tom Lynch seconded. Motion passed. Carolyn Shores Ness abstained.

Sandra stated that we expect to award the Critical Infrastructure contract soon. All of the Planning Subcommittee's other projects are moving along.

**Interoperability/Information Sharing:**

Russ Sienkiewicz stated that the upgrades to the Orange tower have been completed. There has been a change in the leadership at DCR. The Interops Subcommittee will discuss the WMRIC SOW at the meeting later today. There will be a demonstration of the IMC Node Linking project on June 19<sup>th</sup> in Marlboro.

Sue stated that that the Radio Reprogramming grant has been completed. Unfortunately, due to the timing of the grant only 30% of the radios were able to be reprogrammed.

The CMED project was approved by the SIEC. John Taylor will be Melissa's official proxy while she is out on maternity leave. Dennis Nazarro will serve as the back up proxy. An official vote is needed to finalize the appointments.

**Motion:** Carolyn Shores Ness moved to approve John Taylor as the official proxy for Melissa Nazarro while she is on maternity leave and Dennis Nazarro as the back up proxy. Sandra Martin seconded. Motion passed.

Radio reprogramming software and cables – this purchase will support the MDTs that were already purchased by the Council.

Field Comm Units P25 Radios –Terry Dun stated that Franklin County and Berkshire County Field Communication Unit radios need to be upgraded to P25 digital capable radios to communicate on the recently upgraded MSP 800 system and the anticipated WMLEC digital upgrade.

Tech Rescue Team trailer radios – Charlie Van Gorden stated that these would be beneficial to the Tech Rescue Teams. Discussion followed and it was determined that the request can be fulfilled by caches around the region. Sue suggested that this request be discussed at the Interops meeting and that a motion should be contingent on their support of the request.

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**Training and Exercises:**

Tom stated that the subcommittee met just prior to this meeting.

**Motion:** Sandra Martin moved to approve \$24,035 of FFY11 T&E funds for the GPS Training and Exercise Series for Highway Departments including downloading information from the unit onto forms. Tom Lynch seconded. Motion passed. Carolyn Shores Ness abstained.

**Motion:** Carolyn Shores Ness motioned to approve up to \$10,000 of FFY11 T&E funds for the Basic Communications and Interoperability in Western Massachusetts Training and to provide the script for the video creation on the training. Sandra Martin seconded. Motion passed.

**Motion:** Carolyn Shores Ness motioned to approve up to \$10,000 FFY11 T&E funds to create a training video of the Basic Communications and Interoperability in Western Massachusetts Training. Sandra Martin seconded. Motion passed.

**Equipment/PPE:**

Sue stated that the sheltering equipment contracts were awarded. The prices are good for one year. The supplies will be stored in locations directly connected with a regional shelter but will be open to regional use. Discussion followed.

**CBRNE/IED:**

Sue stated that EOPSS approved the metal detectors and x-ray machines. The vendor will provide training. One of each of the units will be stored at the Sheriff Departments.

The tactical body armor request was also approved by EOPSS and will be delivered soon.

**Requests**

**Motion:** Russ Sienkiewicz motioned to approve \$15,693.44 FFY10 funds for Field Communication Unit P25 Radio upgrades. Sandra Martin seconded. Motion passed.

**Motion:** Russ Sienkiewicz motioned to approve \$4,892.00 FFY10 funds for Radio Reprogramming cables and software. Carolyn Shores Ness seconded. Motion passed.

**Motion:** Russ Sienkiewicz motioned to approve \$7,963.31 FFY10 funds for WMFCA Tech Rescue Trailer Portable Radios contingent on the Interops Subcommittee approval. Carolyn Shores Ness seconded. Motion passed.

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<p><b>Motion:</b> Melissa Nazzaro motioned to approve any remaining balance of FFY10 funds to be allocated to the Planning Subcommittee to purchase additional sheltering supplies. Sandra Martin seconded. Motion passed.</p>
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**Old Business**

No old business was discussed.

**New Business:**

Sue stated that Chris Bouchard attended the last meeting as the new DPW representative. Massachusetts Highway Association is supposed to appoint the representative by writing a letter to EOPSS. This process was not completed and is being accomplished now. Once EOPSS approves then the Council can vote to accept the nomination.

**Business Unforeseen by Chair**

No unforeseen business was discussed.

**Next Steps/Future Meetings**

The next meeting of the Western Regional Homeland Security Advisory Council will be held on Tuesday, July 16<sup>th</sup> at 10:00am at WMEMS.

There being no further business Russ Sienkiewicz moved to adjourn. Sandra Martin seconded. Voted unanimously.

The meeting adjourned at 11:09 am.

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