

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, March 6, 2012, 11:00 am  
Department of Public Health  
23 Service Center Road, Northampton, Ma

Present: Tracy Rogers (FRCOG); Susan Brown (FRCOG); Gretchen Johnson (FRCOG); Gary Roux (PVPC); Carolyn Shores Ness (Municipal Rep.); Don Snyder (MDPH); Josiah Neiderback (PVPC); Catherine Ratte (PVPC); Josh Shanley (Northampton EM); Soloe Dennis (PVPC/HCHC); Todd Zukowski (PVPC); Tom Lynch (BHS); Donna Toupin (ARC); Larry Holmberg (EMD); Linda Moriarty (WMEMS); Pat Smith (FRCOG); Sandra Martin (BCBOHA), David Schwarz (SMART), Jackie Duda (EBOH), John Chavez (FEMA), Vivian Orlowski, Katie Gallagher (HBOH).

Sandra Martin called the meeting to order at 11:00 am.

### **Meeting Minutes**

The committee reviewed the minutes from the February 7, 2012 meeting.

**Motion:** Tracy Rogers motioned to approve the February 7, 2012 meeting minutes. Don Snyder seconded. Motion passed unanimously.

A round of introductions followed.

### **IRAA Video – next steps**

Sue Brown stated that the subgroup formed at the last meeting had a conference call to discuss this project. It was the consensus of the group to table this project. There are other projects that are ready to move forward and the funding will end on September 30, 2012.

### **FFY08 Project Updates**

Sue stated that DHS has indicated that the September 30<sup>th</sup> deadline is a firm end date for both the FFY08 and FFY09 funding. Projects funded out of FFY10 are being reviewed to see if they can be moved into FFY09 funding and completed on time. The funding for FFY10 ends on February 29, 2013. A sheet depicting recommended budget adjustments was included in the meeting packet and reviewed.

**Motion:** Linda Moriarty motioned to move the balance of \$4,177 from the EMS MMRS Patient Tracking system project to FFY08 Regional Shelter Trailer Franklin County. Soloe Dennis seconded. Tracy Rogers abstained. Motion passed.

**Motion:** Linda Moriarty motioned to move the balance of \$2,180 from the IRAA School Outreach project to FFY08 Regional Shelter Trailer Franklin County. Soloe Dennis seconded. Tracy Rogers abstained. Motion passed.

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**Motion:** Linda Moriarty motioned to move the balance of \$573.50 from the IRAA Travel to FFY08 Regional Shelter Trailer Franklin County. Soloe Dennis seconded. Tracy Rogers abstained. Motion passed.

**Motion:** Linda Moriarty motioned to move the balance of \$4,079.50 from the BRPC Sheltering and Equipment project to FFY08 Regional Shelter Trailer Franklin County. Soloe Dennis seconded. Tracy Rogers abstained. Motion passed.

Sue stated that these changes will allow the Franklin County Regional Shelter Trailer to be funded completely out of FFY08 funds. The equipment replacement project includes education for the end user and the hosts. Sue has had a few conference calls with the hosts in order to discuss the related forms. It would be good to come up with a video for pre-education purposes for both the host and the user. The website would be a great place to include short three minute videos on how to use the shelter trailers, light towers, DART trailers, etc. Discussion followed.

**Motion:** Linda Moriarty motioned to move the remaining balance from the BRPC Sheltering Equipment line item to Regional Sheltering Equipment Replacement. Soloe Dennis seconded. Motion passed unanimously.

**Motion:** Linda Moriarty motioned to move the remaining balance from the PVPC Sheltering Equipment line item to Regional Sheltering Equipment Replacement. Soloe Dennis seconded. Motion passed unanimously.

### ***Regional Shelter Planning***

Pat Smith stated that Sara Lafayette was sick and unable to come to the meeting. Pat reported that Sara has been busy working to complete the project. The final Franklin County Sheltering Summit is scheduled for March 7<sup>th</sup>. She passed out flyers. Discussion followed.

### ***Shelter Equipment***

Sue has completed the inventory checks. Red Cross supplied a fair amount of the missing equipment for the trailers. DART teams need to submit a list of missing supplies that were originally purchased by the Council by Friday. A discussion followed regarding the special needs cots. Sue will continue to negotiate with the vendor.

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***Evacuation Planning***

Gary Roux stated that this project is moving along and receiving good feedback. A draft of all the mapping products is expected to be available to review soon. Discussion followed.

***Franklin County Disaster Recovery Planning***

Tracy Rogers stated that she did not receive any feedback on the rough draft of the plan distributed at the last meeting. Tracy is working on the appendices and finalizing the draft. The rough draft for Gill is almost completed.

***Critical Infrastructure***

Josh Shanley reported that this was a large project. The project looked at the largest communities in each county. The project cataloged and categorized the critical infrastructure with a concentration on water and energy. There were some complications with Springfield but it is being worked out. The next phase will be to conduct the same work for the next largest community in each county.

A lot of infrastructure has been compromised after the Tropical Storm Irene. It is estimated that it will only take two major rain storms to get back to the same level of damage if mitigation efforts are not implemented. The UMASS part of Phase II that included a design contest was deemed an ineligible expense of funds. There is funding for implementation of mitigation efforts but there is a lot of design work that many towns are not capable of doing on their own. Josh would like to include information on this subject on the website.

***Critical Infrastructure Mapping w/WMFCA MDT GIS***

Todd Zukowski stated that project is on schedule and on budget.

**FFY09 Project Updates**

***Faithbased Communities***

Sandra tabled this discussion until Vivian Orlowski arrived.

***DART Response Planning***

Sue stated that the consultant gave a presentation at the February full Council meeting. The toolkits will be available on the website. We will need to decide how else to distribute the information. David Schwarz stated that he felt the products were very comprehensive. Larry Holmberg voiced some concerns about the DART section. Sue stated that the documents are not in the final draft yet. Sandra stated that the last payment to the consultant will not be sent until the project has been approved. Discussion followed.

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***Regional Tornado AAR***

Sue stated that the vendor will give presentation at the March full Council meeting. The consultant is updating the corrective actions section and the timeline for future actions. The project should be wrapped up by the end of March.

***Public Emergency Communication Strategies***

Pat Smith stated that the project is moving forward. Catherine Ratte stated that PVPC has hired Stephanie Jo Kent to work on their portion of the project.

***Website Revision/Redesign – RFP Results***

Sue stated that seven responses to the RFP were received. The proposals were sent out to the subgroup to review. The top two vendors were selected for interviews this Thursday. A set of questions were compiled. Please contact Sue if you would like to participate in the interviews. Sandra stated that we received some strong proposals.

***Regional Irene AAR***

Tracy reported that Franklin County held their second debriefing meeting in Deerfield on February 13th. She is compiling and categorizing the data, drafting the AAR and making arrangements for the final conference. The final conference will be scheduled for the end of March or early April. Berkshire County has completed their outreach efforts. They are compiling and categorizing data and drafting the AAR. The REPCs will review the draft over the next few weeks. Hampshire and Hampden Counties are compiling an invitation list and surveys for two hot washes they plan to hold in March. Discussion followed.

**FFY2010 Project Update**

***FFY2010 IRAA SOP & Exercises Scope of Work Review***

Sue stated that EOPSS has approved the PJ for this project. The feedback on the project included concern about the distribution of funds and how they will be managed. The scope of work was reviewed. Tasks 2 and 3 were combined and a task on communication was added. The full funding will be given to Hampden County and they will subcontract with the other RPAs.

***Faithbased Communities***

Sandra Martin welcomed John Chavez and Vivian Orłowski. A round of introductions was given. Vivian Orłowski passed out a copy of the Agenda for the February 2<sup>nd</sup> Forum and the Project Report for February. Vivian stated that the forums were completed and very successful. Over 100 participants attended each forum. The biggest feedback was the need for more time to network. The feedback lead to the request for a second phase of the project. The goal of phase II is to follow up on the forums, respond to identified needs and strengthen emergency

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collaboration, cooperation, communication and coordination in our region. The deliverable will be the creation of a Voluntary Organizations Active in Disasters (VOAD). Discussion followed.

**Requests/Considerations**

***Western Mass Ready Campaign (Revised Hampden Ready Campaign)***

Soloe Dennis reworked the project proposed at the last meeting. A copy of the request was included in the meeting packet. This project will concentrate on compiling useful information for first responder agencies and volunteer organizations to aid in raising awareness of need for home preparedness and plans for three day sheltering in place. There will also be a month of events to promote National Preparedness month in September. Discussion followed.

**Motion:** Linda Moriarty motioned to approve \$42,000 to fund the Western Mass Ready Campaign with \$32,750 from FFY09 funds and the balance from FF10. Carolyn Shores Ness seconded. Soloe Dennis abstained. Motion passed unanimously.

***Website content and website push campaign***

**Motion:** Linda Moriarty motioned to approve \$21,000 to fund the first two steps of the Website Revision Campaign. Carolyn Shores Ness seconded. Motion passed unanimously.

Sue stated that the website can only be as good as the content it has on it. The outline of the project is in the meeting packet. The first step will be to gather content for the WRHSAC.org site and then work on gathering information for the WesternMassReady.org site. The third step would include reviewing what worked and did not work for the initial ready campaign, coordinate the website campaign with the September Preparedness month activities and general outreach to first responders. Discussion followed. It was decided to fund the first two steps and to table the third step at this time.

***Faithbased Communities Phase II***

This was covered in the discussion earlier in the meeting. The committee tabled the request until the next meeting when more information regarding Red Cross efforts with VOAD would be available.

***Regional Emergency Shelter Trailer***

A copy of the request was included in the meeting packet.

**Motion:** Linda Moriarty motioned to approve \$20,000 to purchase a Regional Emergency Shelter Trailer for Hampden County from FFY10 Shelter Equipment.

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Carolyn Shores Ness seconded. Soloe Dennis abstained. Motion did not pass.  
Discussion outlined below.

Katie Gallagher stated that the City of Holyoke would be happy to host the trailer. The trailer would be centrally located and would be housed in an indoor storage facility. Linda Moriarty stated that it should be officially determined if additional shelter supplies are needed. Not all of the shelter trailers were deployed during the October snow storm. That may be due to communication issues rather than lack of need. Discussion followed.

**Items Unforeseen by the Chair**

No items were discussed.

**Next Meeting**

The next meeting was scheduled for May 1<sup>st</sup> at DPH at 11 am.

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

The meeting adjourned at 1:13 pm.

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