

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, February 2, 2016, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Linda Moriarty (WMEMS), Gretchen Johnson (FRCOG), Jeanne Galloway (HCHC), Ann Shea (MMC), Pat Smith (FRCOG), Ed Morales (EEC), Larry Holmberg (HREPC), Brian McCartney (PVPC), Tracy Rogers (FRCOG), Mark Maloni (FRCOG), Kelly Constantine (HPHPC), Michael Nelson (DPH), Laura Kittross (BRPC), Allison Hope (BRPC), Tom Lynch (BMC), Eammon Coughlin (BRPC).

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

### **Meeting Minutes**

The committee reviewed the minutes from the January 5, 2016 meeting.

**Motion:** Tracy Rogers motioned to approve the January 5, 2016 meeting minutes as corrected. Larry Holmberg seconded. The motion passed with two abstentions.

A round of introductions followed. Laura Kittross introduced Allison Hope. Allison has worked for BRPC but is transitioning to take on Emergency Preparedness. Linda welcomed Allison to the Subcommittee.

### **FFY2014 Project Updates**

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

Tracy Rogers stated that the update was included in the meeting packet. The Franklin County MACC met in January to finalize the ConOps.

It was decided that:

- A liaison from the MACC will be stationed at Shelburne Control to funnel resource requests from Dispatch to the MACC.
- The REPC will be approached to sustain the MACC operations by increasing the amount of dues it currently collects from its member towns.
- Staff will visit several suggested locations for housing the MACC.
- Staff will create a PowerPoint presentation to market the MACC to stakeholders.

Raine Brown stated that the MACC video can also be used to educate the shareholders about the MACC project.

Eammon Coughlin reported that the Berkshire MACC projects are also moving forward. Central Berkshire adopted the ConOps. The Southern Berkshire MACC invited guests from Northern Berkshire to speak at their January meeting. They formed a working group to study the MACC.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, February 2, 2016, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

***COAD Continuation***

Tracy stated that the monthly update was included in the meeting packet. The Red Cross presented at the Pioneer Valley (PV) COAD meeting about the services the Red Cross can provide. Two additional food pantries joined the Pioneer Valley COAD.

Laura reported that MEMA attended the Berkshire County (BC) COAD January meeting.

Raine asked if the PV COAD will be self sufficient at the end of the contract in February. Tracy replied that PV COAD is ready. Raine asked if the BC COAD has been able to recruit any new members. Laura stated that she would check with Sandra Martin on the status of recruiting.

***Sheltering and Shelter Management Development***

Pat Smith stated that the monthly report was included in the meeting packet. In Franklin County site visits are continuing. Berkshire County is working on building support for the project. Hampshire County is reviewing plans. Hampden County is making progress.

Pat stated that there is a request to extend the project until the end of July and to make some changes to the Hampden County Scope of Work.

Brian McCartney stated he has been meeting with EMDs, Select Board members and the Hilltown REPCs. It has been determined that Gateway High School is not a viable location for a regional shelter. Westfield State University is currently a shelter for Southwick and may be willing to be a regional shelter site. Brian asked about moving the funding for creating three regional shelters to one large regional shelter. The Palmer area is not ready to move forward with a regional shelter project at this time. The Hilltowns and the Westfield area are interested in supporting a regional shelter at Westfield State University (WSU). Discussions are ongoing with WSU. There has not been a back up site identified.

Mark Maloni asked why the full amount of funding would be used to create one rather than three shelters. Brian replied that the one shelter would be serving eight of the eleven communities and there has been time invested in working with all the Hampden County towns to get to this stage of the project. Larry suggested reducing the funding from \$15,000 to \$12,500. Linda suggested waiting to vote until WSU has committed to the project.

<p><b>Motion:</b> Jeanne Galloway motioned to approve the \$15,000 funds to be used to create one regional shelter for Hampden County for Westfield, Southwick and the Hilltowns. Larry Holmberg seconded. The discussion is outlined above. Larry Holmberg motioned to table the vote until next month. Tracy Rogers seconded the motion. Jeanne Galloway opposed. The motion passed.</p>
--

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, February 2, 2016, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

**Motion:** Jeanne Galloway motioned to approve extending the RPA contracts until the end of July for the Sheltering and Shelter Management Project. Ed Morales seconded. The motion passed.

Raine stated that it is important to have the RPAs contact her if they feel they will not be able to spend the contract down. Raine requested monthly invoices from the RPAs for this project.

**Motion:** Ed Morales motioned to extend the MACC project until July 31, 2016. Larry Holmberg seconded. The motion passed. Laura Kittross abstained.

### *Companion Animal Expandable Cache*

Raine Brown reported that all items originally requested have been purchased. However there is some funding left over that is being reviewed to order some additional items.

### *Website Resource Guide Map*

Raine stated that she spoke with the consultant and a draft of the map should be available to review next month.

### **FFY2015 Project Updates**

#### *Children in Disasters*

##### Psychological First Aid Training

Raine stated that two options were outlined in the meeting packet. The first is for a training with the Center for Multicultural training. They provide Psych First Aid training and can focus the discussion on children's needs. The cost of a one day training is \$6,500 and can accommodate up to 100 participants. This price does not include food and facility.

The second option is a Responding to Children in Disasters training that would be designed by Deb Clapp. Deb has an existing training geared towards children in emotional/behavioral crisis but it would need to be re-worked to include a disaster component. It could be designed to be a two or three hour program. It is estimated that this training development would cost \$1,800. This training can also be designed as a train the trainer course. However, this training would not likely be able to be done within the FFY14 timeframe but could be added as a project for FFY15 funds. Raine will discuss with Deb further to get an idea of what delivering the training would cost.

The available funds in FFY14 is \$9,818.88. The Psych First Aid training with facility and food would likely cost \$11,000. Linda suggested offering both trainings. Discussion followed.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, February 2, 2016, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

**Motion:** Tracy Rogers motioned to approve the Psych First Aid training with the remaining FFY14 funds and the balance with FFY15 and to plan for the Responding to Children in Disasters training with FFY15 funds. Tom Lynch seconded. The motion passed unanimously.

*Reunification & Medical Supplies*

Raine asked for feedback on the tasks outlined in the handout in the meeting packet. Raine suggested that the Subcommittee consider if they want to fund trainings or recommend them to the Training and Exercise Subcommittee.

Tracy stated that the Red Cross has a federal mandate to look at reunification procedures. Ann Shea stated that it would be helpful to know the number of children in area schools, daycares, etc. to properly assess the equipment needs and other gaps. Mark suggested that the HMCC can assist with the inventorying of equipment. Ed Morales offered that daycares are being encouraged to reach out to EMD's to discuss disaster planning. Discussion followed on how broad or narrow to keep the project. Ann suggested learning from Sandy Hook. A location for the children should be identified and a separate location for the parents should be identified. Reunification needs to be conducted in a way that is respectful to everyone. Raine suggested a checklist and recommendations of equipment. Raine stated that she will draft a scope of work for next month.

Raine asked the Subcommittee about funding. FFY15 has \$50,000 allocated to Children in Disasters related projects. Linda suggested that the majority of the FFY15 funds be dedicated to the reunification project and that the RPAs conduct the work. It may work out that the Deb Clapp training may not be ready until FFY16 funds are available. HMCC may be able to help with the inventorying of equipment. Raine suggested designing a Council to Council agreement with the HMCC once the HMCC Steering Committee is fully formed.

**Motion:** Tom Lynch motioned to create a written agreement with the HMCC that involves no funding to purchase pediatric medical supplies pending the agreement of the Homeland Security Council. Larry Holmberg seconded. The motion passed.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, February 2, 2016, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

***Debris Management Template***

Raine stated that the PJ has been approved and the contracts with the RPAs are in process. The POs should be issued within the next two weeks.

***Inter-Disciplinary/Jurisdictional Situational Awareness***

Raine stated that a conference call was held with the working group and a draft scope of work was presented. The work suggested that the WRHSAC 2016 exercise series be used to conduct a study of how information sharing currently happens between disciplines and jurisdictions. It is suggested that at least two people attend every planning meeting, and the drill and full-scale exercise of the series and present a detailed study in the fall. The committee discussed how to complete the work. Raine will write a project justification. The committee instructed Raine to research who might complete the work.

***COAD Continuation***

The FFY14 COAD Continuation project ends the end of February. The new contract for FFY15 COAD Long Term Recovery Planning has been issued.

**Budget Review**

Raine noted that the budget was reviewed in previous discussion.

**Requests**

No requests were presented.

**Old Business**

No old business was discussed.

**New Business**

No new business

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, February 2, 2016, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

**Items Unforeseen by the Chair**

No unforeseen business was brought forward.

**Next Meeting**

The next meeting is scheduled for March 1, 2016 at 11 am at DPH.

There being no further business Larry Holmberg motioned to adjourn. Ed Lesko seconded.  
Voted unanimously.

The meeting adjourned at 12:59 pm.

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