

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, April 4, 2016, 2016, 11:00 am
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Linda Moriarty (WMEMS), Brenda Codella (FRCOG), Jeanne Galloway (HCHC), Ann Shea (MMC), Pat Smith (FRCOG), Larry Holmberg (HREPC), Brian McCartney (PVPC), Tracy Rogers (FRCOG), Kelly Constantine (HPHPC), Allison Hope (BRPC), Ed Lesko (HPHPC), Sandra Martin (BCBOHA), Ed Moralez (HPHPC), Tom Lynch (BMC), Michael Nelson (DPH), Carolyn Shores Ness (BOS/BOH)

Linda Moriarty called the meeting to order at 11:08 am.

Meeting Minutes

The committee reviewed the minutes from the March 1, 2016 meeting.

Motion: Larry Holmberg motioned to approve the March 1, 2016 meeting minutes as corrected. Ed Lesko seconded. The motion passed with one abstention.

A round of introductions followed.

FFY2014 Project Updates

MACC Phase III

Tracy Rogers reported that the plan was presented to the Franklin County Fire Chiefs Association, where it was well received. Tracy will speak briefly about the project during the Franklin County Selectmen's Association's March 31 meeting. Boards were informed they would receive a follow up visit from staff over the next few months asking them to sign an MOU agreeing to use the MACC.

Sandra Martin stated that things are moving along in South County with a small group working on a plan. The group is looking for 3 or more individuals who could open and manage an MACC. Central Berkshire is moving along well too.

Sheltering and Shelter Management Development

Brian McCartney stated that Hampden County has had no answer from Westfield State University (WSU) about whether they are willing to serve as a regional shelter. They have spent \$5,471.40 on this project thus far with no commitment. The information is with the new President's office and they are still waiting for a decision. Brian doesn't have the ability to easily approach the President and doesn't see an answer happening soon. We are past the end of March date. Raine Brown reminded the committee that the contract was extended to the end of July and it is up to the committee if they would like to continue with the project. Larry

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Holmberg stated the plan has been on the President's desk for at least 3 months and doesn't expect to hear anything for at least another 3 months. Sandra stated that her group enlisted the involvement of local fire and police chiefs in a similar situation and it helped. Linda Moriarty asked if Brian had the chiefs' involvement and Brian reported he had. Discussion was had about continuing to spend funds on the project. Pat Smith reported that funds are running low for site plans and that the shelter training surveys were expensive. She asked if we should consider transferring funds to the other RPAs. The committee suggested to wait until the end of April to see if WSU has responded to the request.

Pat Smith gave a short review of the Shelter Training Surveys. Franklin County volunteers wanted in person training. Public Health wanted education services. Online, daytime training was popular. Hampshire County results showed $\frac{3}{4}$ of survey responders had had some shelter training across different disciplines. Franklin County survey showed more than half the responders never participated in an exercise. This is a significant gap that needs to be addressed. In response to the question of should we set up drills, table top exercises or shelter set-ups, Franklin County requested set-up drills and table top exercises. More basic training was also requested. For full results, refer to Franklin & Hampshire County Shelter Training Needs Survey Results handed out at meeting and attached to minutes.

Sandra reported that Berkshire County survey results showed, depending on whom you ask, there are some nuances. Respondents wanted more help with sheltering including additional simplified materials. Current plans feel overwhelming. In person trainings and shelter-in-place were also requested. How much clean water and types of basic needs should be kept on hand? For full results, refer to Berkshire County Shelter Training Needs Survey Results handed out at meeting and attached to minutes.

Brian stated that Hampden County responders wanted to exercise plans currently in place. Baseline shelter training and recruitment of specialized volunteers was also requested. Accountability of patrons and staff, working with other town departments, state and federal agencies were requested. Shelter operations were the main concern of responders. The majority of last trainings were 12 to 24 months ago. For full results, refer to Hampden County Shelter Training Needs Survey Results handed out at meeting and attached to minutes.

Carolyn questioned which communities had run shelters recently? Buckland and a few others who have run recent shelters won't feel as overwhelmed in an incident. Checklists are very helpful and valuable to give guidance.

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Tracy asked, now that we have the data, where are we going with it? Raine stated it is up to the committee to decide. Sandra asked if we have funds set aside for this activity. Raine stated some Mass Care Shelter training funds are allocated in FFY15. Carolyn made a motion to pursue creating a checklist that is much more concise. Larry Holmberg stated we have a job action sheet that is not that long. He referred to the Action Sheet to help guide folks along step by step with referring back to the manual for in-depth instructions. Raine stated the checklist does exist in the front page of the manual. We need to look at what we have and not spend more time and money on developing additional lists. Carolyn asked to print and laminate plans and checklists. Larry feels the checklist exists and is available for people to print and laminate. Raine stated a 2 page document exists in the SOG. Linda agreed we've spent enough time and money on the documents. Carolyn rescinded the motion.

Linda asked Raine to review the surveys and come back to the table with a list of areas where people are asking for training. Raine will create a list and the committee can discuss which trainings to schedule at the next meeting. Brian would like to see a multi-tier training including top officials to shelter volunteers, people who need ICS, how to work within a shelter, reviewing job action sheets and shelter plans. Raine stated that MEMA is developing a shelter/operations training working with DPH and DeValle Institute to offer standardized shelter management trainings across the state.

Companion Animal Expendable Cache

Raine stated Springfield is having challenges with procurement. Raine is staying on top of the situation to move things along but is concerned funds may be leftover.

Website Resource Guide Map

Raine received a sample from the vendor that she is happy with. The map overlays over a google map, it's very easy to read and you can add to the map to keep it updated. The map should be ready by the end of April or mid May.

FFY 2015 Project Updates

Children in Disasters

Psychological First Aid Training

Raine stated the proposal for the training came back at \$9,500. Kermit Crawford who sent the original proposal at \$6,500 - \$7,000 stated that was for basic training for up to 100 people. We are requesting pediatric centric training, which would require an expert for the training, and would incur additional costs for expenses and fees. Linda asked if we have the additional funds available. Raine stated there are FFY15 funds that should be available. We would need \$3,000

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additional funds for pediatric specialized training. Raine is comfortable with the outline and could schedule the training in June and members should email conflicting dates to her.

Motion: Carolyn Shores Ness motioned to appropriate \$3,000 in from FFY15 Children in Disasters for the Pediatric Psychological First Aid Training from FFY15. Ed Lesko seconded the motion. The motion passed unanimously.

Reunification & Medical Supplies

Raine stated that reworked scopes are included in today's handouts.

Medical Supplies

Tracy has reported that the HMCC intern has been working on the report. A draft survey is complete and will go out via Survey Monkey by the end of April.

Family Reunification Plan

Brian reported that the RPA's had a conference call and broke down the responsibilities for the task. See WRHSAC FFY15 Children in Disasters Family Reunification Planning handout for task details.

Pioneer Valley will work on technology and monthly reporting.

Berkshire County will work on research and outreach and will create a model annual training and exercise outline/timeline for reunification plan.

FRCOG will work on creation of the checklist and template.

The groups will all work on outreach once the project is complete.

The total project budget/cost is \$45,000.

Carolyn noted that the plan needs to include steps for when reunification will not take place. It is important to include how and who will notify families that there won't be a reunification.

Raine stated that Sandy Hook responders reported that it was a mistake to wait for the Governor to inform families and notification should have been done by people who have training in this type of work. Police mostly. Carolyn is concerned that some small towns may not have a trained person to do the notification. Family reunification is the place where more trauma is ensued or you start to mitigate trauma. Sandy Hook's challenge was the notification process. It was asked if JD Herbert from DPH could help with a notification team? Raine stated the checklist should have some resources for dealing with notification. Allison Hope stated that when they do the work, they will identify the needs for this issue. Everyone needs to know their roll. Discussion ensued regarding notification.

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Raine mentioned that we need to keep the focus to natural disasters or human generated incidents but will not focus on individual incidents such as a missing child.

Larry mentioned that Amtrak has a top notch reunification plan that is a good resource. Other common carriers may have reunification plans as well and may be willing to share the information. Ed M stated the Department of Early Education and Care could be a huge resource.

Jeanne Galloway asked if this will be a separate plan from the Six Flag's drill or is Six Flag's using the Red Cross' reunification plan? Raine stated we will most likely use Six Flag's plan because kids will be there. The project won't be far enough along to have influence on the exercise series. The Council feels it would be helpful to have Six Flag's plan to review.

Motion: Carolyn Shores Ness motioned to approve \$45,000 for the development of the Family Reunification Plan and the scope of work as discussed. Larry Holmberg seconded the motion. The motion passed with 2 abstentions. Raine stated we need to keep flexible on the project and the RPA's will need to submit very detailed reports. We need to be aware of how much money is being spent on each entity. Sandra Martin Agreed.

Raine stated she will develop an MOU with wording that states these are hopeful tasks to be completed although may turn out to be multi-phased and multi-year contract. Adjustments will need to come back to the council to be discussed where we can amend tasks vs amend money. Hopeful PO's will be issued by mid May.

Ann Shea stated the equipment/hardware needs is an issue that someone will need to pay for. We need to identify the various reunification software/hardware needs. JPass may be a free option. Information sharing is a concern. Who is responsible for the information and who holds and disseminates the information? Raine stated that's an issue for future consideration. It's very hard at this point to put parameters on the task.

Debris Management Template

Pat states she has just begun to look at this project, but has no real progress as of yet. Pat has to complete the Regional Shelter Plan first and will begin to look into this with detail probably this summer. Raine reminded the committee that the contract states delivery by end of December this year.

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Inter-Disciplinary/Jurisdictional Situational Awareness (Information Sharing)

Raine reported that Todd Zukowski from Pioneer Valley Planning Commission (PVPC) is a reserve officer with West Springfield Police and will take the lead on the project. Todd attended the mid-term planning meeting of the drill. He and John O'Leary are working on the project and will observe to see how information sharing works and will write an independent review to present to the committee by December 2016.

Budget Review

Raine stated projects for FFY 14, except for Shelter Management, are moving along fine. FFY15 projects are starting to move along, but nothing outstanding to report.

Requests

No requests were presented

Old Business

No old business was discussed.

New Business

Raine stated that discussion for the MACC Project, Phase 4, needs to begin. We need to give it at least a year. Discussion of achievement in Hampshire County and who will do the work needs to begin. Linda asked that members begin to think about this and bring ideas to the table for next month. We need to question Hampden County and if anyone will use a regional shelter. Carolyn mentioned there are small communities in Hampden County that may participate. Sandra stated when we started talking about Hampden, we discussed Agawam as a MACC site. Linda mentioned we discussed Agawam as a location, not a coordinator. Larry stated it will be a collaboration with Hampshire County to have regional cooperation. Discussion ensued about Hampden County participating with Hampshire MACC on their own time and whether we wanted it to be an organic task that we hope happens or a deliberate task item? Larry believes it needs to be an organic movement pursued by fire or police chiefs. Brian suggested it be a task item and asked what feedback Larry got from Hampden County. Larry reported that Chief McDonald and Assistant Chief Miller from Monson Fire have been leading a regional interest. They were hit with a tornado so have first hand experience of need for a MACC. Linda states initiative has to come from Hampden County.

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Items Unforeseen by the Chair

Raine reported that the budget process for FFY16 is still unknown. There has been some discussion at the EOPPS level about making a portion of the funds competitive across the state or amongst the Councils. It appears that each Council will be funded a base amount and there will be a competitive pool as well. Who is eligible to compete is still not clear. Also not clear where the funds will come from that make up the competitive pool. We may not have much time to decide on a project to submit to the competitive funds once EOPPS delivers the guidance for FFY16. There will be discussion on what EOPPS sees as potential priorities for the competitive funds. Raine pointed out that it was a positive item that the Secretary, the Under Secretary to Homeland Security and Assistant Undersecretary were all here for the Active Shooter Symposium and saw over 600 people in multiple disciplines come together at a training in a regional approach.

Carolyn and Linda commented that Raine does a great job of informing the Council on where they need to expend funds and where the work has been done before. They feel we will compete very well. Carolyn feels it's an opportunity for the council.

Allison reported that the Un-affiliated Volunteer Trainer is offering a 1 hour or a 2.5 hour training. Flyers were handed out. Raine stated she spoke with MEMA about doing a 15 minute training at the next quarterly EMD meeting.

Next Meeting

The next meeting is scheduled for May 3, 2016 at 11 am at DPH.

There being no further business Larry Holmberg motioned to adjourn. Carolyn Shores Ness seconded. Voted unanimously.

The meeting adjourned at 12:40 pm.

Respectfully Submitted by
Brenda Codella
Administrative Services Assistant
Franklin Regional Council of Governments