

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, June 7, 2016, 2016, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Linda Moriarty (WMEMS), Sarah Bannister (FRCOG), Jeanne Galloway (HCHC), Larry Holmberg (HREPC), Brian McCartney (PVPC), Sandra Martin (BCBOHA), Ed Moralez (HPHPC), Ann Shea (Mercy Medical), Allison Hope (BRBC), Michael Nelson (DPH), Pat Smith (FRCOG).

Raine Brown, in Linda Moriarty's stead, called the meeting to order at 11:12 am.

### **Meeting Minutes**

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

**Motion:** Sandra Martin motioned to approve the May 5, 2016 meeting minutes as corrected. Kelly Constantine seconded. The motion passed unanimously.

A round of introductions followed.

### **FFY2014 Project Updates**

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

Raine noted that Tracy Rogers and Mark Maloni are away at a training. Tracy has provided a written update which is in the packet. Franklin County has been meeting with Selectboards to obtain agreement to utilize the MACC. Franklin REPC will reconsider the matter at their July meeting as they didn't have a quorum at their last meeting.

Sandra Martin reported on the Berkshire status of the project. SBREPC is exploring conducting an exercise to test the MACC plan. SBREPC is also holding a dinner for selectmen and emergency management directors, and they hope to get an MOU signed by the majority of them.

#### ***Sheltering and Shelter Management Development***

Pat Smith reported that the final phase of the project is underway. She met with the Shelburne Selectboard and they have agreed to work with Buckland on the development of a shelter at Mohawk Regional.

Sandra noted that the State building inspector has raised a concern with Berkshire Community College buildings being used as a shelter. He indicates there is some wording in the state building use code which may not allow the buildings to be used as a shelter. She will report further next month.

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**FFY 2015 Project Updates**

***Children in Disasters***

**Psychological First Aid Training**

Raine noted the course is full at 100 participants. She has received a few cancelations and been able to pull from the waitlist of approximately 45 people. She has a conference call with the facilitators tomorrow to arrange final logistics. Raine was unable to locate an appropriate handout/giveaway to use some of the extra FFY2014 funds. The facilitators had recommended a guide, but it is \$10.00 per copies which is more than available funds. Raine noted the few hundred dollars will go to Council unallocated for FFY14 spend down.

**Family Reunification:**

Allison Hope reported that BRPC has begun the initial research and shared some handouts to demonstrate how research is being formatted. She asked for feedback. Sandra asked for the committee's assistance in clarifying the age group the project should be focusing on. Following discussion it was agreed to focus on through 18 years of age and then compress the age-frame later if needed. Discussion regarding how to connect with schools, superintends and EMDs also ensued.

**Medical Supplies:**

Raine noted Tracy is receiving responses to the survey and will have a report of the results at next month's meeting.

***Debris Management Template***

No update was given.

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

Raine noted some concern with the project. She is not unhappy with the work being done rather that she is concerned the exercise is not actually helping to answer the questions of the project. No recommended changes at this time.

***COAD Long Term Recovery***

Alisson Hope discussed her current coordination with the COADs. : Went over what their wants are, seems like Berkshire really values a subcommittee format where people take different tasks. At the last meeting, they created and staffed more subcommittees, and she is putting

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together recruitment packets. Alison mentioned that commitment can be a drawback for people looking to join COAD, but they are working on it.

***MACC Phase IV***

Larry Holmberg noted he has reviewed the scope of work for the project and it looks good. The Hampshire REPC would like the work of this project to be led by Hampshire County. They have talked to the town of Hadley, and Hadley indicates an interest in taking on the project and will assign an employee do the work. Raine clarified that a MOU with Hadley is possible as long as they understand the work must be done by an employee and not by a contractor. If they choose to engage a contractor, the management of the procurement should stay with Raine to afford greater management of the contractor.

Larry noted that HREPC would like to engage FRCOG for some of the work as they are familiar with the project and have some specific knowledge and skills to offer. Larry needs to discuss this further with FRCOG.

Sandra Martin moved to approve the development of two contracts, one with Hadley and the other with FRCOG, to complete the work of MACC Phase IV. Kelly Constantine seconded. Larry Holmberg abstained. Motion carried.

***Budget Review***

Raine provided the committee with an update on FFY14 funds. The Council has decided to purchase two hydration misting tents with unallocated FFY14 funds. The tents can be used at planned events and emergency incidents when the temperatures are hot and present a threat of heat stroke. The procurement is out to bid. One mister will be located in Springfield and the other at the Berkshire County Sheriff's Office. They will be added to the resource guide.

All FFY15 projects seem to be on target at this time.

Raine noted that the Council included the committee's recommendations for the FFY2016 plan as decided at last month's meeting: \$60,000 for Children in Disasters, \$50,000 for MACC Phase V, \$55,000 for countering violent extremism, and \$10,000 to wrap up Hampden County Regional Sheltering. About \$113,000 of the available funds still remains to be assigned to projects. It is likely this will go to active shooter related trainings.

Raine reviewed the approved competitive grant projects. The Council had approved Tech Rescue structural collapse training for West and Central, structural collapse equipment for West, completion of the Hampshire Hills 800 project, and set aside funds for active shooter related trainings, possibly across multiple regions. A conference call was held with all the Homeland Security Council's chairs after the Council meeting. The outcome of this call adjusted

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the competitive grants to include structural collapse training and equipment for West & Central, and completion of the Hampshire Hills 800 project.

Linda noted that the Council, while approving the idea of a Bearcat for Springfield Police Department, didn't provide any funding for one. A Bearcat costs more than \$300,000; given the status of funding this was seen as too much considering the other priorities in the region.

**Requests**

*No requests*

Old Business

**MACC Equipment:**

Equipment for the MACCs was discussed at the Council meeting. Members agreed that providing equipment to the MACCs could be justified. They asked Raine to develop a recommended minimum equipment list and to draft a procedure for MACCs to request the equipment. The list should first be reviewed with the Pan Flu Planning subcommittee then brought back to the Council for further review. Raine shared a draft list of equipment. The committee discussed the list and recommended the following:

- Change portable multi-band to multi-band radio (1). This gives the MACC the ability to decide if a portable, base or mobile best suits their needs. An antenna will not be included.
- Add a scanner
- Adjust computers to up to three laptop computers with Pelican hard cases.
- Remove satellite phone and add HAM radio base station
- Video projector with screen or monitor up to 48"

The committee also recommended wording that MACC should conduct quarterly tests of all equipment and MACC is responsible for equipment maintenance.

Sandra Martin moved to approve the MACC equipment list as amended. Larry Holmberg seconded. Unanimously approved.

The committee asked Raine to develop an estimated price list and present list to Council at next meeting.

No old business was discussed.

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**New Business**

**FEMA Whole Community Training:**

Raine noted that EMI Training Center is hosting a Whole Community in Emergency Preparedness Training. This is relevant to many of our projects. The training is free and is held in Maryland. Might be appropriate for someone/s from the RPAs. This course is on July 25 to 27. Discussion regarding the committee sponsoring attendees ensued.

Sandra Martin moved that the subcommittee supports this training and application from interested committee or RPA member. Larry Holmberg seconded. Voted unanimously.

**SUV Training**

Sandra noted that while the Spontaneous Unaffiliated Volunteer Training project is not under the purview of this subcommittee, she would like members' input regarding available online volunteer management tools. She shared some tools that exist. BRPC would like to recommend that towns go individually with recovers.org and maybe regionally with United Ways' Get Connected. Larry suggested finding people who have or are using the systems and ask them for reviews.

**Items Unforeseen by the Chair**

No items unforeseen

**Next Meeting**

The next meeting is scheduled for July 5, 2016 at 11 am at DPH.

There being no further business Larry Holmberg motioned to adjourn. Linda Moriarty seconded. Voted unanimously.

The meeting adjourned at 1:15 pm.

Respectfully Submitted by  
Sarah Bannister  
Temporary Administrative Services Assistant  
Franklin Regional Council of Governments