

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, October 04, 2016, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG), Jeanne Galloway (HCHC), Larry Holmberg (HREPC), Brian McCartney (PVPC), Sandra Martin (BCBOHA), Ann Shea (Mercy Medical), Michael Nelson (DPH), Pat Smith (FRCOG), Tracy Rogers (FRCOG), Carolyn Shores Ness (Deerfield BOS/BOH), Allison Hope (BCBOHA), Mary Kersell (HCPHC), Mark Maloni (FRCOG), Ann Dunne (FRCOG).

This meeting is audio recorded.

Raine Brown called the meeting to order at 11:06 am, and asked the subcommittee to nominate a member to Chair the meeting.

Sandra Martin made a motion to nominate Ann Shea as Chair of the subcommittee meeting, and then amended her motion to nominate Ann as the Interim Chair, as Ann is not officially a member of the Council yet.

**Motion:** Sandra Martin motioned to nominate Ann Shea as Interim Chair of the Planning/Pan Flu Subcommittee. Mary Kersell seconded. Vote was unanimous.

Ann Shea took over as Interim Chair of the subcommittee meeting

### **Meeting Minutes**

The committee reviewed the minutes from the Sept. 06, 2016 meeting.

**Motion:** Ann Shea motioned to approve the Sept. 06, 2016 meeting minutes. Sandra Martin seconded. Vote was unanimous.

A round of introductions followed.

### **FFY 2015 Project Updates**

#### ***Children in Disasters***

#### **Family Reunification:**

Allison Hope presented her progress report to include staff roles and procedures to be followed and incorporated best practices from FEMA and other organizations. Allison met with Trooper Canata of the Massachusetts State Police (MSP) on 9/19/2016. The MSP are interested in this project and especially liked the check list, and the quick "go to document/check list" to send to schools. They are willing to incorporate the WRHSAC model into their reunification plan, and are happy to review the materials. Communities will be able to adopt this plan into their existing reunification model, to make it more local to their needs depending on the different circumstances.

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Tracy Rogers raised the question of how our model matches with the Red Cross plan for reunification. Alison suggested we have a previously established agreement to prevent confusion during a time of a disaster.

Pat Smith asked about the specifics of the project as it pertains to the different communities and organizations using the plan. Raine suggested we stay on target and include an appendix of suggestions only, as anything larger would be outside the scope of the project and we do not have that capacity. If we find we need to expand the project, we can look at next year's funding. Once the template is complete, Raine will post it on the WHRSAC website as a pdf, and is happy to send a word version to anyone seeking to modify it for their needs.

The next stage of the project is Pat/FRCOG drafting the plan.

***Debris Management Template***

Pat presented her debris management draft template, draft template appendixes and checklist. In July Pat sent the first draft to the other RPA's for editing and review. This second draft incorporates all their thoughtful comments and feedback. She stated the needs of Franklin County and Western Mass are unique, and they helped Pat further clarify this process to meet the needs of our region. Pat looked at the updated State plan, and made some minor changes to our model to ensure we meet current State standards. The scope of work for this plan is building on the original 2013 plan already reviewed and approved by MEMA and FEMA. It is important that the plan looks familiar to the reviewers. This is a Franklin County plan, but each individual municipality must adopt the plan, and seek approval from both FEMA and MEMA in order to receive reimbursement.

Some questions and concerns were raised regarding making the regional plan easier for municipalities to follow, by removing all references to regional or county, by making a template for each municipality to modify for their use. It was noted that clear guidelines and checklists at the beginning might be useful to end users. There was additional discussion regarding debris sites.

Pat asked if the subcommittee is comfortable with the checklist, and asked for input and feed back.

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The deadline for completion is December 31, 2016, with final approval at the Jan 2017 meeting.

Pat will incorporate ideas and have a draft available at the November 1<sup>st</sup>, 2016 meeting.

Larry Holmberg asked if we could create e-tab divider template, to make the document more usable. Remove the prevailing wage document from the appendix as it is outdated and include a link in the appendix instead. Pat agreed to keep the explanation of the prevailing wage process and will remove the sample. The FEMA document links are really important and the reference to the State preapproved contracts. While there are hyperlinks in the plan, many people like to have the document at their fingertips.

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

Raine is waiting on the full scale exercise Six Flags AAR.

***COAD Long Term Recovery***

Allison is working with the Berkshire COAD in identifying their donation management procedures. The Pioneer Valley COAD created a new structure with an executive committee and subcommittee, with Andrew Moorhouse as the Chair of the PV COAD.

***MACC Phase IV***

Raine reported the project has been delayed as signatures were sought from Hadley. The PO is going out to the Town of Hadley this week.

***Budget Review***

Raine reported the budget is on track for all our projects. And we will see FFY16 contracts in the next few weeks.

***Requests***

No requests

***Old Business***

None

***New Business***

Raine plans to attend the upcoming State Homeland Security conference on Tuesday, December 06, 2016. As this is the same day as our subcommittee meeting, Raine would like to move the date of our meeting. She will email a doodle poll with multiple days for the subcommittee members to choose from.

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**Items unforeseen by the chair**

None

**Next Meeting**

Tuesday, November 01, 2016 at 11 AM at DPH, Northampton

Adjourn Meeting

There being no further business Ann Shea motioned to adjourn. Larry Holmberg seconded. Vote was unanimous.

The meeting adjourned at 12:30pm

Respectfully Submitted by  
Ann Dunne  
Admin Services Financial Assistant  
Franklin Regional Council of Governments