

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, November 01, 2016 11:00 am
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG), Larry Holmberg (HREPC), Sandra Martin (BCBOHA), Ann Shea (Mercy Medical), , Pat Smith (FRCOG), Tracy Rogers (FRCOG), Mark Maloni (FRCOG), Allison Hope (BCBOHA), Michael Nelson (DPH), Monica Wynne (BMC), Mary Kersell (HCPHC), Ann Dunne (FRCOG), Todd Zukowski (PVPC).

This meeting is audio recorded

Ann Shea called the meeting to order at 11:03 am.

Meeting Minutes

The committee reviewed the minutes from the Oct 04, 2016 meeting.

<p>Motion: Larry Holmberg motioned to approve the Oct 04, 2016 meeting minutes. Mary Kersell seconded. Motion passed unanimously.</p>
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A round of introductions followed.

FFY 2015 Project Updates

Children in Disasters

Family Reunification:

Allison Hope reported Task 1 was completed in September 2016. BRPC received supplemental information from the MSP to include in the plan. Allison attended the full scale drill at the Sullivan School in North Adams, which was conducted by North Berkshire Regional Emergency Planning Committee. Allison role played as a victim and also was able to observe the reunification process. It went very well, and will update her notes to share with the FRCOG. Pat Smith noted that FRCOG is ready to move to the next step on this project, and is reviewing the additional materials and working internally to complete the tasks to meet the timelines and complete the scope of work.

Debris Management Template

Pat Smith shared her updated handouts and expressed her appreciation for all the feedback she received from the committee members. Sandra Martin requested an e-copy of the handout. The jurisdiction for the template plan is now based on a municipality developing their own plan or forming a group plan with neighboring towns. Pat also updated the section on FEMA incentives and confirmed their pilot "Public Assistance Debris Management Guide" program is still available until July 2017. Pat has streamlined the titles to be more generic, making it easier for a municipality to adopt. There are many updates to the appendices to include the FEMA

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updates. Pat will have the final plan available at the next meeting. Pat reported it is not necessary for Franklin County towns who adopt this plan without changes to seek additional approval from MEMA or FEMA. Sandra raised concerns about a town with an approved landfill not adopting the plan; you still need a board of health permit to transport debris to another municipality. Raine suggested encouraging towns to develop their own debris management plan.

Pat has updated the checklist using the MASS DEP checklist as the base, and updated it with the FEMA checklist. Sandra noted the checklist was *fabulous*, and suggested rearranging the steps for ease of process to develop a plan. Raine reminded the committee that the template is the plan and the checklist is a guide to how to use the plan and to create your own template. There will be a pre-fillable section/page to match the template. Pat noted that the checklist is a project management tool. The checklist is intended to be used in tandem with the template.

Inter-Disciplinary/Jurisdictional Situational Awareness (Information Sharing)

Todd Zukowski has taken the lead on writing the review to be completed in Dec 2016. He is looking at all aspects of the drill exercises to determine how information sharing works, and has completed notes and observations to be shared with the contractors. Todd will attend the AAR Conference in Agawam on November 18, 2016 and give an update at the next meeting.

COAD Long Term Recovery

Allison attended the Statewide COAD Meeting, and reported that her FEMA contact is willing to advise Allison on preparing a financial plan for reimbursements. Allison is drafting a plan for volunteer services and donation management. United Way is willing to manage any donation money received by the COAD, and provide volunteer tracking.

MACC Phase IV

Larry Holmberg reported the Town of Hadley signed the MOU, and a working group is now established. There will be a kick off meeting on November 09, 2016 across the disciplines. They will need to discuss the dispatch process, to ensure coordination with the dispatchers, not competition.

Budget Review

Raine reported FFY2015 is on target with all our projects with some money not yet specifically allocated.

FFY2016 is fully under contract and funds are available for spending until July 2018.

Raine reviewed the identified FFY16 projects and associated funding amounts:

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- I. Regional Sheltering Hampden County - We allocated \$10,000.00 for continued regional shelter work in Hampden County if Westfield State agrees to be a regional shelter.
- II. Children in Disasters Phase II – we have \$60,000.00 set aside and should review our progress first
- III. Countering Violent Extremism – we have \$55,000.00 set aside, and we have submitted a separate CVE application for a competitive grant of \$500,000 from the DHS. If we are awarded this grant, we could look at this project to partner with its efforts.
- IV. MACC Phase V - \$50,000.00 is allocated to Hampden County. The committee could consider rolling out Hampden and Hampshire County at the same time.

FFY2017 Investment Plan

Raine reported that EOPSS has informed the Council that the 2017 investment plan timeline has been pushed up, and will be asking for the Council's full plan in January/February 2017. EOPSS wants the regional plans before it submits the state plan to DHS which is usually due in April. EOPSS is in the process of identifying their priorities, and the FFY2017 grants will end July 2019. We should start considering projects soon. Raine will keep the committee informed.

Requests

Sandra requested on behalf of the Western Public Health Advisory Group (WAG) to consider moving our meeting time to accommodate their meetings; currently our meeting takes place in the middle of their two meetings.

Motion: Mary Kersell motioned to move the meeting time to 9am on the first Tuesday of the month, beginning on January 03, 2017. Tracy Rogers seconded. Vote was unanimous.

Old Business.

Raine announced that Ann Shea was fully appointed the Homeland Security Council and is currently acting as our interim Chair. Ann is willing to be Chair of the subcommittee, and a motion was made to that effect.

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

New Business

None

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Items unforeseen by the chair

None

Next Meeting

Wednesday, December 7, 2016 at 2:00 pm at DPH, Northampton.

There being no further business Ann Shea motioned to adjourn the meeting. Sandra Martin seconded. Voted was unanimous.
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Adjourn Meeting

The meeting adjourned at 12:01pm

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