

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
July 19, 2016, 9:15 am  
WMEMS, 168 Industrial Drive, Northampton, MA**

**Present:** Raine Brown (FRCOG), Bob Dean (FRCOG), Tom Grady (BCSO), Jeanne Galloway (WSHCHC), David Cruz (EOPSS), Gail Bienvenue (MDPH), Tracy Rogers (FRCOG), Ann Shea (MMC), Sandra Martin (BCBOHA), Bob Barry (MEMA), Pat Carnevale (MEMA), Bob Hassett (Springfield EMD), Mark Porter (Shriners Hospital), Marq Mosier (Shriners Hospital), Victoria Egan, (Springfield EMD), Eammon Coughlin (BRPC), Allison Hope (BRPC), Carolyn Shores Ness (Deerfield BOS & BOH), Melissa Nazzaro (Springfield Dispatch), Bill Walden (College Church).

Chairman Tom Grady brought the meeting to order at 9:15 am.

A round of introductions followed.

### **Minutes**

The committee reviewed the minutes from the June 21, 2016 meeting.

**Motion:** Sandra Martin moved to approve the minutes from June 21, 2016 as presented. Tracy Rogers seconded. Motion passed unanimously.

### **FFY2014 T&E Projects**

#### ***Emergency Management Preparedness***

##### ***FCSRT Basic and Specialized SWAT Training***

The Franklin County Special Response Team reported that Basic Swat Training in New Hampshire was well worth the time and they got a lot out of it. The specialized training is wrapping up this month with one last in-house session.

##### ***Pediatric Psychological First Aid***

The training session took place on June 22<sup>nd</sup> and it was well-received by a packed room of attendees. Based on the level of interest and the waiting list that could not be accommodated in this session, perhaps the Council should consider scheduling another session with the same presenters to be held in Berkshire or Franklin County.

#### ***Mass Care Services***

##### ***Spontaneous Unaffiliated Volunteer Training – project report***

Allison Hope and Eammon Coughlin from BRPC gave a project report along with a handout at the meeting. The last training given will be on July 28<sup>th</sup>, which will be community forum in Middlefield. This will be the 19<sup>th</sup> training session given during the project. There is one session still pending, but they are not sure if it will happen. Several forms were created during this project. MAPHCO received the module 2 training yesterday and it was well received.

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A video is being created for volunteers to view before entering into a disaster response situation. A PowerPoint presentation is also being created. All documents and videos will be posted on the WRHSAC website by the end of the month.

Staff also looked into online volunteer registration software and identified two to consider. One from recovers.org can manage volunteers and donations, on a town-by-town or larger geographic area. It is free and can be set up in ten minutes. The second is Get Connected through the Pioneer Valley United Way (PVUW). It is a more robust system with set up controlled by PVUW, and costs \$5,000 to use.

### **FFY15 T&E Projects**

#### ***2016 Exercise Series***

Ramping up for the Six Flags full scale exercise scheduled for September 13. The DHS team will be meeting with interested participating agencies during the last week of July to review objectives and expectations. The final planning meeting will be held on August 18.

#### ***Med Response to Bombing Incidents***

No new update. Training will be held on November 3 & 4, 2016.

#### ***NWMIMT Vermont Vigilant Guard Exercise***

Training request was approved by EOPSS.

### **Budget Review**

#### ***FFY 15 T & E Balance***

Raine gave an overview of the FFY15 funds and reported that there is approximately \$56,000 available to be spent by the end of July, 2017. It would cost about \$14,000 to \$15,000 for another pediatric first aid training session. Carolyn brought up a request from the Town of Heath for another GPS training. She also suggested a disaster debris template training. Tom said he would like to see the GPS training request come through the Council's DPW representative.

### **Old Business**

None

### **New Business**

#### ***Shriners Hospital Exercise Request***

Discussion about the request submitted for an Active Shooter Exercise at the hospital. Mark Porter and Marq Mosier explained their request. They want to get the whole community involved and have reached out to Bob Hassett, Springfield Police Department and comfort dogs. November 18<sup>th</sup> is the date for the full drill.

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**Motion:** Sandra Martin moved to authorize up to \$12,600 for the requested exercise. Carolyn Shores Ness seconded.

**Discussion:** Are you testing a plan? Yes. Will be ramping up with workshops and tabletops and planning meetings to bring everyone up to date. Pat Carnevale offered MEMA's support on ICS training and planning assistance. Concern expressed about the ambitiousness of the timeline presented. Mark said staff is fully engaged and wants the training. It's a small staff to wrangle. Suggestion made to be flexible with the schedule, like do a tabletop exercise in November and the full scale in the spring. EOPSS will likely push back to require HSEEP protocol, which requires at least a tabletop before a full-scale. David Cruz said that the entire planning process is important and the HSEEP forces a thoughtful process. Raine brought up questions about the proposed budget and asked if the Council wants to pay for items, such as backfill and overtime, which it has recently not been funding in other similar exercises. Suggestion made to consider hiring a contractor to manage the exercise process. Pat Carnevale reiterated his offer of direct MEMA assistance to help them flesh out the plan. There was further discussion about paying for backfill and OT; paying for BF/OT would be a change from current policy of the subcommittee and there was consensus to not pay for it.

**Motion was withdrawn.**

The request was tabled to the September meeting.

#### ***Annual TEP Workshops***

Discussion about the draft Multiyear Training and Exercise Plan: 2017 – 2019 as presented at the meeting.

**Motion:** Sandra Martin moved to approve the Training and Exercise plan as presented. Carolyn Shores Ness seconded. Motion passed unanimously.

#### **Business Unforeseen by the Chair**

Notice given that there will be an active shooter workshop on July 28<sup>th</sup> in Milford, MA. Raine will forward information about the workshop to the Council email list.

#### **Next Steps/Future Meetings**

The next meeting will be Tuesday, September 20, 2016 at 9:15 am. There will be no August meeting.

There being no further business Tracy Rogers moved to adjourn. Carolyn Shores Ness seconded. Voted unanimously in favor.

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The meeting adjourned at 9:55 a.m.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Minutes from June 21, 2016 Meeting
- WRHSAC Multiyear Training & Exercise Plan 2017 – 2019: August 2016 MYTEP Update
- WRHSAC FFY14 State Homeland Security Program project spreadsheet
- WRHSAC FFY15 State Homeland Security Program project spreadsheet
- WRHSAC Spontaneous and Unaffiliated Volunteer Training from BRPC, dated July 12, 2016
- Letter of Request for Exercise Funding from Mark Porter, Shriners Hospital, dated July 19, 2016
- Exercise Approval Request Form from Mark Porter, Shriners Hospital

Respectfully Submitted by  
Robert Dean  
Franklin Regional Council of Governments