

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
September 27, 2016, 9:15 am  
23 Service Center Rd, Northampton, MA**

**Present:** Raine Brown (FRCOG), Tom Grady (BCSO), David Cruz (EOPSS), Tracy Rogers (FRCOG), Ann Shea (MMC), Sandra Martin (BCBOHA), Mark Porter (Shriners Hospital), Marq Mosier (Shriners Hospital), Monica Wynne (Baystate Health), John Garriepy (Northampton EMS), Mark Williams (Greenfield PD), Shannon Sullivan (EOPSS), Ann Dunne (FRCOG)

Chairman Tom Grady brought the meeting to order at 9:20 am.

A round of introductions followed.

### **Minutes**

The committee reviewed the minutes from the July 19, 2016 meeting

**Motion:** Sandra Martin moved to approve the minutes from July 19, 2016 with one amendment: changing Hampshire County United Way to United Way of Pioneer Valley. Motion as amended was seconded by Tracy Rogers. Motion passed unanimously.

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

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

The full scale exercise series took place at Six Flags on 9/13/2016. Approximately 250 people participated. The exercise went fairly well, Raine is waiting on the After Action Report from the DHS. The DHS team is subcontracted, and we should know this week if their contract is renewed by DHS.

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

The training dates are set for November 3 & 4, 2016 at the UMASS Campus Center. There are openings for 150 participants and 140 have registered already. Most registrants are from Western Mass. If interested please register soon.

### **Budget Review**

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

Raine gave an overview of the FFY15 budget and reported that there is approximately \$52,831.00 left to be spent by July 2017. Four funding requests were received totaling \$66,302.00.

Raine also presented the FFY16 budget, already approved by EOPSS. We should see the funding soon.

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Sandra raised the question of what are the priorities of the subcommittee and what are our planned investment areas. She would like to see a process in place for the committee members and for the requester to follow.

Tom agreed we should maximize training to use outside resources to offset other costs. Tom would like to review the AAR from the DHS, to review the challenges presented and to review our investment categories. Tom is willing to entertain any motion or to place all requests for funds on hold, until we reach an agreement on where we should be spending our funds. Raine reported it takes about 60 days advance preparation before 1<sup>st</sup> action is taken on any request.

Sandra suggested the committee should solicit proposals in particular investment areas, seeking funding under \$5K. Tracy thought \$5K was too low.

Sandra made a motion that the committee will not accept unsolicited proposals – seconded by Tracy.
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After further discussion Sandra withdrew her motion.

**Old Business**

None

**New Business**

**HSEEP Training**

Raine presented the training opportunity from MEMA on November 8-10<sup>th</sup> 2016 in Framingham, MA. The cost is free and EOPSS and MEMA are involved in setting up the training. MEMA is requesting each region send a member to represent the council/T&E subcommittee to this training, and also to submit a second candidate as a back-up. Suggestions were made to ask Allison Hope to attend. Tom will bring the subject up at the full council meeting for another candidate.

**Search & Rescue Training with Tech Rescue Team**

Raine had a conversation with Daryl Springman from the Tech Rescue Team and he indicated the handoff from search call to rescue presented some challenges, John Garriepy reported the need to call rescue earlier, to allow the team to be mobilized on time if needed. This time delay needs to be addressed. Raine suggested a tabletop or drill might be a good use of funds to address this.

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Tactical Emergency Casualty Care – Northampton

John Garriepy presented his request.

John is seeking \$5,700 to hold a 2 day (16 hour) training course in the Northampton area.

The course covers topics designed to decrease preventable death in the tactical situation.

Ann Shea made a motion to approve, seconded by Tracy.

Sandra asked how this course fits into our investment area, and where is the control of the funds. This is a great project – but which investment area does it fit into. We can move the funds around to meet the requests on the table.

Raine suggested we hear all the requests first before making a motion, and engage in the conversation Sandra is suggesting afterwards. Raine would appreciate this clarification to know how to handle training and exercise requests.

**The motion to approve the funding was tabled.**

SWAT Update Training –FCSRT

Mark Williams thanked the subcommittee for their support of the Franklin County Special Response Team which allowed the team to attend a very successful SWAT One training in June. The funds also helped with purchasing equipment. Mark is seeking \$5,652 funding for a follow up situational awareness course with more movement drills. The cost covers 12 members at \$4,500 with two overnights for \$5652.00 in total. The Franklin County Special Response Team consists of 12 members. This team did not participate in the full scale Six Flags exercise.

Shriner's Hospital Fullscale Exercise

The goal is to hold a full-scale exercise to integrate plans and staff members in an active shooter scenario. MEMA helped Shriner's to scale the cost of the exercise back and to move the dates back to fully prepare the Hospital staff for the exercise. Most security staff are trained in ICS 100 and 200. The proposal is now \$19,450.00.

Sandra asked about it being Springfield centric, and would prefer to see the group spend more of their own internal money to support the proposal first. Raine reminded everyone that all costs over \$3,000.00 must go out to bid, so while Shriners has identified the individual they would like to hire to conduct the exercise, the project would require a request for quotes process.

Mark stated they are working hard in getting staff involved in taking more course and trainings, and getting more people involved to be prepared for the fullscale exercise.

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FCRPEC Fullscale MCI Exercise

Tracy presented the proposal as a follow up training to last April's exercise. Using Franklin Count Fairgrounds to hide two IED's, and adding the additional challenge of searching at night. Many agencies would be involved in this fullscale exercise, and \$35,500.00 is the requested amount.

Sandra agreed this is a terrific proposal that she supports, but it is a lot of money.

Discussion regarding the subcommittee's procedure for receiving requests was re-initiated. Several possible approaches were discussed.

<p><b>Motion:</b> Tom Grady motioned for all proposals come to Raine first, then to the subcommittee for consideration, before any decision is made. Ann Shea seconded. Motion approved 3 in favor, 1 opposed.</p>
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Tracy asked after the motion if this meant all current proposals on the table are dead, and will have to come back in a few months. It was determined, that yes, this is what will happen with the current proposals. Once a decision is made by the subcommittee to entertain a proposal, the requester will be invited to attend the next subcommittee meeting. Today's proposals will be reconsidered at the October meeting.

Sandra apologized to the requesters attending the meeting.

The AAR from the fullscale exercise should be available in October and will be reviewed at the November meeting.

Tom asked that we tread slowly, this is taxpayer money and we should take the statewide focus into consideration, to maximize our trainings. As funding is reduced, we need to look at outside resources to offset some of the costs. The discussion regarding the procedure and policy to receive and consider requests will be further considered at the October meeting.

**Business Unforeseen by the Chair**

None

**Next Steps/Future Meetings**

The next meeting will be Tuesday, October 18, 2016 at 9:15 am. Raine noted the meeting will be back at 168 Industrial Drive, the regular meeting location.

There being no further business Sandra moved to adjourn. Tracy seconded.

Voted unanimously in favor.

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The meeting adjourned at 10:10 a.m.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Minutes from July 19, 2016 Meeting
- WRHSAC FFY14 State Homeland Security Program project spreadsheet
- WRHSAC FFY15 State Homeland Security Program project spreadsheet
- WRHSAC FFY2016 Investment Plan Budget – “A” Projects
- WRHSAC T&E Subcommittee 9/27/16 Budget & Request Detail
- Letter from MEMA regarding a HSEEP Training with course details
- WRHSAC Training Request Guidance & Application
- Tactical Emergency Casualty Care (TECC)
- Training Request Application Form-Franklin County Regional SRT
- Exercise Approval Request Form
- Shriner’s Hospital – Active Shooter Training and Exercise Plan- August 2016-May 2017
- Cover Sheet for Exercise Proposals - Tracy Rogers – FRCOG Applicant

Respectfully Submitted by  
Ann Dunne  
Franklin Regional Council of Governments