

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, January 03, 2017 9:00 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), Mary Kersell (HCPHC), Ann Dunne (FRCOG), Todd Zukowski (PVPC), Brian McCartney (PVPC), John O'Leary (PVPC), Jeanne Galloway (HCHC), Erica Johnson (PVPC), Monica Wynne (Baystate Health)

This meeting is audio recorded.

Ann Shea called the meeting to order at 9:04 am.

### **Meeting Minutes**

The committee reviewed the minutes from the December 07, 2016 meeting. Sandra requested an amendment to the Debris Management Template paragraph.

**Motion:** Larry Holmberg motioned to approve the December 07, 2016 meeting minutes as amended. Sandra Martin seconded. Motion passed unanimously.

A round of introductions followed.

### **FFY 2015 Project Updates**

#### ***Debris Management Template***

Sandra Martin presented the final Debris Action Guide Template, to be used to track hours and time. Sandra suggested a video followed by some outreach to the community would be the next step in the project. Raine Brown reviewed the allocation for the project and stated there is \$4,167 remaining in the project that had intentionally been held back until the committee had the opportunity to consider outreach steps.

**Motion:** Mary Kersell motioned to use the remaining \$4,167.00 to produce a video, with the script and photo library provided by BRPC. Tracy Rogers seconded. Motion passed by a majority. Sandra Martin abstained.

Raine will issue an amendment to BRPC's contract for the work.

#### ***Inter-Disciplinary/Jurisdictional Situational Awareness (Information Sharing)***

Todd Zukowski presented his Findings Report to the subcommittee on Interdisciplinary/Inter-Jurisdictional Information Sharing Project. He focused on how to improve Public Safety in the areas of technology, equipment and training. Taking the Six Flags AAR into consideration, Todd made recommendations to continue to fund TTX activities to promote interagency

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coordination. He also encouraged WRHSAC to offer trainings on the use of social media as a communication tool, making it available to local responders and the community. The Findings Report will be shared with the T&E subcommittee.

***Children in Disasters - Family Reunification:***

Pat Smith presented the first draft of the Family Reunification Plan Template to the subcommittee for review and recommendations. The Massachusetts State Police and “I Love You Guys Foundation” are willing to review and offer their feedback. The goal is to have the template completed by February 2017, to remain within the scope of work timeline. After some discussion it was agreed to create general template forms making them less entity centric, and to allocate more funding as this is not included in the current contract. (See budget review for project motion).

***COAD Long Term Recovery***

Sandra reported on BRPC progress with the COAD Long Term Recovery Plan. She noted a couple of points where committee opinion was desired, such as should towns contact individual agencies or a main contact person in COAD, and who should individuals contact. The committee recommended a contact person in the COAD for agencies and to refer individuals to Mass 211. Sandra will take the subcommittee recommendation to the COAD meeting, and will have a draft available for the next Pan Flu meeting.

***MACC Phase IV***

Larry Holmberg reported on the recent Hampshire County meetings with the MACC planning group. The larger communities felt it was unnecessary to have a MACC, but they think it may be beneficial to the Hilltown communities. Larry is seeking to hold a third meeting with all the stakeholders present to discuss the concept further.

***Budget Review***

Raine reviewed the FFY15 projects and associated funding amounts:

- I. Children in Disasters Phase II – there is \$5,000.00 not spent, the funds could be allocated towards formatting the forms as discussed earlier.
- II. Debris Management Template – the \$4,167.00 will be used to produce a video.

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The FFY16 projects and associated funding amounts:

- I. Regional Sheltering Hampden County – This project is cancelled as Westfield State has become a Statewide Regional Shelter and is therefore not available to be a local regional shelter. There is \$10,000.00 available.
- II. Children in Disasters Phase III – \$60,000.00, no specific tasks yet determined.
- III. Countering Violent Extremism - \$55,000.00 no specific tasks yet determined.
- IV. MACC Phase V – \$50,000.00 no specific tasks yet determine.

The subcommittee discussed and agreed to develop a survey to determine the needs of establishing a MACC in Hampden County. Raine will work on a draft to be reviewed at the next meeting.

After further discussion it was agreed to use the Children in Disasters Phase II FFY15 funds of \$5,000.00 to format the documents of the Family Reunification Plan Template to uniform look and wording.

**Motion:** Mary Kersell motioned to allocate \$5,000.00 from FFY15 Children in Disasters Phase II for uniform formatting of Family Reunification Plan Template documents to be completed by Franklin Regional Council of Governments. Jeanne Galloway seconded. Motion passed by a majority. Sandra Martin and Tracy Rogers abstained.

Raine will provide a formal contract amendment.

**FFY2017 Investment Plan** – Raine noted that EOPSS has not yet provided any additional information or guidance.

***Requests***

None

***Old Business***

None

***New Business***

Raine noted that Brian McCartney is leaving PVPC, and thanked him for his work with the subcommittee. Todd will be the PVPC contact person on current projects.

***Items unforeseen by the chair***

None

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**Next Meeting** – Tuesday, February 7, 2017, 9:00am at DPH, Northampton.

<p>There being no further business Larry Holmberg motioned to adjourn the meeting. Tracy Rogers seconded. Voted was unanimous.</p>
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The meeting adjourned at 10:56 am

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