

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, March 07, 2017 9:00 am  
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG), Larry Holmberg (HREPC), Ann Shea (Mercy Medical), Mark Maloni (FRCOG/HMCC), Mary Kersell (HCPHC), Todd Zukowski (PVPC), Allison Hope (BCBOHA), Jeanne Galloway (HCHC), Erica Johnson (PVPC), Tracy Rogers (FRCOG), Monica Wynne (Baystate Health), Sandra Martin (BCBOHA), Pat Smith (FRCOG), Carolyn Shores Ness (Deerfield BOS/BOH), Ann Dunne (FRCOG)

This meeting is audio recorded

**Ann Shea called the meeting to order at 9:00 am.**

**Meeting Minutes**

The committee reviewed the minutes from the February 07, 2017 meeting.

<p><b>Motion:</b> Jeanne Galloway motioned to approve the February 07, 2017 meeting minutes. Tracy Rogers seconded. Motion passed unanimously.</p>
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A round of introductions followed.

**FFY 2015 Project**

***COAD Long Term Recovery***

Allison Hope presented the Long Term Recovery final draft plan dated 2/17/17 for review. The Berkshire County COAD will review the draft at their upcoming meeting, and Pioneer Valley COAD will review the draft in April. Tracy Rogers noted that during the recent Conway tornado disaster, the PV COAD was ready to manage a hotline if necessary, proving the value of the COADs.

***Debris Management Template***

Sandra Martin distributed the first draft of the video script, and is collecting comments, and asked for more photos. Sandra asked MEMA to review the template, as she questioned the role of the Local Emergency Planning Committee (LEPC) during a disaster. Sandra will have an updated draft for the next meeting.

Raine Brown presented an outreach proposal with costs, based on the discussion at the last meeting. The proposal allows for four (4) outreach sessions in western Massachusetts, one (2hr.) session to be held in each county. The target audience is the DPWs, Local Elected Officials and EMDs. The Berkshire Highway Superintendents agreed to hold an outreach session at their

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upcoming meetings, and it was suggested that Tri-County may also be willing to do the same. The remaining two sessions could be adjusted to meet the needs of non-DPW personnel. The Berkshire County Planning Commission agreed to develop the presentation and associated materials and conduct the sessions, with an estimated cost of \$5,000.00. It was recommended to include representatives from MEMA and DEP, to offer their expertise as part of the presentation. The time frame to complete this project is April through July 2017, using FFY15 funds, with a goal of conducting all sessions by the end of June. It was agreed to allocate the remaining funds from the Inter-Disciplinary/Jurisdictional Situational Awareness FFY15 project to cover the costs.

**Motion:** Mary Kersell motioned to allocate \$5,000.00 from FFY15 Inter-Disciplinary/Jurisdictional Situational Awareness funds to Debris Management to conduct outreach. Larry Holmberg seconded. Motion passed by a majority. Sandra Martin abstained.

***MACC Phase IV***

Mary Kersell reported the Hampshire County planning group met on February 23, to review the Hampshire MACC concept of operations. The planning group agreed with the summary and made some recommendations:

- The planning committee determined that no budget is needed, since the MACCs primary location is planned at MEMA, Agawam or other local EOC, which are already equipped.

The planning group also requested a second page to briefly outline operations visually to describe activation, and staffing. This will be reviewed by the REPC Executive Committee and presented at the April REPC meeting, when a vote on the Concept of Operations is scheduled.

- Invitations to the April REPC meeting will be sent to Town Managers/CEOs with a copy to all EMDs and other members of the REPC via email.
- After the vote in April, should the Concept be accepted, it will be presented later in the year at a special meeting to which CEO, EMD, fire, police, and DPW will be invited.

Hampshire County is planning an active shooter exercise in the fall at the Hampshire Mall, and the MACC hopes to participate.

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

Pat Smith distributed a draft of the Job Action Sheets for review by the subcommittee. Pat will revise the draft for the next meeting to incorporate the suggested changes. Pat noted there are more tasks beyond the current scope of work, and Raine suggested the subcommittee consider extending the scope of work into the next year.

**Budget Review**

Raine noted the FFY15 funds are now allocated, and the debris management outreach project must be completed by July 2017.

**FFY2016 Projects:**

**Children in Disasters Phase II - \$60,000.00**

Raine asked the subcommittee to discuss the process of outreach, and to decide on the goals and objectives. It was suggested that a conference or training might be the best way to offer outreach. Raine would like a contract to be in place by June to allow a full year for project activity.

**Countering Violent Extremism - \$55,000.00**

Raine suggested the subcommittee look at addressing violence in general and to counter hate crimes. It was noted the target audience is the general community or first responders. It was agreed that outreach and education to raise awareness was important, and to encourage people to report suspicious behavior. The subcommittee members will prepare their ideas for the next meeting.

**MACC Phase V- Review Survey Draft - \$50,000.00**

Raine prepared the draft survey for review, to determine if Hampden County is interested in setting up a MACC. The discussion surrounded the process of conducting the survey; it was decided that conducting the survey by phone would be more beneficial. The questions were revised, and it was agreed to make up to 50 calls, with the expectation of a 25% response with the target audience being EMDs and local town officials. A review and report on the results should be completed by June 2017. We have until July 2018 to complete the entire project. The deadline is tight because the project needs to be approved by EOPSS and MAPC. After lengthy discussion, it was agreed that PVPC would conduct the survey and the budget was set at \$4,000.00.

**Motion:** Sandra Martin motioned to allocate \$4,000.00 from the FFY16 Hampshire County Regional Shelter investment area, for PVPC to conduct the survey and to compile the results. Larry Holmberg seconded. Motion passed by a majority. Carolyn Shores Ness: No. Jeanne Galloway: Abstained

Raine noted this project will need to be approval by EOPSS.

**Hampden County Regional Shelter - \$10,000.00** – this project is not going forward.

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**FFY2017 Investment Plan**

Raine updated the subcommittee on the final preliminary investment plan

Children in Disasters Phase IV	\$60,000.00
Functional/Access Needs Daily Response Planning	\$50,000.00
Infrastructure Virtualization	\$50,000.00
Cybersecurity Planning	<u>\$ 0.00</u>
<b>Total</b>	<b>\$160,000.00</b>

***Requests***

None

***Old Business***

**MEMA Basic Sheltering Concepts Training.**

MEMA is seeking suggestions on a location to hold the training; both Westfield and UMASS were discussed as possible sites. WRHSAC is not involved in this training and Raine asked for a subcommittee member to act as a contact person for MEMA. Tracy Rogers (HMCC/FRCOG) agreed to be the contact person.

***New Business***

None

***Items unforeseen by the chair***

None

***Next Meeting*** – Tuesday, April 4, 2017, 9:00am at DPH, Northampton.

There being no further business Larry Holmberg motioned to adjourn the meeting. Mary Kersell seconded. Voted was unanimous.
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The meeting adjourned at 11:03 am

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

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