

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
March 21, 2017, 9:15 am  
168 Industrial Drive, Northampton, MA**

**Present:** Raine Brown (FRCOG), Tom Grady (BCSO), Jeanne Galloway (HCHC), Tracy Rogers (FRCOG), Bob Laford (EM UMASS), Carolyn Shores Ness (Deerfield BOS/BOH), Dennis Annear (NWMIMT), Sandra Martin (BCBOHU), Nicholas DaDalt (EOPSS), Greg Lewis (FRCOG), Ann Dunne (FRCOG).

This meeting is audio recorded.

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

A round of introductions followed.

**Minutes**

The committee reviewed the minutes from the February 21, 2017 meeting.

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| <p><b>Motion:</b> Carolyn Shores Ness moved to approve the minutes from February 21, 2017. Tracy Rogers seconded the motion. Motion passed unanimously.</p> |
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***FFY15 T&E –***

Raine reported the funds are now allocated, however there may be up to \$10,000.00 left over to be moved towards buying equipment, or towards additional training.

- a. Pediatric Psychological First Aid – Raine is waiting on an approval status update from EOPSS.
- b. TEEX Wide Area Search & Rescue. - This project is approved and the training for up to 48 participants will take place on June 6-8, 2017, the UMASS location is not confirmed yet. Some slots will be held for UMASS and MEMA staff members, Tech Rescue Teams and the remaining slots will be divided between the Fire & Police Departments to decide on participants.
- c. Tourniquet/Stop the Bleed Training- This project is approved by EOPSS. There will be two sessions – one in PV and BC, for up to 100 participants at each session.
- d. Warm Zone Rescue/Triage Training – EOPSS has approved the project, and the training will take place in the PV, with the possibility of a second session base on the success of the first session. The 2 day training can accommodate up to 75 participants.

***FFY16 T&E***

- a) TEEX EOC Operations & Planning- This training will take place in Greenfield at the Transit Center on Sept. 18-20, 2017. The course can accommodate 40 students. We should focus on Franklin County and Hampshire County MACC, and others who may be participating in the MOBEX exercise in October. Because the dates overlap with our

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planned subcommittee meeting, we should consider rescheduling our Sept. 19 meeting date.

**Old Business**

- a) WRHSAC T&E Policy Discussion – Tracy Rogers noted the process in place to approve projects is unclear, and asked for clarification, as it seems we are not following the new policy. The GPS training approved at the last subcommittee meeting was not identified as an AAR gap.

After discussion, it was agreed that the subcommittee decides the approval process, and gives priority to identified AAR gaps.

- b) IRON – Operational ICS Training – This is a 2-day training course targeted at mid-senior level first responders. This 2-day course gives the operational use of NIMS ICS, and can accommodate 30 participants, to be held in the fall. The cost of the training is \$12,380.00 plus facility and food for 2 days for a total of \$17,000.00. This training fills an identified gap as recognized in the Six Flags AAR.

**Motion:** Carolyn Shores Ness moved to approve \$17,000.00 for the IRON Operational ICS Training. Sandra Martin seconded the motion. \*

It was agreed to the training should be modified to include informational sharing, and have the PIO included as part of the process.

Dennis Annear offered to prepare an ICS Training proposal on behalf of NWMIMT. His team has the experience to deliver such training to participants in the four counties. Dennis noted that Massachusetts has particular intricacies, and his team has the knowledge to develop such a training covering ICS and operations. Dennis noted there is a failure to differentiate between operations and incident command.

\* After a lengthy discussion, Carolyn modified her motion as follows.

**Motion:** Carolyn Shores Ness moved to consider multiple proposals for Operational ICS Training, and to allocate up to \$20,000.00 for the training. Sandra Martin seconded the motion. Motion passed unanimously.

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Raine will prepare a scope of work for a request for quotes for the subcommittee to review at the April meeting.

- c) Disability Awareness Training – This training was developed by Niagara University, NY to be used nationwide. It is open to 35 participants and is based on a train the trainer module delivered over 2 days. The trainings are offered in three disciplines - Law Enforcement, Fire/EMS, and Dispatch as each have their own challenges. The cost of one session is \$7,500.00 or \$20,000.00 for all three modules, plus food is \$30,000.00 for three trainings.

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| <p><b>Motion:</b> Carolyn Shores Ness moved to approve \$30,000.00 for all three trainings.<br/>Sandra Martin seconded the motion. *</p> |
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Tracy noted that Autism ALE training is free, and we should consider each course offering carefully. Tom Grady noted that BC ARC will be conducting a course in June in Berkshire County regarding development disabilities.

After a lengthy discussion regarding identifying the target audience, and concerns regarding the content and course detail, the motion was tabled until the April meeting. The committee asked Raine to explore other possibilities of training.

\* It was agreed to defer the motion for a month, and the motion was tabled.

- d) 2017 Investment Planning – Raine reviewed the final FFY2017 T&E budget as determined at the March WRHSAC meeting. The final plan is being presented to the Council today for approval and submission to EOPSS.
- e) TEEX Pediatric Disaster Response Training – The training would be available Jan/Feb 2018. It would require further coordination with MEMA and DPH.

**New Business**

- a) NWMIMT Position Specific Training

Dennis noted there are four members interested in taking this training These are all FEMA position-specific courses: liaison officer, resource unit leader, incident commander, facilities unit leader. Cross training the team in other positions will make the Team more capable and flexible to respond to incidents.

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**Motion: Sandra Martin** moved to approve \$5,456.00 for the NWMIMT Position Specific Training for four members. Carolyn Shores Ness seconded the motion. Motion passed unanimously.

It is offered region wide, and the four members will attend the training at the North Shore, with costs shared between the Regional Councils.

**Business Unforeseen by the Chair**

None

**Next Steps/Future Meetings**

The next meeting will be Tuesday, April 18, 2017, at 9:15 am - 168 Industrial Drive, Northampton, MA.

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

The meeting adjourned at 10:01AM

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Minutes from February 21, 2017 Meeting
- WRHSAC T&E Investment Plan -FFY15
- WRHSAC T&E Investment Plan- FFY16
- 911 Dispatch Disability Awareness Training
- Firefighter/EMS Disability Awareness Training
- IRON Course Syllabus
- Law Enforcement Disability Awareness Training
- NWMIMT Training Request

Respectfully Submitted by  
Ann Dunne  
Franklin Regional Council of Governments