

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, May 02, 2017 9:00 am  
DPH, 23 Service Center Road, Northampton, Ma

**Present:** Raine Brown (FRCOG), Ann Shea (Mercy Medical), Mary Kersell (HCPHC), Jeanne Galloway (HCHC), Larry Holmberg (HREPC), Laura Kittross (BRPC), Tracy Rogers (FRCOG), Monica Wynne (Baystate Health), Stephanie Bozigian-Merrick (PVPC), Allison Hope (BCBOHA), Mark Maloni (FRCOG), Todd Zukowski (PVPC), Ann Dunne (FRCOG)

This meeting is audio recorded

**Ann Shea called the meeting to order at 9:01 am.**

**Meeting Minutes**

The committee reviewed the minutes from the April 04, 2017 meeting.

<p><b>Motion:</b> Tracy Rogers motioned to approve the April 04, 2017 meeting minutes. Jeanne Galloway seconded.</p>
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Motion to approve the minutes was withdrawn, until after Larry Holmberg's MACC Phase IV presentation under budget review. As he felt the minutes did not give an accurate account of the voting process taken by the Hampshire REPC.

A round of introductions followed.

**FFY 2015 Project**

***COAD Long Term Recovery-***

Allison Hope distributed the final draft of the Long Term Recovery Plan. The COADs informally accepted the LTR plan, no motion was taken.

The MRC received a grant to enable them to join forces with the BC COAD to conduct emergency preparedness outreach. The COAD meets at different locations, and membership is increasing. The PV COAD Executive Committee is reorganizing their committee structure, to identify and address the real issues going forward.

***Debris Management Template***

Allison Hope and Mark Maloy (BRPC) conducted outreach in the four counties to present the debris management template. Presentations are planned at the Tri-County Highway and the Berkshire County Highway meetings, additional presentations are planned for Hampden County

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possibly at PVPC. Allison will invite the wider community to participate, and send the outreach agenda to MEMA to distribute to EMDs.

**MACC Phase IV**

Larry Holmberg noted the HREPC Executive Committee voted and accepted the Concepts of Operations at their April meeting. There will be a presentation at the Annual Meeting, but no formal vote will be taken. This concludes the MACC Phase IV project.

*Larry agreed the minutes reflected the MACC Phase IV discussion at the April 04, 2017 subcommittee meeting. His current presentation corrected the voting and acceptance process.*

A motion was made to approve the minutes as presented.

<p><b>Motion:</b> Tracy Rogers motioned to approve the April 04, 2017 meeting minutes. Jeanne Galloway seconded. Motion passed unanimously</p>
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**Children in Disasters - Family Reunification:**

Allison updated the subcommittee on her recent presentation of the family reunification plan at the Public Health Preparedness Summit in Atlanta. She received very positive feedback, and directed people to the WRHSAC website for additional resources.

A discussion and review of the task priorities to be completed by the end of the June 2017 contract followed.

Tasks under consideration:

- Complete and publish the template
- Outreach – develop the script and gather images.
- Finish the PVPC tasks on recommended equipment
- Training schedule and procedure.

Raine reported on the outreach collaboration between WRHSAC and UMASS Amherst to host the “I Love you Guys Foundation” to provide the full day training for up to 100 people. I Love You Guys have agreed to adjust their training module to match our template. The tentative date for the training is Friday, October 27, 2017.

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Raine and Bob LaFord outreached to other colleges, to provide more locations to offer the training throughout Western Mass. Additional one-day training sessions will be held at each of the following locations on October 25, 2017 and October 26, 2017.

- Williams College – Berkshire County – date to be confirmed
- Springfield College – Hampden County – date to be confirmed.

The subcommittee agreed to adjust the FFY15 tasks to accomplish the following:

- Complete the Template – with the inclusion and formatting of the remaining forms, and the addition of the ICS forms.
- Start the script for the video.
- Complete the PVPC task as related to equipment recommendations.

Outreach and training will be part of the next contract.

**Motion:** Mary Kersell motioned to adjust the scope of work to include the completion of the template, begin the video script, and the completion of the equipment task at PVPC. Move outreach and training & exercise to the next phase. Tracy Rogers seconded. Motion passed unanimously

**Budget Review**

Raine noted the FFY15 funds are now allocated, and suggested the subcommittee return any remaining monies to the Council.

A motion was made to return any remaining minimal amounts of funding to the Council.

**Motion:** Jeanne Galloway motioned to return any remaining FFY15 funds to the Council. Larry Holmberg seconded. Motion passed unanimously

**FFY2016 Projects:**

Raine asked the subcommittee to discuss the next phase of the family reunification project. Raine will prepare the draft scope of work for approval at the June meeting, and the MOUs will be ready by July at the beginning of the contract year.

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

Tasks to be considered:

- Ongoing communication with the “I Love You Guys Foundation” on adjusting their training module to fit our template.

Allison asked about a ‘train the trainer’ option to adapt the workshop format for smaller groups, as part of outreach efforts. After further discussion, the following tasks were agreed upon:

- Explore the development of a self-sustaining training module.
- Complete the video.
- Training & Exercise Schedule - develop a recommended training cycle for use with the template.
- Additional outreach as directed by the subcommittee.

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

Raine will arrange a conference call with the subcommittee members who agreed to form a pre-planning group, to discuss the scope of work. Raine will invite the law enforcement Council members to participate in the discussion with the pre-planning group.

**MACC Phase V- Hampden County - \$50,000.00**

Raine noted the contract for the survey is awaiting approval from the MAPC, and apologized to the PVPC for the delay in processing the PO. The success of the Hampden County MACC project depends on the results of the survey.

**FFY2017 Investment Plan**

EOPSS is waiting on the formal grant award from the Dept. of Homeland Security, and cannot confirm the funding amount yet.

***Requests***

None

***Old Business***

None

***New Business***

June Meeting: Raine asked the subcommittee to send their agenda reports by May 24, 2017 for the June meeting.

July and August Meeting: The subcommittee agreed to move the July meeting from 9am on Tuesday, July 4, 2017 to 9am on Tuesday, July 11, 2017 and to cancel the August meeting.

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***Items unforeseen by the chair***

None

***Next Meeting*** – Tuesday, June 6, 2017, 9:00 am at DPH, Northampton.

There being no further business Ann Shea motioned to adjourn the meeting. Mary Kersell seconded. Voted was unanimous.

The meeting adjourned at 9:58am

Respectfully Submitted by:  
Ann Dunne ,  
Franklin Regional Council of Governments.