

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
May 16, 2017, 9:00 am  
168 Industrial Drive, Northampton, MA**

**Present:** Raine Brown (FRCOG), Tom Grady (BCSO), Jeanne Galloway (HCHC), Bob Laford (EM UMASS), Carolyn Shores Ness (Deerfield BOS/BOH), Allison Hope (BCBOHA), (Dennis Annear (NWMIMT), Bob Barry (MEMA), Sandra Martin (BCBOHA), Nicholas DaDalt (EOPSS), Steve Gaughan (EMS), Monica Wynne (Baystate), Ann Shea (Mercy Medical), Ann Dunne (FRCOG).

This meeting is audio recorded.

Chairman Tom Grady called the meeting to order at 9:10 am.

A round of introductions followed.

**Minutes**

The committee reviewed the minutes from April 18, 2017 meeting.

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| <p><b>Motion:</b> Sandra Martin moved to approve the minutes from April 18, 2017.<br/>Bob Laford seconded the motion. Motion passed unanimously.</p> |
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**Budget Review**

***FFY15 T&E***

Raine estimated there is \$17,000.00 remaining from several projects, and the subcommittee agreed to return all remaining FFY15 funds to the Council.

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| <p><b>Motion:</b> Sandra Martin moved to return the balance of FFY15 funds to the Council.<br/>Carolyn Shores Ness seconded the motion. Motion passed unanimously.</p> |
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***FFY15 T&E –***

- a. Pediatric Psychological First Aid – Training is scheduled for Monday, June 26, 2017 at the MCLA Campus, in North Adams.
- b. TEEEX Wide Area Search & Rescue. – This is a three-day training session to be held at UMass Amherst Police Department from Tuesday, June 6 through Thursday, June 8, 2017.
- c. Tourniquet/Stop the Bleed Training-. The first session will be held on Wednesday, May 17, 2017 at Hampshire College, with a second session on June 13, 2017 at MCLA Campus, in North Adams.
- d. Warm Zone Rescue/Triage Training – The training will take place on June 28-29 at Hampshire College.
- e. The GPS Training will be held on June 14, 2017 at the Transit Center in Greenfield.

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**FFY16 T&E**

- a) TEEX EOC Operations & Planning- This training will take place in Greenfield at the Transit Center on Sept. 18-20, 2017.
  
- b) NWMIMT Position Specific Training - the NWMIMT team are attending the All Hazard Incident Management Team Specific Courses at the North Shore.

**Old Business**

- a) Operational ICS Training – Raine asked for a motion in order to seek approval from EOPSS to run an RFP.

**Motion:** Bob LaFord moved to approve \$15,000.00 to develop an RFP for Operational ICS Training. Carolyn Shores Ness seconded the motion. Motion passed unanimously.

- b) Disability Awareness Training – Raine continues to research this project, and the subcommittee decided to continue to add the project to the agenda.
- c) Active Shooter Symposium follow-up – Raine presented the draft outline with cost estimates for review. The cost estimate is \$39,000.00, and the WRHSAC available budget for Active Shooter Symposium follow up is \$91,052.00. WRHSAC would again partner with the Springfield FBI Office to develop and deliver the workshop.

After discussion, the subcommittee voted to approve the cost of this session for up to 600 participants.

**Motion:** Sandra Martin moved to approve one training session at \$39,000.00 for up to 600 participants. Bob LaFord seconded the motion. Motion passed unanimously.

Raine will plan the training for an early December date, and will review the evaluations afterwards to determine the interest and need for additional training in 2018.

- d) Mental Health First Aid. – This is a certified one day intensive training session. The cost per person varies from \$18.00 to \$40.00, and the facilitator can accommodate from 25-30 participants. The subcommittee discussed holding two sessions in the fall.

**Motion:** Sandra Martin moved to approve up to \$6,000.00 to provide two training sessions in the fall. Bob Barry seconded the motion. Motion passed unanimously.

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- e) TEEX Pediatric Disaster Response Training – Raine continues to research this project with Jeff Tedesco, MEMA Training Coordinator.
- f) August & September meetings – the subcommittee decided to move their September meeting from Sept. 19 to Sept 12, 2017. And agreed to cancel the August meeting.

**Motion:** Carolyn Shores Ness moved to cancel the August meeting and to move the September meeting to Sept 12, 2017. Sandra Martin seconded. Motion passed unanimously.

Raine noted the September 12, 2017 meeting will be held at DPH, 23 Service Center Rd, Northampton, MA 01060.

- g) Online Shelter Training – no updates.

This project was inadvertently left off the Agenda:

Reunification Training Update: The following colleges agreed to hold additional training sessions of the same presentation: Tentative dates are:

- Wednesday , October 25 at Springfield College
- Thursday, October 26 at Williams College
- Friday, October 27 at UMASS Amherst

Each location accommodates up to 100 people. The current approved allocation for the UMASS session is \$10,000.00 with an estimate of \$22,700.00 to cover the additional sessions.

**Motion:** Carolyn Shores Ness moved to approve additional funding up to \$25,000.00 to cover the cost of the Reunification Training. Bob LaFord seconded. Motion passed unanimously.

The I love You Guys Foundation have agreed to use our template in their presentations.

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**New Business**

- a. Exercise Needs – Sandra Martin presented her draft exercise handout to the subcommittee for their review. Sandra’s long term strategy is to fill identified exercise gaps by providing a four step process to include: planning, training and exercises to compliment the training component. The subcommittee will review the handout and create a priority list to submit to Raine.
  
- b. Raine noted she will be out of the office from May 25-June 4, 2017.

**Business Unforeseen by the Chair**

None

**Next Steps/Future Meetings**

The next meeting will be Tuesday, June 20, 2017, at 9am - 168 Industrial Drive, Northampton, MA.

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

The meeting adjourned at 9:55am

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Minutes from April 18, 2017 Meeting
- WRHSAC T&E Investment Plan -FFY15
- WRHSAC T&E Investment Plan- FFY16
- Behavioral Analysis and Targeted Violence Workshop
- WRHSAC Training and Exercise Committee – Draft Exercise Overview.
- Reunification Training Update

Respectfully Submitted by  
Ann Dunne,  
Franklin Regional Council of Governments