

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
September 12, 2017, 9:00 am
Hatfield Fire Department
3 School Street, Hatfield, MA**

Present: Raine Brown (FRCOG), Tom Grady (BCSO), Allison Hope (BCBOHA), Bob Barry (MEMA), Steve Gaughan (EMS), Jon Davine (Northampton FD/EM, Hazmat D-4 Hazmat), Scott Kethcam (Pittsfield EMS, Hazmat D-5), Robert Laford (EM UMASS), John Hartenbaum (MEMA), Jeff Tedesco (MEMA), Ann Shea (Mercy Medical), John Mauro (Central Regional HS Council), Ann Dunne (FRCOG).

This meeting is audio recorded.

Chairman Tom Grady called the meeting to order at 9:00am.

A round of introductions followed.

Minutes

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

Motion: Steve Gaughan moved to approve the minutes from the July 18, 2017 meeting. Bob Barry seconded the motion. Motion was unanimous.

Budget Review

Raine reported the FFY15 funds are spent down to zero.

FFY16 T&E

- a. TEEX EOC Operations & Planning - Sept. 18 - 20, 2017
This training will accommodate up to 40 people, and Raine suggested a repeat of the training in the future, given the level of interest.
- b. Reunification Training- October 25-27, 2017
Registration is now open, and the ‘I Love You Guys Foundation’ will incorporate the family reunification template in to their presentation.
- c. Operational ICS Training: see discussion below
- d. Mental Health First Aid Training - registration is open with two training sessions offered at MEMA, Agawam on October 06, and at Pittsfield, MA on November 3, 2017.
- e. Behavioral Analysis Targeted Violence Workshop - December 14, 2017.
Raine is working on the details with FBI Special Agent Cowley.
- f. EMS Conference MCI Training- October 18, 2017
Raine is working with Steve Gaughan and Deb Clapp on the planning details. Dr. Bittinger will be the main speaker, and the Medical Examiner’s Office will present the Mass Fatality Plan. Steve’s goal is to provide an index card of contacts and level of incidents for all participants to use in the field.
- g. TEEX Pediatric Disaster Response Training – February 21 & 22, 2018
There are no additional updates; the training will take place at MEMA, Agawam, MA

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c. Operational ICS Training – IMTC Bid

The Incident Management Training Consortium, LLC (IMTC) submitted a completed bid application with their training proposal and quote of \$16,406.00 for up to 50 participants. Unfortunately, the Northwest IMAT team's paperwork was incomplete, and could not be considered. A brief discussion followed regarding the future level of investment support offered to the IMAT team by WRHSAC.

The subcommittee agreed to go ahead with the completed bid received from IMTC.

Motion: Bob Laford moved to allocate \$16,406.00 for the Operational ICS two day training. Bob Barry seconded the motion.

Training in moving ICS from theory to practice was identified as a recognized gap on the AAR.

The motion was amended to include \$4,000.00 to cover meals.

Motion: Steve Gaughan moved to amend the motion to \$20,406.00 to include the cost of meals. Bob Laford seconded. Motion was unanimous.

h. Sheltering Exercise – Raine presented the proposal from the Western Region Homeland Security Advisory Council (WRHSAC) on regional sheltering exercises.

Each exercise will be tailored to the needs and goals of each county and will be built in partnership with local stakeholders.

WRHSAC anticipates the following exercises will be held:

- Franklin County – Full scale exercise.
- Hampshire County – Full scale exercise.
- Berkshire County – A series of three drills, one each in North Berkshire, Central Berkshire and South Berkshire.
- Hampden County – Tabletop exercise.

The FRCOG will facilitate the exercises for Franklin, Hampshire and Hampden Counties and the BRPC will facilitate the drills in Berkshire County

The total estimated cost is \$67,500.00, with \$20,000.00 already allocated.

Raine asked for a motion to approve the additional \$47,500.00 required to cover the full series of exercises. The exercises will be scheduled to take place throughout April to June 2018.

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Motion: Bob Barry moved to approve \$47,500.00 to cover the cost of the full series of the Regional Sheltering Exercise Series. Steve Gaughan seconded the motion. Motion passed unanimously.

Old Business

- a) Disability Awareness Training- Raine noted there are no other organizations offering this training for the individual disciplines, except what is offered by Niagara University. It was agreed to leave this project on the agenda.
- b) Online Shelter Training – Intern, Sarah Banister, completed the online modules, and Raine presented her findings to the subcommittee. The software works, although some users may be required to update their browsers. Raine will add the user tips to the website with the modules.

New Business

- a) Hazmat Team Trainings – Air Monitoring Class & Clandestine Labs & Gas Meters. Jon Davine and Scott Ketcham presented three proposals covering the requests from the District 4 Hazmat Team and the District 5 Hazmat Team. The cost of the three proposals is \$15,750.00. \$20,000.00 is available in this investment area.

Motion: Bob Barry moved to approve the allocation of \$15,750.00 for the Hazmat Teams request for funds to cover the three training requests. Bob Laford seconded the motion.

After a brief discussion - each training request was voted on separately.

Motion: Bob Laford moved to approve \$3,500.00 for the D5 Hazmat Team request for funds to cover the clandestine lab training. Tom Grady seconded the motion. Motion passed by a majority. One abstention.

The training will be held at the Silvio O. Conte Federal Building in Pittsfield on Thursday, November 02, 2017.

Motion: Bob Barry moved to approve \$6,950.00 for the D4 Hazmat Team for a customized air monitoring class. Bob Laford seconded the motion. Motion passed by a majority. One abstention.

The 8 hour training class will be presented by Federal Resources, to be held on December 27, 2017 at DFS Springfield.

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Motion: Bob Laford moved to approve \$5,300.00 for the request for funds to cover two gas detection/metering classes. Bob Barry seconded the motion. Motion passed by a majority. One abstention.

Two 8 hour training classes will be facilitated by Christopher Wrenn. Chris is a subject matter expert who teaches meter technology throughout the country. The dates of the training will be January 29, 2017 for D-4 and January 30, 2017 for D-5 at DFS Springfield and the Silvio O. Conte Federal Building in Pittsfield.

b) Memo from the Pan Flu Planning Subcommittee – see discussion below.

Business Unforeseen by the Chair-

John Hartenbaum announced his retirement from MEMA, John is relocating to Connecticut. The subcommittee thanked John for his contributions, and acknowledged the huge loss to MEMA and to the Region. David Bryant will cover Region 3 & 4 in the interim.

Jeff Tedesco announced the dates of the All Hazards Emergency Preparedness Conference, on November 1 and 2, 2017 at the DCU Center, Worcester, MA

Raine Brown submitted the debris management template and the family reunification plan to the organizers for consideration as discussion topics. Debris management was chosen as a topic for a panel discussion, and Raine has agreed to facilitate a panel discussion on the topic.

b) Memo from the Pan Flu Planning Subcommittee

The Pan Flu Planning subcommittee sought to create a plan to address the goals of the Department of Homeland Security's Countering Violent Extremism (CVE) initiative. After multiple program approaches, the subcommittee concluded that given the level of funding available and the complexity of the program, that the funding would best be utilized by hosting intervention/de-escalation themed trainings. Therefore the Pan Flu Planning Subcommittee would like to transfer \$40,000.00 from the Pan Flu Planning budget to the Training & Exercise Subcommittee budget for this purpose.

Motion: Bob Barry moved to accept the transfer of FFY2016 CVE allocated funds of \$40,000.00 from the Pan Flu Planning Subcommittee. Steve Gaughan seconded the motion. Motion was unanimous.

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Raine received an informational email from Jim Helms, Search & Rescue Team of Berkshire County. Jim offers trainings related to animal disaster response and animal rescue. Tom Grady noted we work with the Disaster Animal Response Team (DART) so to direct him toward them.

Next Steps/Future Meetings

The next meeting will be Tuesday, October 17, 2017 at 9am – Hatfield Fire Department, 3 School Street, Hatfield, MA.

There being no further business Bob Barry moved to adjourn. Steve Gaughan seconded. Voted unanimously in favor.

The meeting adjourned at 9:45am

List of Documents Reviewed at the Meeting

- T&E Subcommittee Minutes from July 18, 2017 Meeting
- WRHSAC T&E Investment Plan -FFY15
- WRHSAC T&E Investment Plan- FFY16
- Memo from the Pan Flu Planning Subcommittee
- Hazardous Materials Response Division – proposals
- IMTC proposal
- ICS Training –Fire, Law Enforcement and Disability Awareness Training flyers
- WRHSAC Regional Sheltering Exercise Series FFY2016
- Tips on using the Regional Shelter Plan Online Training Modules

Respectfully Submitted by
Ann Dunne,
Franklin Regional Council of Governments