

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
November 21, 2017, 9:00 am
Hatfield Fire Department
3 School Street, Hatfield, MA**

Present: Raine Brown (FRCOG), Tom Grady (BCSO), Steve Gaughan (EMS,) Ann Shea (Mercy Medical), Jeanne Galloway (HCHC), Kristin Potrikus (EOPSS), Robert Hanson (Amherst PD), Allison Egan (BRPC), Bob LaFord (EM UMASS), Tracy Rogers (FRCOG), Dennis Annear (NWMIMT), Caroline Shores Ness (Deerfield BOS/BOH), Bob Barry (MEMA), 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 October 21, 2017 meeting.

Motion: Bob Barry moved to approve the minutes from the October 21, 2017 meeting. Ann Shea seconded the motion. Motion passed by a majority. 1 abstention.

Budget Review

Raine reviewed the budget with the committee. There is approximately \$99,353.00 remaining in the FFY16 budget, to be spent by July 2018. This includes the \$40,000.00 transferred from the Planning Pan Flu subcommittee for Terrorism Prevention, previously known as Countering Violent Extremism.

FFY16 T&E

- a. Reunification Training- October 25-27, 2017 –
Raine Brown reported on the success of the trainings, and noted the template was included as part of the handout. The Planning Pan Flu subcommittee is reviewing further outreach suggestions, and the development of the storyboard and the video script is in progress.
- b. Operational ICS Training –
The tentative dates for the training are March 27 & 28, 2018. Springfield College has expressed an interest in hosting additional trainings. Raine will explore if this is a good location for this training.
- c. Behavioral Analysis Targeted Violence Workshop - December 14, 2017.
Raine noted 400 participants are registered, and the workshop can accommodate 600 participants.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
November 21, 2017, 9:00 am
Hatfield Fire Department
3 School Street, Hatfield, MA**

- d. EMS Conference MCI Training- October 18, 2017
Steve Gaughan reported that the conference went well, and the training identified the need for more planning and preparedness training. Steve will develop the index card into a full job aid handout for use the field.
- e. TEEEX Pediatric Disaster Response Training – February 21 & 22, 2018
The training will take place at MEMA, Agawam, MA
- f. Sheltering Exercise – The RPA’s are in the planning stages, and Allison Egan noted that Berkshire County will hold tabletop exercises rather than drills. They are looking at training gaps to establish their plan. Tom Grady noted the skilled nursing facilities will benefit from the tabletop exercises as they are looking to develop plans, due to new regulations.

Old Business:

- a. Amtrak Exercise Proposal – Rob Hanson, Amtrak Police Department would like to partner with WRHSAC to conduct a series of MCI trainings in Springfield, MA. The trainings are specific to fire, ems and police, other disciplines may observe the performance portion of the training. The trainings will take place in May 2018. Training for fire and ems will be separate from police, but will run concurrently.
 - ❖ May 7 & 8, 2018 Classroom MCI for Fire/EMS
 - ❖ May 7 & 8, 2018 Classroom MCI for Police/Law Enforcement
 - ❖ May 9 &10, 2018 Field MCI training for Fire/EMS
 - ❖ May 16 & 17, 2018, Field MCI training for Police/Law Enforcement

Raine noted the training accommodates up to 200 participants from each discipline. Her estimated budget for the training is \$23,300.00

After a brief discussion, the following motion was made:

<p>Motion: Carolyn Shores Ness to approve \$23,300.00 to support the series of MCI trainings. Steve Gaughan seconded the motion. Motion passed unanimously.</p>
--

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
November 21, 2017, 9:00 am
Hatfield Fire Department
3 School Street, Hatfield, MA**

- b. Cargo Tank Training for first responders – The 2-day course is designed for non-hazmat first responders, and can accommodate up to 45 people. The total cost of the training is \$11,244.00, and Raine expects to hold this training at UMASS Police or Amherst FD at no cost.

Motion: Bob Laford moved to allocate up to \$12,000.00 to support the 2-day Cargo Tank training. Carolyn Shores Ness seconded the motion. Motion passed unanimously.

New Business:

- a. Mental Health First Aid for Berkshire County Law Enforcement – Raine received a request to support an additional training in Berkshire County for law enforcement. The cost of the training is \$3,000.00, and can accommodate up to 30 people.

After a brief discussion, the following motion was made:

Motion: Carolyn Shores Ness moved to allocate up to \$3,000.00 to support the training. Tracy Rogers seconded the motion. Motion passed unanimously.

Raine updated the subcommittee on the Special Event Incident Management Training. EOPSS and MEMA are working on the logistics of bringing this training to Western Mass. The Big E is willing to host the event.

- b. FFY2018 Investment Plan – Raine shared the FFY2018 guidelines. EOPSS expects the grant to be level funded at \$900,000.00 approximately. The preliminary plan is due to EOPSS by January 17, 2018 and the full plan by February 14, 2018. Raine asked the subcommittee to make project recommendations by the December meeting, and to take EOPSSs list of priorities into consideration.
- ❖ Preventing, Responding to and Recovering from an Active Shooter Incident/Complex Coordinated Terrorist Attack
 - ❖ Enhancing Cyber Security
 - ❖ Preventing, Responding to, and Recovering from a Radiation/Nuclear Attack

Tom Grady suggested we ask Hans Olsen to attend our next meeting; Hans oversees multiple agencies and the Homeland Security Grant Process for the state. Hans can give an overview of the State strategies, enabling us to provide targeted trainings to fill the gaps. Raine will contact Hans to make arrangements.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
November 21, 2017, 9:00 am
Hatfield Fire Department
3 School Street, Hatfield, MA**

- c. Tom asked the subcommittee to support the Western Mass. Critical Incident Stress Management Team. The team works closely with public safety after a major incident, and would like to hold more team training sessions. The team is looking for \$1,000 to cover the cost of manuals for an upcoming training.

Tom made the following motion:

Motion Tom Grady moved to allocate up to \$1,000.00 to purchase the training manuals for the WMCISMT. Carolyn Shores Ness seconded the motion. Motion passed majority. One abstention.

Raine noted that the available funding is now \$60,000.00. Steve Gaughan noted that a follow up training for WMEMS might be a good use of the remaining \$60,000.00 funds from FFY2016.

Business Unforeseen by the Chair- Tom reminded the subcommittee to continue to implement NIMS/ICS training in their communities, as this is one of the FFY 2018 SHSP funding requirements, as noted in the EOPSS guidelines.

Tom wished everyone a Happy Thanksgiving and thanked the members for their dedication and hard work.

Next Steps/Future Meetings

The next meeting will be Tuesday, December 19, 2017 at 9am – Hatfield Fire Department, 3 School Street, Hatfield, MA.

There being no further business Tracy Rogers moved to adjourn. Jeanne Galloway seconded. Voted unanimously in favor.

The meeting adjourned at 9:55am

List of Documents Reviewed at the Meeting

- T&E Subcommittee Minutes from October 17, 2017 Meeting.
- WRHSAC Regional Sheltering Exercise Series FFY2016.
- FFY2018 State Homeland Security Program Local Share Guidance for Homeland Security Planning Regions.
- Handout from Detective Robert Hanson, Amtrak Police Department.

Respectfully Submitted by
Ann Dunne,
Franklin Regional Council of Governments