

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
January 16, 2018, 9:00 am  
Hatfield Fire Department  
3 School Street, Hatfield, MA**

**Present:** Raine Brown (FRCOG), Tom Grady (BCSO), Steve Gaughan (EMS), Jeanne Galloway (HCHC), Bob LaFord (EM UMASS), Tracy Rogers (FRCOG), Dennis Annear (NWMIMT), Caroline Shores Ness (Deerfield BOS/BOH), Bob Barry (MEMA), David Bryant (MEMA), Gail Bienvenue (MDPH), Nick DaDalt (EOPSS), Monica Wynne (Baystate Health), Ann Dunne (FRCOG)

This meeting was 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 December 19, 2017 meeting.

**Motion:** Bob Barry moved to approve the minutes from the December 19, 2017 meeting. Bob LaFord seconded the motion. Motion passed unanimously.

### **Budget Review**

Raine reviewed the FFY16 budget, and noted there is \$41,400.00 to be spent by July 2018. FFY17 funds are also available.

### **FFY16 T&E**

- a. **Operational ICS Training** –  
The tentative dates for the training are March 27 & 28, 2018. Raine is working on finalizing a location for this training, possibly at Springfield College or MEMA, Agawam.
- b. **TEEX Pediatric Disaster Response Training – February 21 & 22, 2018**  
Raine increased the registration number to 60, and the class is now full.
- c. **Sheltering Exercise Series**–  
Tracy Rogers reported on the status of the planning process in each county. Hampshire County is holding a leadership meeting to become familiar with the plan, and Franklin County has identified some team members. No work has taken place in Hampden County yet. Berkshire County will hold some tabletop exercises.
- d. **Special Event Incident Management – June 12 & 13 and June 20 & 21, 2018**  
The training will be at UMASS, Amherst and WRHSAC will split the cost with UMASS, Amherst.
- e. **Amtrak MCI Training**  
Raine will contact Robert Hanson to start planning for the training to be scheduled in May. Josh Shanley is available to take photos at the event.

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- f. **Cargo Tank Training for first responders – sometime in March or April 2018**  
The training will take place at Hatfield Fire Department, and Raine is in the process of issuing the PO.
- g. **Mental Health First Aid – Berkshire County & CISM**  
The CISM training will take place at GCC, on February 09, 2018. WRHSAC will pay for the instructor and the morning refreshments. Deb Clapp is coordinating the registration. Raine is working on Feb/March 2018 with Berkshire County.
- h. **Emerging Threats Training – March 15, 2018**  
Procurement is out for the facilitator, and the training will probably take place at the Big E.
- i. **Hazmat Team T-Merritt Training – July 2018**  
Raine is working with EOPSS to receive full approval.

**Old Business:**

- a. **FFY2018 Investment Plan –**  
The funding priorities are in place, as discussed at the last meeting. WRHSAC allocated \$250,000.00 to the subcommittee, and Raine allocated \$22,000.00 to each of the standard categories from last year's with \$52,000.00 allocated to Regional Symposium.
- b. Raine reviewed the results from the Behavioral Analysis Training survey. The results showed participants appreciated the large conference general training, but asked for smaller groups for more in depth training. Tom asked the subcommittee to consider a topic for the large-scale symposium. It was agreed to consider Emerging Trends, to appeal across multiple disciplines, and to break the several sections into smaller formats, covering active shooter, opioid crisis, and climate change.

**New Business:**

- a. **Hazmat Team & First Responder DOE Trainings**
- b. **Emerging Trends Training**

Both topics were discussed at the November meeting, and will be removed from New Business.

Raine suggested spending the FFY16 remaining funds on equipment for a regional cache for future T&E trainings. MEMA discussed the on going stop the bleed exercises, and the need for mannequins for training.

Tom Grady asked the subcommittee to send their ideas to Raine, including the cost factor and supplier.

**Business Unforeseen by the Chair-**

None

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**Next Steps/Future Meetings**

The next meeting will be Tuesday, February 20, 2018 at 9am – Hatfield Fire Department, 3 School Street, Hatfield, MA

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

The meeting adjourned at 9:30am

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Minutes from December 19, 2017 Meeting.
- WRHSAC FFY16 State Homeland Security Program T&E Budget Report
- WRHSAC Regional Sheltering Exercise Series FFY2016, January, 2018 Status Update.
- WRHSAC FFY16 Regional Exercise Series, BRPC, December, 2017 Status Update

Respectfully Submitted by  
Ann Dunne  
Franklin Regional Council of Governments