

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, March 6, 2018 9:30 am
DPH, Service Center Road, Northampton, MA

Present: Raine Brown (FRCOG), Ann Shea (Mercy Medical), Jeanne Galloway (HCHC), Larry Holmberg (HREPC), Stephanie Bozigian-Merrick (PVPC), Monica Wynne (Baystate Health), Allison Egan (BCBOHA), Pat Smith (FRCOG), Todd Zukowski (PVPC), Mark Maloni (HMCC/FRCOG), Tammy Spencer (HCHC), Tracy Rogers (HMCC/FRCOG), Michael Nelson (MDPH), Ann Dunne (FRCOG)

This meeting is audio recorded

Ann Shea called the meeting to order at 9:31 am.

Meeting Minutes

The committee reviewed the minutes from the February 06, 2018 meeting.

<p>Motion: Larry Holmberg motioned to approve the February 06, 2018 meeting minutes. Stephanie Bozigian-Merrick seconded. Motion passed unanimously.</p>

A round of introductions followed.

Public Health Update:

Jeanne Galloway reported the flu activity is still widespread. Stephanie Bozigian-Merrick noted that spray shots will be available next year.

FFY16 Projects

Family Reunification Phase II- Presentations and Travel update

Pat Smith submitted the PowerPoint presentation to the Joint Commission in Orlando, FL., in advance of the April 2018 conference. Pat and Allison Egan will give a hospital presentation next week, in advance of the National Conference.

Discussion followed regarding the purchase of the adobe captivate software subscription and license, and the most suitable choices available to meet our needs, and to give RPA's access to the cloud for several users to work together on projects. Raine will discuss the costs further under the budget review.

FFY17 Projects -

Children in Disasters Phase IV

Tracy Rogers is collaborating with the hospital community to develop a Pediatric Surge Plan, to be implemented in the event of a MCI event. The scope of work will be presented at the May meeting.

Functional/Access Needs Daily Response Planning- \$50,000.00

Raine reviewed the scope of work as it relates to the RPA's assigned projects and timeline. The tasks were discussed, and the planning process was finalized. BRPC requested more time to develop the survey and interview questions.

Infrastructure Visualization- \$50,000.00

Raine noted that when she spoke to Jarret Wright, Department of Homeland Security Infrastructure Protection Office, he provided her with some information about a town in the eastern part of the state who is working with a private company to conduct infrastructure visualization. She will see if she can get information from them for next month's meeting.

Budget Review

Raine reviewed the FFY16 budget, and noted there is \$52,000 remaining, to be spent by July 2018. Raine noted it is possible to seek a project extension if necessary. The subcommittee discussed allocating some of the funds as follows:

- ❖ For additional tasks in the RPA contracts for the Functional/Access Needs Daily Response Planning - \$22,000.00.
- ❖ Functional/Access Needs Daily Response workshops to be held in Spring 2019 - \$20,000.00
- ❖ Shelter equipment - \$500.00
- ❖ Purchase of the adobe captivate software licenses - \$4,500.00

The following motions were made:

Motion: Larry Holmberg motioned to transfer \$42,000.00 from FFY16 MACC Phase V project to the FFY17 FNSS project, and to seek an extension of the funds from EOPSS. Monica Wynne seconded. Motion passed unanimously.

Motion: Larry Holmberg motioned to approve up to \$4,500.00 to purchase adobe captivate software licenses, from remaining FFY16 MACC Phase V funds, with the remaining balance from the FFY16 Hampden Regional Sheltering project. Monica Wynne seconded. Motion passed unanimously.

Requests

None

Old Business

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None

New Business

None

Items unforeseen by the chair

Raine noted the July meeting is scheduled for Tuesday, July 3, 2018. There was agreement to move the meeting date to July 10, 2018.

Allison Egan and Stephanie Bozigian-Merrick will continue to follow up on applications to present the Family Reunification Template at National Conferences

Next Meeting – Tuesday, April 03, 2018, 9:30 am at DPH, 23 Service Center Road, Northampton.

There being no further business Tracy Rogers motioned to adjourn the meeting. Larry Holmberg seconded. Voted was unanimous.

The meeting adjourned at 10:23 AM

Respectfully Submitted by:

Ann Dunne, Franklin Regional Council of Governments