

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
May 15, 9:00 am  
Hatfield Fire Department  
3 School Street, Hatfield, MA**

**Present:** Raine Brown (FRCOG), Tracy Rogers (FRCOG), Dennis Annear (NWMIMT), Caroline Shores Ness (Deerfield BOS/BOH), Bob Barry (MEMA), Nick DaDalt (EOPSS), Brian Rust (Cooley Dickinson), Stephen Gaughan (EMS), Gail Bienvenue (MDPH), Tom Grady (BCSO), Ann Shea (MMC), Monica Wynne (Baystate Health), Jeanne Galloway (HCHC), Jeremy DeMar (Springfield Emergency Comm), Bob Laford, (MEMA), Ann Dunne (FRCOG)

This meeting was audio recorded.

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

A round of introductions followed.

### **Minutes**

The committee reviewed the minutes from April 17, 2018 meeting.

**Motion:** Tracy Rogers moved to approve the minutes from the April 17, 2018 meeting. Steven Gaughan seconded the motion. Motion passed by a majority. 1 Abstention.

### **Budget Review**

Raine reviewed the budget and noted there is approximately \$12,000.00 remaining from the FFY16 funds. Raine will apply some of the funds to the School Emergency Triage Training in August 2018. Raine noted the low turnout at the spring trainings, and suggested offering some of the training in the fall/winter to spread the courses over the year. The FFY17 funds are available, and Raine suggested planning some trainings.

### **FFY16 T&E**

- a. **Sheltering Exercise Series**– April 19, 2018  
Bob Laford noted the Hampshire County exercise was very successful, and Tracy Rogers will begin the AAR soon. The Berkshire, Hampden and Franklin County exercises will take place in June 2018.
- b. **Special Event Incident Management** – June 11 &12 and June 20 & 21, 2018  
There is space for another two teams at the June 20 & 21, 2018 session. June 11 & 12 classes are full.
- c. **Amtrak MCI Training** – May 7-11, and May 16 & 17, 2018.  
Raine reported on the success of the training on May 7-11, 2018, and noted the teams came from all of the State, and the number of participants increased on Thursday and Friday. Adrian Santiago and Undersecretary McMurray stopped by to observe, and were happy with the success of the training.

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- d. **Hazmat team T-MERRTT Training July 2018**  
There will be two sessions, held at the Springfield Fire Academy.
- e. **Pioneer Valley COAD TTX-Fall**  
Raine noted the contract is issued, and the project will be underway soon.
- f. **Active Threat Integrative Response Course (ATIRC) – June 06-08, 2018**  
The training is geared towards 45 participants, with 25 from Law Enforcement, and 20 from Fire and EMS. Raine asked for some actors for the June 8 training, and is seeking an additional ambulance to be available as part of the training.
- g. **School Emergency Triage Training – August 23, 2018**  
Registration will begin next week, and the training will be held at Greenfield Community College.

**Old Business:**

- a. **NWMIMT COML Travel funds amendment**  
Overnight parking and hotel taxes were not included in the original request, and Raine asked for a motion to cover the additional costs of \$112.06

**Motion:** Bob Barry moved to approve the additional costs of \$112.06 for overnight parking and hotel taxes. Steven Gaughan seconded the motion. Motion passed unanimously.

**New Business:**

- a. **Training Equipment Request – Easthampton Fire**  
A request was not received, and the request was tabled.
- b. **Berkshire County Mental Health First Aid Second Session – Fall 2018**  
The recently held training was very successful, and the Chiefs have requested a second training before June 30, 2018. However, the facilitator is not available in June and Raine will ask if Berkshire County would like to hold the session in the fall.
- c. **Vigilant Guard Planning Exercise Request – November 03, 2018**  
Carolyn Shores Ness and Dennis Annear presented the request to hold a tabletop exercise for the communities along the Deerfield River. The tabletop exercise will prepare for the fullscale statewide Vigilant Guard exercise, due to take place the following week.

**Motion:** Carolyn Shores Ness moved to approve \$30,625.00 for the tabletop exercise. Jeanne Galloway seconded the motion.

After a lengthy discussion, it was agreed to clarify the exercise, by renaming it the Deerfield River Flood Tabletop Exercise.

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And to amend the request as follows:

- I. Remove \$ 2,500.00 for Evaluators.
- II. Remove \$2,625.00 for refreshments, Carolyn anticipates the Great Hydro River Company will cover the cost of the meals.

The following amended motion was made to reduce the total request to \$25,500.00

**Motion:** Bob Laford moved to amend the original motion to \$25,500.00. Steve Gaughan seconded the motion.

After further discussion it was agreed to include the cost of food, as surety if Great Hydro does not cover the cost.

The following amended motion was voted on:

**Motion:** Bob Laford moved to approve \$28,125.00 for the Deerfield River Flood Tabletop Exercise. Steve Gaughan seconded the motion. Motion passed unanimously.

Raine presented the letter of appreciation from Deputy Chief Norris, Northampton Fire, in recognition of the Council's support of the recent Pre Hospital Trauma Life Support class and their continued support of regional programs.

**Business Unforeseen by the Chair** – None

**Next Steps/Future Meetings**

The next meeting will be Tuesday, June 19, 2018 at 9 am, Hatfield Fire Department, 3 School Street, Hatfield, MA

There being no further business Monica Wynne moved to adjourn. Carolyn Shores Ness seconded.

Voted unanimously in favor. The meeting adjourned at 9:45AM

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Minutes from April 17, 2018 Meeting.
- WRHSAC FFY16 State Homeland Security Program T&E Budget Report –5/11/2018
- WRHSAC FFY17 State Homeland Security Program T&E Budget Report – 5/11/2018
- Vigilant Guard Planning Tabletop Exercise Request.
- WRHSAC FFY16 Regional Exercise Series, BRPC, April 2018 Status Update
- Letter from Christopher Norris, Deputy Chief Northampton Fire.

Respectfully Submitted by Ann Dunne  
Franklin Regional Council of Governments