

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
June 19, 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), Vivian Tran (West Spfld Health Intern), Tom Grady (BCSO), Ann Shea (MMC), Monica Wynne (Baystate Health), Jeanne Galloway (HCHC), Bob Laford, (MEMA), David Bryant (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 May 15, 2018 meeting.

Motion: Carolyn Shores Ness moved to approve the minutes from the May 15, 2018 meeting. Bob LaFord seconded the motion. Motion passed unanimously.

Budget Review

Raine reviewed the budget and reported on the remaining FFY16 funds of approximately \$30,000.00. Much of this was left over from both the Amtrak and ATIRC trainings costing less than anticipated. Raine has received a verbal approval of the extension of the FFY16 funds to December 31, 2018, and is not concerned about projects continuing beyond July 2018. Raine encouraged the committee to start planning some training and exercises for the fall. The FY17 grant funds are also available to be spent.

FFY16 T&E

a. **Sheltering Exercise Series**

The Franklin County session is rescheduled and will take place in the fall. Tracy Rogers has completed the Hampshire County AAR draft report for review. The Hampden County session took place on June 13, and Tracy will begin the AAR draft. About a dozen participants attended the Berkshire County session in Great Barrington, two more sessions will take place in July.

b. **Special Event Incident Management** – June 11 & 12 and June 20 & 21, 2018

The training on June 11 & 12 was very successful, with all the disciplines well represented. The facilitators noted how prepared the emergency services work and how well they work together at the regional level. The upcoming training will have different facilitators.

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- c. **Amtrak MCI Training** – May 7-11, May 16 & 17, 2018.
Raine noted the training was a great success, and shared the photo story on the website, to highlight the regional training.
- d. **Active Threat Integrative Response Course (ATIRC)** – June 06-08, 2018
The training was excellent, and Raine will write the narrative to accompany the photo story created by Josh Shanley. The training space at the Big E worked well and the participant feedback was very positive.
- e. **NWMIMT COML Travel & Air Ops Training**
The Western Region was well represented, and the trainers are available to share and practice the training.
- f. **Hazmat team T-MERRTT Training July 2018**
The training will take place at the Springfield Fire Academy at the end of July.
- g. **School Emergency Triage Training – August 23, 2018**
The registration numbers reached 100 participants very quickly, and Raine requested increasing the registration to 200 participants. This would double the capacity, at an additional cost of \$6,120.00. The original request of \$8550.00 was approved, and Raine asked for a motion to cover the additional costs.

Motion: Carolyn Shores Ness moved to approve the additional costs of \$6,120.00 for the School Emergency Triage Training. Monica Wynne seconded the motion. Motion passed unanimously.

- h. **Pioneer Valley COAD TTX-Fall**
The contract is in place, and Tracy Rogers will start the planning process during the summer.

Old Business: There were no objections to discussing the items out of order.

- b. **Berkshire County Mental Health First Aid**
The Berkshire County Police Chiefs requested an additional training, which will be held in the fall. The cost to accommodate 30 participants is \$3,550.00.

A motion was made to approve the training costs for the Mental Health First Aid training for Berkshire County.

Motion: Carolyn Shores Ness moved to approve \$3,550.00 for the Berkshire County Mental Health First Aid training. Bob Barry seconded the motion. Motion passed unanimously.

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a. **Deerfield River Flooding Tabletop Exercise Request Considerations**

The subcommittee and the Council approved the original request in May, and Raine expressed concerns about the lack of transparency in the report in relation to the breakdown of the expenditures covering the IMT team.

Raine also addressed the challenge of working with the IMT team, as she considers them a non-responsive vendor based on past project interactions.

Tom Grady asked for a written clarification of the original proposal, to ensure we are within the ethics guidelines. Carolyn will present a detailed breakdown of the costs at the July meeting with the goals and objectives detailed as part of the exercise plan.

New Business:

a. **Training suggested by Sgt. Laura Lefebvre, MCLA**

Sgt. Lefebvre attended a campus safety summit at Northeastern University and asked to consider holding this training in western mass. Raine will contact the facilitators to discuss the costs, and the possibility of planning a session in the region.

b. **Promotional Pens.**

Raine requested \$ 2,700.00 to purchase promotional pens for use at future training sessions.

<p>Motion: Monica Wynne moved to approve up to \$3,000.00 to purchase promotional pens. Carolyn Shores Ness seconded the motion. Motion passed unanimously.</p>
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c. **Complex Coordinated Attack Training.**

The course is a follow up to the ATIRC training and addresses the vulnerability of a community to a public safety situation, such as multiple attacks at once. It is a two day session, and Raine will conduct further research.

d. **Sports & Special Events Incident Management & Enhanced Incident Management.**

This is an integrated follow up to the current trainings, and could be offered statewide in 2019. David Bryant/MEMA will provide more research and feedback from the participants who attended the recent sessions.

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Raine will follow up on the Officer Down Train the Trainer classes, and follow up with Eric Stratton on recertification requirements.

e. **August Meeting.**

The committee agreed to take the august meeting off, and will meet in July and September.

Business Unforeseen by the Chair – None

Next Steps/Future Meetings

The next meeting will be Tuesday, July 17, 2018 at 9 am, Hatfield Fire Department, 3 School Street, Hatfield, MA

There being no further business Ann Shea moved to adjourn. Carolyn Shores Ness seconded. Voted unanimously in favor. The meeting adjourned at 9:55AM.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Minutes from May 15, 2018 Meeting.
- WRHSAC FFY16 State Homeland Security Program T&E Budget Report –6/14/2018
- WRHSAC FFY17 State Homeland Security Program T&E Budget Report – 6/15/2018
- WRHSAC FFY16 Regional Exercise Series, BRPC, June 2018 Status Update
- Letter from Sgt. Laura Lefebvre
- Enhanced Sports and Special Events Incident Management
- Sports and Special Events Incident Management
- Critical Decision making for Complex Coordinated Attacks.
- Civilian Response to Active Shooter Events (CRASE4899) Train the Trainer

Respectfully Submitted by Ann Dunne
Franklin Regional Council of Governments