

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, July 17, 2018 , 9:00 am
Hatfield Fire Department
3 School Street, Hatfield, MA**

Present: Raine Brown (FRCOG), Mary Kersell (NWMIMT), Caroline Shores Ness (Deerfield BOS/BOH), Bob Barry (MEMA), Nick DaDalt (EOPSS), Tom Grady (BCSO), Ann Shea (MMC), Monica Wynne (Baystate Health), Jeanne Galloway (HCHC), David Bryant (MEMA), Allison Egan (BRPC), Steve Gaughan (EMS), 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 June 19, 2018 meeting.

<p>Motion: Carolyn Shores Ness moved to approve the minutes from the June 19, 2018 meeting. Bob Barry seconded the motion. Motion passed unanimously.</p>
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Budget Review

Raine reviewed the budget and noted there is \$7,500.00 remaining from the FFY16 funds. The FFY17 funds are available to be spent.

FFY16 T&E

- a. **Sheltering Exercise Series–**
The Franklin County session is rescheduled for September 2018. Berkshire County will complete their exercise sessions on July 26, and will prepare the final AAR draft report by August.
- b. **NWMIMT COML Travel & Air Ops Training**
Raine is finalizing the reimbursement request.
- c. **Hazmat team T-MERRTT Training July 2018**
The training will take place at the Springfield Fire Academy at the end of July.
- d. **School Emergency Triage Training – August 23, 2018**
Registration can accommodate up to 200 participants, and is now also open to school resource officers.
- e. **Pioneer Valley COAD TTX-Fall**
The planning process is in the early stages.
- f. **Mental Health First Aid Training Berkshire County**
Raine has issued the RFQ for a facilitator. The training will take place in early Sept. 2018.

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g. **Promotional Pens**

Promotional pens are being purchased to distribute at upcoming trainings and exercises.

Old Business:

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

A detailed proposal was presented, with the NWMIMT budget details listed at \$3,500.00. Raine explained that quotes are requested at \$3,500.00 or above, and Carolyn changed the line item to \$3,400.00. The final proposal was reduced to \$26,100.00.

Motion: Bob Barry moved to approve \$26,100.00 to cover the Deerfield River Flood Tabletop Exercise. Steve Gaughan seconded the motion. Motion passed unanimously.

b. **Campus Safety/ Security Training**

Raine followed up with the facilitators and discussed expanding the event statewide. The University of Florida facilitators require a formal letter of request. The best time to hold the event on a college campus is January 2019. The estimated cost to cover 400 participants is \$25,500.00.

Motion: Bob Barry moved to send a formal letter of request, and approved the cost of the Campus Safety/Security Training up to \$26,000.00, Carolyn Shores Ness seconded the motion. Motion passed unanimously.

Other regions may agree to split the food costs. UMASS was identified as a suitable venue, and may cover the cost of accommodation. Raine will draft the letter of request to the University of Florida and seek Tom Grady's review before sending.

c. **Officer Down Recertification Training**

Raine noted the training is geared towards the recertification of the current instructors, and is valid for three years. The three day class can accommodate up to 24 participants, and Eric Stratton will be sought to instruct. The committee agreed that at least 5 instructors will be recertified from each county.

Motion: Monica Wynne moved to approve up to \$29,000.00, for the Office Down Recertification Training. Steve Gaughan seconded the motion. Motion passed unanimously.

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As this is a train the trainer exercise, it was suggested to give participants the opportunity to provide feedback to the Committee.

d. Special Events Training

David Bryant presented the evaluation report from the participants on the June 20 & June 21, 2018 Sport and Special Event Evacuation Training and Exercise. He noted the course was well received, and participants appreciated the instructors knowledge and expertise on the subject.. It was suggested to explore a follow up course to build on the foundation of the previous classes, perhaps to be held in March 2019.

<p>Motion: Bob Barry moved to approve the gathering of information and costs in relation to the proposed Special Events Training. Monica Wynne seconded the motion. Motion passed unanimously.</p>

New Business:

a. Annual Regional Symposium ideas

Raine informed the committee that she has been researching some possible topics for the annual symposium. She is exploring the topic of cybersecurity and has reached out to state and federal partners. Major Scott Range of the Fusion Center has been helpful and indicates they have done some training throughout the state. He believes they could readily help construct at least 3 hours, possibly up to five for a conference. Raine also noted a symposium around emerging threats could possibly be built. She asked the committee for input.

Following discussion, the committee asked Raine to continue conversations regarding the cyber security topic and see if it might be enhanced with other emerging threat topics.

Raine will report back at the next meeting.

Business Unforeseen by the Chair

Steve Gaughan thanked the committee for their continued support of training courses, and noted the positive impact of the Amtrak training.

Next Steps/Future Meetings

The next meeting will be Tuesday, Sept 18, 2018 at 9 am, Hatfield Fire Department, 3 School Street, Hatfield, MA.

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There being no further business Monica Wynne moved to adjourn. Steve Gaughan seconded. Voted unanimously in favor. The meeting adjourned at 9:45AM.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Minutes from June 19, 2018 Meeting.
- WRHSAC FFY16 State Homeland Security Program T&E Budget Report –7/13/2018
- WRHSAC FFY17 State Homeland Security Program T&E Budget Report – 7/13/2018
- WRHSAC FFY16 Regional Exercise Series, BRPC, June 2018 Status Update
- WRHSAC Pioneer Valley COAD TTX
- Deerfield River Tabletop Exercise Overview
- Evaluation Report

Respectfully Submitted by Ann Dunne
Franklin Regional Council of Governments