

**Western Regional Homeland Security Advisory Council**  
**Meeting Minutes**  
**Tuesday, October 16, 2018, 10:00 am**  
**Hatfield Fire Department, 3 School Street, Hatfield, MA**

**Present:** Raine Brown (FRCOG), Tom Grady, (BCSO), Bob Barry (MEMA), Bob Hassett (CMED), Carolyn Shores Ness (Deerfield BOS/BOH), Nick DaDalt (EOPSS), Ann Shea (MMC), Jamin Carrol (PVT), Jeff McDonald, (MSP), Allison Egan (BRPC) and proxy for Jeanne Galloway, Steve Gaughan (EMS/Hatfield FD), John Dearborn WMFCA/Longmeadow FD), Tracy Rogers (FRCOG), Alexander Sylvain (FRCOG), Martin O’Shea (Superintendent, Longmeadow School District), Joshua Muszyski (Granger Inc.) Monica Wynne (Baystate Health), John Paciorek (WMPCA/Deerfield PD), Steve Kozlowski (WMLEC), Brian Rust (Cooley Dickinson), Shannon Todd (Granger Inc.), Ann Dunne (FRCOG).

This meeting was audio recorded.

Thomas Grady called the meeting to order at 10:00 am.

**Approval of Minutes**

The committee reviewed the minutes from the September 18, 2018 meeting.

<p><b>Motion:</b> Carolyn Shores Ness moved to approve the Sept. 18, 2018 meeting minutes as presented. John Paciorek seconded. Motion passed unanimously.</p>
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A round of introductions followed.

**Updates from the Chair**

Tom Grady will attend the MEMA meeting on October 24, 2018, to discuss the cybersecurity preparedness initiatives in Massachusetts. Progress has been made on the state preparedness report, and the Councils should receive a checklist soon.

**Updates from Disciplines**

- FIRE: No report.
  
- POLICE: Steve Kozloski will attend an upcoming meeting with the Lt. Governor to discuss the recently filed bill on dangerous persons.
  
- EMS: Steve Gaughan reported that the regional MCI Plan is underway, and a final draft should be available for review by the end of the year. The State Office of EMS is moving its office from Boston to a location in Central Mass.
  
- EMD: No report.
  
- PUBLIC HEALTH: Allison Egan gave a report for Jeanne Galloway. Flu clinics are being scheduled across western MA, and several flu clinics are offering the vaccine at no cost. Massachusetts has six confirmed cases of West Nile Virus in 2017, and has reached the level of 40 so far this year. There has been one death this year in Florida due to the flu, and Allison urged everyone to get the vaccine.

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- **TRANSPORTATION:** Jamin Carroll will attend the Western Mass Police Chiefs' meeting to discuss the process followed when transporting a trespass passenger, and to streamline the paperwork procedure used by the relevant agencies.
- **DPW:** No report.
- **CORRECTIONS:** Tom noted how the implementation of the criminal justice reform is affecting the daily operations.
- **COMMUNICATIONS:** Bob Hassett noted the two WMRIC proposals were approved by the SIEC. One for an additional tower and scope changes of the CMED project, and the other the repeater project at Holcomb Hill
- **HOSPITAL:** Ann Shea noted the hospital community is waiting on the results of question 1 on the upcoming State Election ballot, Nov 06, 2018. The proposed law, if passed, would limit how many patients could be assigned to each registered nurse in Massachusetts hospitals and certain other health care facilities.
- **LOCAL GOVERNMENT:** Carolyn Shores Ness reported on the successful roll out of Great River Hydro's EAP and thanked Tom and Jeff McDonald for attending. The communities along the river corridor are gearing up for a tabletop exercise planned for Nov 03, 2018. The conservation district has received funding for mapping along the river corridor, and will provide detailed analysis mapping for first responders in their community. Carolyn expressed her gratefulness to the Council for their support of the past year while she worked on bringing Great River Hydro and the municipalities along the river corridor together.
- **Massachusetts State Police (MSP):** No Report.
- **MEMA:** Bob Barry will attend the Hampshire County REPC monthly meeting October 18, 2018. Bob announced the quarterly EMD meeting is scheduled for Nov. 13, 2018. Two sessions will be held at 9am, and again at 6pm. Formal announcements will be sent out soon.
- **EOPSS:** Nick DaDalt noted there will be interesting panelists and stakeholders attending the cybersecurity round table meeting on October 24, 2018. The newly appointed Cybersecurity Advisor for EOPSS will also attend. The statewide training focus group is reestablished, with a meeting scheduled for November 14, 2018. The key stakeholders, council members and state agencies will develop a training strategy to prevent duplication of efforts by the Councils. Raine and Tom will attend. There are six appointments awaiting approval, Nick will follow up with the Chief of Staff.
- **Planning/Pandemic Flu:** Ann Shea noted the subcommittee agreed to end the FFY2017 Infrastructure Visualization Project. Discussion of ideas for the funds led to the idea of an emerging infectious diseases awareness program (EID) for first responders. Allison outlined

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a list of recent outbreaks, particularly the HIV outbreak in Lowell, MA. The rise in disease outbreaks and increased common occurrence of blood borne pathogens directly increases the risk to first responders in contacting infectious diseases. This proposal is to develop a training program based off of the National Institute of City & County Health Officials program. Designed to work with EMS, Fire and Police, and Local Public Health in recognizing the major risks and to develop safety precautions to protect first responders against infection.

**Motion:** Ann Shea moved to approve \$50,000.00 from FFY 17 funds, for an emerging infectious diseases awareness (EID) project. John Paciorek seconded the motion. The motion was tabled.

The PHEP receives funding from the CDC , and this year the CDC attached a deliverable focusing on adding an annex to local emergency dispensing sites to plan for an EID outbreak. While this project will support this effort, it will not fund the development of their plan. The goal is to prepare a training module geared to the various disciplines, to host a large conference on EID awareness, and to develop an outline EID awareness module.

Tom noted there are existing programs for all first responders, which they are required to take annually, covering all forms of infectious diseases. Allison noted the current proposal would compliment any existing programs, and not create a duplication of efforts.

A reduction in the \$50,000.00 funding would limit the project to a 3 months timeframe, and limit the extent of the proposal. Raine suggested looking at existing investment projects and flipping funds between years, and maybe using the funds on an FFY18 project. The Council asked how this project would fit with existing projects, and discussed expanding the project to include the public and the community, as the first responder training is already covered. The feedback will be shared with the subcommittee. A revised idea will be shared with the Council next month.

The motion was tabled, and will be discussed further at the November meeting.

**Interoperability/Information Sharing:** Bob Hassett noted the Holcomb Road Tower project and the project amendment to the CMED Hovey Hill project was approved by SIEC.

The actual cost has increased from the original quote of \$6260.00 and Raine asked the Council to approve the project for \$7,500.00, to relocate the two repeaters to the State Police shelter at the base of the mountain, and to cover the cost of the additional cables required. Because the cables touch the tower an EHP is also required.

**Motion:** John Paciorek moved to approve FFY17 funds of \$7,500.00 on the Holcomb Road Tower project. Steve Kozloski seconded the motion. Voted unanimously in favor.

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**Training and Exercises:** Tom gave an update on the upcoming Cybersecurity Conference, which will accommodate up to 400 people, and will likely be held at UMass, Amherst in late November or early December. The training will be open to western Massachusetts participants only.

The Campus Safety/Security Training will be held at UMass, Amherst on Thursday, January 10, 2019, and it can accommodate up to 400 people. Raine will open registration to college Emergency Management, Police and administration from across Massachusetts, as well as local to federal partners in emergency management, law enforcement, fire and EMS. Due to the sensitive nature of information shared, attendance will be limited to these disciplines.

Tom asked for a motion on the following two proposals:

**TEEX MGT 404 Special Events Incident Management:**

TEEX recommended following up with the TEEX MGT 404 course – (Special Events Incident Management), prior to the Enhanced Special Events Management Training. The training will take place in March 2019.

This training will build on the foundation of the previous June 2018 class.

<p><b>Motion:</b> John Paciorek moved to approved \$4,000.00 to hold the TEEX MGT 404 Special Events Incident Management training as a follow up to our previous class held in June 2018. Carolyn Shores Ness seconded the motion. Motion passed unanimously</p>
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**Debris Management Chainsaw Safety Training:**

Tracy Rogers submitted a proposal to hold the above training to fill a training gap, identified after the 2008 ice storm. The proposal covers two sessions for 24 students at the basic class level, and one advanced session for 20 students. The instructor, Mike Smith is a former fire chief and highway superintendent for the Town of Heath.

<p><b>Motion:</b> Carolyn Shores Ness moved to approve \$7,130.00 for the Debris Management Chainsaw Safety Training course. John Paciorek seconded the motion. Motion passed unanimously.</p>
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**Equipment/PPE:**

Raine believes she may have found a new vendor for the message boards and light towers project. Raine sent a new scope of work to MAPC for approval, and is waiting on a quote from a new vendor.

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**CBRNE/IED: JHAT Tactical Armor Request:**

John Dearborn presented the request to cover the cost of equipment for the members of the Hazmat Team who work directly with MSP Tactical Team. He provided a handout of the breakdown of the costs and list of equipment. The team covers an area from Worcester to New York.

John asked for the following motion to cover the cost of four sets of JHAT gear:

<p><b>Motion:</b> Carolyn Shores Ness moved to approve FFY16 funds of \$11,000.00 for the purchase of the JHAT Tactical Armor. John Paciorek seconded the motion. Motion passed unanimously.</p>
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There are 5 team members, and the cost will cover four sets of tactical armor, as an existing set is still in good shape. John thanked the committee for supporting the Hazmat Team in the region.

Raine noted there is approximately \$17,000 remaining in FFY16. The project will come from these funds.

**Fiduciary Report:**

Raine reviewed the budget, and noted the FFY16 funds need to be spent by December 31, 2018. Raine asked for a motion to allow her to spend down FFY16 funds to zero, by flipping funds with FFY17.

<p><b>Motion:</b> John Paciorek moved to approve flipping FFY16 funds with FFY17 funds, to spend down FFY16 funds to zero. Carolyn Shores Ness seconded the motion. Motion passed unanimously.</p>
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FFY17 projects are underway and the funding is available until July 2019. The Planning and Pan Flu committee will look at the emerging infectious disease awareness proposal again, as there is \$50,000 available from the cancelled infrastructure visualization project. The subcommittee will also look at other suitable investment projects.

Amy Reilly informed Raine that the FFY18 contracts should be finalized by November. The FFY18 grant is available through July 2020.

**Old Business:** School Representatives and Bylaw Review.

Martin O' Shea (Superintendent of the Longmeadow School District) expressed an interest in representing K-12 as the school representative on the Council. Bob Laford of UMass is interested in filling the higher education position. The next step is to amend the membership section of the bylaws by adding one representative for K-12, and one representative for higher education. This will increase the membership to 17, and will change the quorum to 9 members.

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**Motion:** John Paciorek moved to amend the bylaws to appoint two new members, one to represent K-12 and the other to represent higher education. Carolyn Shores Ness seconded the motion. Motion passed unanimously.

Raine noted the nominations will be pending the bylaw approval. She asked for the following two motions to approve the school representatives.

Tom noted this will integrate the education community into emergency preparedness and the ICS process, and thanked Martin O' Shea for his willingness to represent the K-12 population.

**Motion:** John Paciorek moved to approve Martin O'Shea as the K-12 school representative, and to forward the request to EOPSS for approval. Carolyn Shores Ness seconded the motion. Motion passed unanimously.

**Motion:** John Paciorek moved to approve Bob LaFord as the higher education representative, and to forward the request to EOPSS for approval. Carolyn Shores Ness seconded the motion. Motion passed unanimously.

Raine will send the request to EOPSS for approval.

**New Business:** No Report.

**Business Unforeseen by Chair:** Tom mentioned all the events scheduled at the upcoming Massachusetts EMS Conference 2018 at the MassMutual Center, Springfield, MA. He asked the Council to encourage EMS participation from their communities.

Nick DaDalt noted that the Homeland Security Division will oversee the allocation of a \$1 million grant for school safety. Nick anticipates the funds will be divided equally amongst the five Homeland Security Regions.

**Next Steps/Future Meetings**

The next Council meeting will be held on November 20, 2018 at 10:00 am at the Hatfield Fire Department, 3 School Street, Hatfield, MA

**Motion:** Carolyn Shores Ness moved to adjourn. Steve Gaughan seconded. Motion passed unanimously.

The meeting adjourned at 11:21AM

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List of Documents Reviewed at the Meeting

- WRHSAC Council Meeting Minutes from September 18, 2018
- WRHSAC Fiduciary Report : FFY16 Competitive Homeland Security Grant, 10/12/2018
- WRHSAC Fiduciary Report : FFY17 Competitive Homeland Security Grant, 10/12/2018
- WRHSAC Fiduciary Report: FFY16 Homeland Security Grant, 10/16/2018
- WRHSAC Fiduciary Report : FFY17 Homeland Security Grant, 10/16/2018
- Huntington Police Department – Holcomb Road Fire Tower Request
- CBRNE/IED: JHAT Tactical Armor Request.

Respectfully Submitted by  
Ann Dunne,  
Franklin Regional Council of Governments