

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, December 18, 2018 , 9:00 am  
Hatfield Fire Department  
3 School Street, Hatfield, MA**

**Present:** Raine Brown (FRCOG), Tracy Rogers (FRCOG), Bob Hassett (Spfld Emergency Management), Tom Grady (BCSO), Ann Shea (MMC), Jeanne Galloway (HCHC), Nick DaDalt (EOPSS), Mary Kersell (NWMIMT), Monica Wynne (Baystate Health), Allison Egan (BRPC), Chris Bouchard (Beckett Highway), David Bryant (MEMA), Daryl Springman (WMTRT), Peter Jerusik (WMTRT), Jeremy DeMar (Spfld Emergency Comm), Josh Shanley (Emergency Management Consultant), Steve Gaughan (EMS), Shannon Todd (Grainger), Ann Dunne (FRCOG),

This meeting was audio recorded.

Chairman Tom Grady called the meeting to order at 9:01 am.

A round of introductions followed.

### **Minutes**

The committee reviewed the minutes from the November 20, 2018 meeting.

<p><b>Motion:</b> Tracy Rogers moved to approve the minutes from the November 20, 2018 meeting. Steve Gaughan seconded the motion. Motion passed unanimously.</p>
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### **Budget Review**

Raine reviewed the budget, and noted the FFY16 budget is spent down. There will be some FFY17 funds remaining from the Cybersecurity Conference. The FFY18 funds of \$240,025.00 are available to be spent.

### **FFY16 & 17 T&E**

#### **Sheltering Exercise Series**

BRPC completed after action reports (AAR) with Southern, Central and Northern Central Planning Committees. The Sheltering Exercise in Franklin County was unsuccessful because of low turnout, due to possible role fatigue (several Fire Chiefs in the small towns are also the EMD), and are unable to take on more responsibilities. However, Tracy Rogers recognizes the need to formalize and test the regional sheltering capabilities in Franklin County.

#### **Pioneer Valley COAD TTX – October 22, 2018**

The after action conference was held on 12/5/18, and the AAR was completed on 12/6/18 and sent to the chair of the COAD. The AAR has been reviewed by the committee and sent to EOPSS for final approval.

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**Deerfield River Flooding Tabletop Exercise – Nov 03, 2018**

The after action report was conducted on 12/11/18, and the AAR is now completed. It is out to the committee for review.

**Campus Safety/Security Training – Update**

The event is scheduled for Thursday, January 10, 2019, at UMass, Amherst. Currently approximately 150 are registered. Raine hopes that the numbers will increase after the holidays.

**Officer Down Recertification Training – Spring 2019**

The additional Spring 2019 training was approved by EOPSS. The scope of work is completed and procurement to secure a facilitator will be conducted.

**Cybersecurity Conference.**

The Cybersecurity Preparedness Conference was well received, and created a lot of interest throughout the State. Raine received positive feedback from the facilitators. Raine was asked to represent the western region as a member of the Massachusetts Cybersecurity Working Committee. Raine suggested adding a IT/cybersecurity member to be part of the working group. There is \$40,000.00 in FFY18 for cybersecurity planning and \$18,000.00 for T&E related cybersecurity planning.

**Debris Management Chainsaw Safety Training - \$7,130.00**

Raine and Mike Smith met with the City Forester, Forest Park, Springfield. The location is suitable for the class room portion and there are several suitable locations for the field work. The Town of Cummington may have a suitable site for a second training. The trainings will take place in late March or early April.

**Special Events Incident Management – Mid March**

Registration will be open to the June participants first, as this training builds on that session. The training will be held at MEMA, Agawam.

**Narcotics Field Test Training**

The course is in the planning stages for the District 4 & 5 Hazmat Teams. The Narcotics Field Testing Certification Course will give members the ability to perform presumptive field testing of narcotics safely and effectively utilizing a proven system and set of recommended tools.

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**Old Business:**

**Rescue Task Force Training.**

The Central Region has 5 seats available at the upcoming Active Threat Integrated Response Class (ATIRC) training. Raine asked for interested participants to contact her.

**Enhanced Special Events Incident Management (MGT440)**

There may be an opportunity to hold this course earlier than expected in 2019, in addition to the planned TEEX MGT 404 Training. David Bryant will follow up with the National Center for Spectator Sports Safety and Security (NCS4) to formalize this pending training, which is funded by FEMA. The refreshments are provided by WRHSAC. This is a follow up to the June 2018 training, and participants who attend both courses will receive a Certificate. Funds are available from the FFY18 contract.

<p><b>Motion:</b> Tracy Rogers moved to approve \$4,000.00 to move forward with the Enhanced Special Events Incident Management Training. Monica Wynne seconded the motion. Motion passed unanimously.</p>
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David will follow up , and report at the January meeting.

**New Business:**

**COML Training:**

The training was held at Providence, RI and two people attended. One from the Springfield Dispatch and the other from Springfield Police Dept. In the past the Council has covered the travel expenses, when the participants commit to making their skills available as a regional resource. Both participants and their departments have agreed to this. Tom & John Dearborn provided Raine with provisional approval to cover travel costs as the training was held last week. Travel reimbursements have been submitted totally \$746.53.

<p><b>Motion:</b> Steve Gaughan moved to approve \$746.53 to cover the travel expenses. Monica Wynne seconded the motion. Motion passed unanimously.</p>
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Melissa Nazzaro (SWIC representative) asked Tom Grady and Steve Kozloski to join the recently formed COML committee, to develop and establish universal training throughout the Commonwealth. The Committee wishes to set aside some funding to support individuals who

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take the training on behalf of their Agency, and are willing to utilize their training as a regional resource. Such funding would be made available when deployed to assist at an event.

<p><b>Motion:</b> Bob Hassett moved to approve supporting the COML training to be used as a regional resource, and to provide funding when deployed to assist at an event. Steve Gaughan seconded the motion. Motion passed unanimously.</p>
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Tom will provide more information after the next meeting

**Smoke Generator & Smart Dummies:**

Jon Davine (Northampton FD), reported to Raine that the smoke generator needs to be repaired, and two of the four smart dummies are misplaced. The cost to ship the smoke generator to Albany for repair is \$600.00. Tom asked for more information on the original cost and use of the smoke generator as a resource, and suggested a comprehensive outreach to locate the smart dummies.

**TEEX Critical Infrastructure Trainings:**

The committee received several handouts of available TEEX trainings, and will review and discuss further at the January meeting.

**Business Unforeseen by the Chair**

Josh Shanley presented the Vigilant Guard exercise draft AAR on behalf of the WM Tech Rescue Team. The Council will review the report before submitting it to EOPSS for approval.

**Computer-Aided Management of Emergency Operations: (Cameo) Training.**

This course provides training on the fundamental elements of The CAMEO Suite of programs as they relate to emergency situations. It includes detailed technical information and hands-on practice of critical elements in the CAMEO system, particularly on Cameo Chemicals and its associated programs. It is a free software program, and may be useful to the LEPC and local departments. While the training is free, the additional costs of holding a 3 day training at MEMA for 30 people would be \$4,000.00-\$5,000 approx. to cover refreshments. Tom expressed concerns about the level of commitment required for 3 days of training, and asked the committee to check the level of interest at the local level before making a decision.

**Next Steps/Future Meetings**

The next meeting will be Tuesday, January 15, 2019 at 9:00 am, Hatfield Fire Department, 3 School Street, Hatfield, MA.

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Tom wished everyone a Happy Holiday and thanked the members for their dedication and continued hard work.

There being no further business, Monica Wynne moved to adjourn. Steve Gaughan seconded.  
Voted unanimously in favor.

The meeting adjourned at 09:53 AM.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Minutes from November 20, 2018 Meeting.
- WRHSAC FFY16 State Homeland Security Program T&E Budget Report – 12/13/2018
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- WRHSAC FFY16 Regional Exercise Series, BRPC, November 2018 Status Update
- WRHSAC Pioneer Valley COAD TTX, November 2018 Status Update
- WRHSAC Regional Sheltering Exercise Series FFY2016.
- WRHSAC Deerfield River TTX – November 2018 update
- Email from National Center for Spectator Sports Safety and Security.
- Infrastructure Protection Certificate Program
- Advanced Critical Infrastructure Protection
- Critical Asset Risk Management
- Threat and Hazard Identification and Risk Assessment and Stakeholder preparedness Review
- Critical Infrastructure Security and Resilience Awareness

Respectfully Submitted by Ann Dunne  
Franklin Regional Council of Governments