

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, March 3, 2015, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Gretchen Johnson (FRCOG); Mary Kersell (HPHPC), Erica Johnson (PVPC), Tracy Rogers (FRCOG), Linda Moriarty (WMEMS), Michael Nelson (DPH) Larry Holmberg (HREPC), Ann Shea (MMC), Mark Maloy (BRPC), Pat Smith (FRCOG), Catherine Ratte (PVPC), Carolyn Shores Ness (DBOS/BOH), Diane Persson (BRPC), Tom Lynch (BMC), Sandra Martin (BCBOHA), Garrett Simonsen (PVPC).

Linda Moriarty called the meeting to order at 11:12 am.

### **Meeting Minutes**

The committee reviewed the minutes from the February 3, 2015 meeting.

**Motion:** Larry Holmberg motioned to approve the February 3, 2015 meeting minutes as presented. Sandra Martin seconded. The motion passed unanimously.

A round of introductions followed.

### **FFY2013 Project Updates**

#### ***Public Outreach/Project Awareness***

Mark Maloy passed out a meeting schedule that was more up to date than the one included in the meeting packet. Pat Smith stated that the presentations to date have gone very well and the give away items have been well received.

#### ***Mass Receiving Phase II***

Several handouts were passed around. Catherine Ratte stated that Josiah Niederbach has accepted a position with FEMA.

Pat stated that the goal is to determine the minimum and the ideal number of staff needed to run the different ESC locations. Sandra Martin stated that ten staff was determined as the minimum to run and ESC safely. Discussion followed. It was decided that security is a mandatory for an ESC. Catherine asked for feedback on the Criteria handout. Linda Moriarty asked that feedback be given to Catherine by next week. Carolyn suggested asking police and EMDs to review the criteria as well. Larry Holmberg stated that MEMA should also look this over. Pat stated that she will follow up with MEMA.

#### ***MACC Phase II***

Raine stated that the monthly update was included in the meeting packet. The next stakeholder meeting is scheduled for March 19<sup>th</sup> at North Adams Ambulance. Fortress expects to have the draft SOGs available by March 10<sup>th</sup>. Raine will send them out via email. The stakeholder

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meeting and the resulting edits to the SOGs will finalize Phase II of this project for the consultant. The Subcommittee has committed to completing the outreach portion of the project.

***COAD/ERC***

Tracy Rogers stated that the monthly update was included in the meeting packet. There was a conference call to discuss assisting elderly and disabled residents with snow removal. Two calls of the Mass 2-1-1 logged through the Crisis Cleanup system were in Springfield. Both residents were able to receive assistance through the Pioneer Valley COAD.

Susanna Seeley will be the keynote speaker at the COAD Summit on April 30<sup>th</sup>. She is a certified emergency manager and the statewide director of disaster response for Catholic Charities agencies in Missouri. The focus of her presentation will be building relationships between emergency management and COADs. There will also be presentations on children in disasters and companion animals. Food will be prepared by Frigo's. Parking vouchers will be provided.

***Mobile Generators***

Raine stated that the generators require trickle battery chargers. A quote request was released but there were no responses. It will be released again. The chargers will cost approximately \$200 each. Discussion followed.

**Motion:** Carolyn Shores Ness motioned to approve up to \$600 from FFY13 funds to purchase and install two trickle battery chargers for the mobile generators. Tracy Rogers seconded. The motion passed unanimously.

***Hampshire EDS Trailer***

Raine stated that she is waiting for the specifications from Hampshire County. Mary Kersell stated that the specifications are being worked on and should be done within a week.

**FFY2014 Project Updates**

***MACC Phase III***

Raine stated that she would like to have the next Phase contracted by July. This will allow a full year to work on the project. The purpose of the next phase was to roll the MACC into Franklin County. Now that the ConOps and SOGs have been established there will be little documentation change from one MACC to the next. Seeking an outside subject matter expertise vendor may not be needed for Phase III. It may be something the RPAs could do. Linda

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Moriarty asked the Subcommittee and the RPAs to think about the next phase for a further discussion next month.

***COAD Summit 2015***

Tracy stated that is discussion occurred earlier in the meeting.

***COAD ERC Continuation***

Raine stated that this project is listed on the agenda as a place holder.

***Public Outreach Continuation***

Raine stated that this project is listed on the agenda as a place holder in case the current project identifies gaps.

***Children in Disasters***

Raine stated that she sent the MOU to DPH. DPH informed us that they can only accept intergovernmental contracts from state agencies. MAPC is not a state agency, so DPH would have to set up a trust to receive the money. The project amount is not sufficient to warrant the work of setting up a trust. Deborah Clapp stated that she may still be able to work on the project under her existing contract with DPH. Raine will follow up with her. The project has \$20,000 allocated to it. The \$8,000 that was going to pay for Deborah could be used to hire subject matter experts to speak at the Summit. The Summit will have a break out sessions and a question and answer period that will need scribes to record feedback. That feedback will be gathered to compile an executive summary. Discussion followed.

***Sheltering and Shelter Management Development***

Raine stated that this project was discussed at length at the February meeting. Raine is drafting the PJ and will submit it to EOPSS. Raine asked for contact information for the entities that will be receiving funds.

***Companion Animal Expandable Cache***

Raine stated that she believes that Springfield has received the trailer. This project will purchase regional supplies that will be stored in Springfield. Raine will coordinate with Bob Hassett.

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**Requests**

***Franklin County Citizen Corp Storage Unit***

Tracy stated that the Franklin County Citizen Corp had a storage space that was donated to them but it is no longer available. The request is to purchase a refurbished storage unit that can be stored at the Franklin County Sheriff's Department. MAG has donated \$2,000 toward the project.

**Motion:** Carolyn Shores Ness motioned to approve \$2,700 from FFY13 funds to purchase a storage container for the Franklin County Citizen Corp. Larry Holmberg seconded. The motion passed. Tracy Rogers abstained from the vote.

**Old Business**

No old business was discussed.

**New Business**

Sandra Martin stated that the Southern Berkshire REPC would like a formal presentation on the MACC project. She suggested that the presentation be given by a responder with a member of MEMA and the Council present. Raine suggested AJ from Northern Berkshire County. Raine suggested discussing this further next month.

Tracy Rogers stated that the TEEX EOC Management Training will be a three day training in June.

***Website Resource Map Update***

Raine stated that a quote from MESH was included in the meeting packet to update the Resource map on the website. The update will make the map updatable by staff in the future. Discussion followed.

**Motion:** Sandra Martin motioned to approve \$6,875 from available FFY13 funds and the remainder from FFY14 to pay for the Resource Map to be updated and be made updatable by staff. Mary Kersell seconded. The motion passed unanimously.

**Items Unforeseen by the Chair**

Mark Maloy stated that BRPC received a grant to offer a pipeline safety training. The training will be held on April 23<sup>rd</sup>. The location has not been finalized yet.

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**Next Meeting**

The next meeting is scheduled for April 7<sup>th</sup> at 11 am at DPH.

There being no further business Tracy Rogers motioned to adjourn. Larry Holmberg seconded.  
Voted unanimously.

The meeting adjourned at 12:14 pm.

Respectfully Submitted by  
Gretchen Johnson  
Homeland Security Program Assistant  
Franklin Regional Council of Governments