

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, June 3, 2014, 11:00 am
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Gretchen Johnson (FRCOG); Larry Holmberg (HREPC); Cindy Hahn (ARC), Mary Kersell (HPHPC), Carolyn Shores Ness (Dfld BOS/BOH), Sandra Martin (BCBOHA), Tom Lynch (BMC), Nikki Nixon (PVPC), Ed Lesko (BOH/BOS), Pat Smith (FRCOG), Josiah Neiderbach (PVPC), Michael Walsh (CEMD)

Tom Lynch called the meeting to order at 11:04 am.

Meeting Minutes

The committee reviewed the minutes from the May 6, 2014 meeting.

<p>Motion: Larry Holmberg motioned to approve the May 6, 2014 meeting minutes. Ed Lesko seconded. Motion passed.</p>

A round of introductions followed.

FFY2011 Project Updates

Shelter Equipment – Additional Equipment Hampden and Hampshire

Raine stated that she has made progress on some of the remaining items. There have been issues with not receiving any quotes for the requested items. This issue is affecting other projects as well. Raine is working with MAPC to figure out possible solutions. Larry stated that the linens have arrived but the software for the laptop computers are incompatible. Raine stated that she will follow up with Larry after the meeting.

Medical/Medical Plan for the Regional Sheltering Plan

Sandra stated that the draft was included in the meeting handouts. She asked for the subcommittee to review it and give her feedback by June 15th. The list of facilities is still being finalized. Mary is working on the formatting. Sandra is also finalizing the job action sheets. The purpose of the plan is to offer guidance on finding medications, storage of medicines, keeping logs, etc.

FY2012 Project Updates

VOAD Engagement and Capacity Building

Raine stated that the monthly update was included in the meeting packet. Tracy went to the National VOAD Conference and felt it was beneficial. Sandra stated that there are some upcoming trainings on food safety during a disaster that she will be offering to the Berkshire County COAD. Discussion followed.

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Shelter Equipment (see FFY11)

This project was discussed previously in the meeting.

GPS Cache and Training

Raine stated that the trainings have been completed. The GPS caches have been distributed except for Franklin County. They will pick up the cache soon. This project is essentially complete.

FFY2013 Project Updates

Public Outreach/Project Awareness

Raine passed around the giveaway pens that were ordered and an example of the solar hand crank radio, cell phone charger unit that will be used for door prizes at events. The blinking light reflectors had to be returned because the printing on one side was missing. Sandra is working on the video scripts. The FFY12 portion of the funds for this project end on July 31st. Discussion followed.

Mass Receiving Phase II

Josiah stated that the RPAs will be holding a conference call to kick off the project soon.

MACC Phase II

Raine stated that this project is moving along. Sandra stated that the Southern Berkshire REPC is hesitant about the project filling a viable need. Fortress will need to do some outreach to the REPCs. Raine stated that outreach is part of the existing scope. Sandra suggested holding a workshop to generate discussion. The next meeting will concentrate on the concept of operations. Mary suggested having someone that was involved in the North Adams tower and hospital event come and talk about the effectiveness of an MACC during those situations.

COAD/Faithbased Final Phase – review the scope of work

Raine stated that the contracts were sent to the RPAs last week.

Budget Update

Raine stated that all of the projects are moving along. The FFY12 portion of the Public Outreach project is under a crunch to get the funding spent down in time. EOPSS has submitted project specific extensions. A request was submitted for the Public Outreach project. The RPAs should

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proceed with the assumption that an extension will not be granted. There are approximately \$2,000 of unspent funds from the Faith Based project that will likely be proposed to be spent on the mobile generator at the Council meeting.

FFY2014 Plan Development

Raine stated that a breakdown of the past few years of funding was included in the meeting packet. The Subcommittee discussed some priorities at the last meeting. It has been indicated that there will be a 15% increase in funding for FFY14. The Training and Exercise Subcommittee would like input from this Subcommittee on upcoming training and exercise needs. The areas of training and exercise should be kept to broad categories to allow for flexibility if an unanticipated training or exercise need arises.

A COAD conference for the spring 2015 should be allocated \$10,000. The Mass Receiving project will need another phase to focus on next steps such as locations to store perishable foods. That project will need \$50,000. The MACC Phase III will focus on Franklin County and include an exercise. That project will need \$40,000. The Shelter development and management project will need \$50,000. Debris Management will need \$30,000 to create a tool kit template to send to the towns.

Raine stated that the mobile generator purchase has \$65,000 allocated in FFY13 but may need additional funds from FFY14. EOPSS encourages a waiting list of projects to go to if a project that is planned is unable to move forward. Sandra suggested the creation of protocols for using the EMS tracking system as a back up project in the amount of \$10,000.

A discussion followed concerning training and exercise needs. The following trainings and exercises were suggested.

- Children in disasters training – under the Mass Care training category
- COAD Exercise– under the Mass Care training category
- Spontaneous Volunteer– under the Mass Care training category
- MACC Exercise – under the Emergency Management category

Requests

Raine stated that Bob Hassett has submitted a request for supplies for a CAMET trailer. It is similar to a DART trailer. The request is to purchase perishable items to stock the trailer. Springfield will contract with entities in the area to keep the items rotated and stocked. Larry

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was not in favor of the proposal. Carolyn stated that it would be a regionally available asset and suggested that it be listed as a waiting list project for \$10,000.

Old Business

No old business was presented.

New Business

No new business was discussed.

Items Unforeseen by the Chair

No unforeseen items were discussed.

Next Meeting

The next meeting is scheduled for July 1st at 11 am at DPH.

There being no further business Larry Holmberg motioned to adjourn. Ed Lesko seconded.
Voted unanimously.

The meeting adjourned at 1:06 pm.

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