

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, July 15, 2014, 10:00am
WMEMS, 168 Industrial Drive, Northampton, MA

In attendance: Raine Brown (FRCOG), Gretchen Johnson (FRCOG), Thomas Grady (BCSO), Josiah Neiderbach (PVPC), Nikki Nixon (PVPC), Ed Lesko (BOH/BOS), Russell Sienkiewicz (NPD), Tom Lynch (BMC), Carolyn Shores Ness (DBOS/BOH), Cindy Hahn (ARC), Jamin Carroll (PVTA), Tracy Rogers (FRCOG), John Pond (WMFCA), Mark Babineau (WMFCA), Chris Bouchard (DPW), David Cruz (EOPSS), Robert Hassett (SFD), Amy Reilly (MAPC), Melissa Nazzaro (Spfld Comm), Linda Moriarty (WMEMS), Edwin Moralez (DPH), Gabe Palazzi (DHS), Ann Shea (MMC).

The meeting was brought to order at 10:02 am by Thomas Grady, Council Chair.

Approval of Minutes

The Council reviewed the minutes from the June 17, 2014 meeting.

<p>Motion: Russell Sienkiewicz moved to approve the minutes from the June 17, 2014 meeting as submitted. Tom Lynch seconded. Motion passed.</p>

COAD Enhancement Project Summary

Tracy Rogers gave a PowerPoint presentation on the completion of Phase I of the COAD Enhancement Project. There are two operational COADs that meet bimonthly, one in Berkshire County and one in Pioneer Valley which covers Franklin, Hampshire, and Hampden counties. A brochure and a Facebook page were created. An agency membership form was created and shared with the 2-1-1 system. A total of 117 organizations and 200 individuals are on the notification list. About 29 organizations are actively participating in the COADs.

The purpose of the Emergency Operations Plan is to help community organizations to assist in minimizing the impact of emergencies by collaborating and coordinating services. The Plan covers all four counties of Western MA. The COAD member agencies may respond, but COADs themselves are not response organizations, and will not self-deploy. The foundation of the plan is situational awareness. The levels of activation include:

- * 1 – Steady State/Monitoring
- * 2 – Partial Activation
- * 3 – Full Activation
- * 4 – Long-Term Recovery

MEMA has invited the COADs to Coordinate with ESF-7 desk in Region 3 when activated. When the COADs are activated the COAD officers will hold twice daily briefings with subcommittee chairs, WebEOC monitor, PIO, and MA VOAD. The agenda for all briefings will be:

- * Update on situation
- * Update on activities

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- * Update on needs of agencies or community
- * Assignment of tasks

The COAD Facebook page will be used for situational awareness. The COAD will also assist with keeping the records needed for FEMA reimbursement. The Plan will be updated every two years. The contact list will be updated annually and drills and exercises will be conducted twice a year.

The Western MA COAD Summit was held on March 26th. Cathy McCann from the New Jersey Food Bank was the keynote speaker. Over 80 people attended. The Summit was well received. Tracy attended the National VOAD conference which covered the pros/cons of becoming a 501(c)(3), Governing models, Developing leaders, and Leadership, Engagement, and Development (LEAD) which is on the NVOAD website.

The next phase of the project will focus on developing sustainable leadership, engaging EMDs, training members to staff ESF-7 desk and use WebEOC, engaging local businesses, creating a plan for donation management and to better connect with the MA VOAD.

Tom thanked Tracy for her presentation.

Homeland Security Infrastructure Protection

Gabe Palazzi stated that he is a Protective Security Advisor (PSA) for DHS. His area includes Vermont and Western Massachusetts. He wrote a white paper advocating for a headquarters office in Springfield. The Homeland Security Infrastructure Protection Program's vision is a safe, secure and resilient critical infrastructure based on and sustained through strong public and private partnerships. The mission is to lead the national efforts to mitigate terrorism risk, to strengthen the protection of and enhance the all hazard resilience of the Nation's critical infrastructure.

Gabe stated that his job is to conduct vulnerability assessments. His goal is to offer practical and usable tools. Gabe listed the 18 critical infrastructure sectors. The focus areas for PSAs are critical infrastructure, special events, training sectors and private and public partnerships. The PSA Protection Programs include:

- Survey
- Site Assistance Visit
- Computer Based Assessment Tool
- Facilitate access to Infrastructure Protection programs

Gabe stated that he is working on plans for the Big E, the Holyoke St. Patrick's Day Parade, the 4th of July events at Tanglewood, etc. A multi-jurisdictional bombing incident exercise is scheduled for the Springfield area in August. Any training requests can be done through MEMA. MEMA will coordinate the facility and registration. There is limited funding to conduct trainings so it is best to coordinate a training around a planned event.

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Gabe stated that the new IP Gateway system that will replace the old ACAMS system is still being developed. However, the new system is looking great and will be easy to use.

Tom thanked Gabe for his presentation.

Updates from Chair

Tom Grady stated that the Council Chairs meeting was held a few weeks ago. The FFY14 plans were discussed. It is important that the statewide strategies coincide with the goals of the FFY14 plans. The Western Council was often referred to as a model for regional caches of equipment. From the discussion, it seemed that it may possible to switch funds from region to region when there is a pool of unspent funds. That is why the Councils were directed to have a waiting list of projects for the FFY14 plans. The Councils are being directed to concentrate on projects with left over funds rather than purchasing equipment. Extensions will be considered for individual projects to allow the spending down of funding.

Updates from Disciplines

- FIRE: No update was given.

- POLICE: No update was given.

- EMS: Linda Moriarty stated that training is ongoing for the implementation of the Narcan Project. DPH has posted the Director's position. A new Director should be hired by October.

- EMD: Bob Hassett stated that there was an exercise receiving patients at Westover Air force Base. Another exercise will be held in the spring.

- PUBLIC HEALTH: Ed Lesko stated that it is mosquito season and advised everyone to take precautions.

- TRANSPORTATION: Jamin Carroll stated that there are additional buses and routes now available in the Springfield area.

- DPW: Chris Bouchard stated that the DPW Departments are preparing for hurricane season. Chris suggested having a presentation about the MACC project at the next regional DPW meeting. Raine will coordinate with Chris to conduct outreach.

- CORRECTIONS: No update was given.

- COMMUNICATIONS: Melissa Nazzaro stated that the annual compliance for training is due. This is mandatory in order to receive state 911 grants. Springfield Dispatch is hosting a training on August 12th and 13th. Raine will email the information on the training.

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- HOSPITALS: No update given.
- LOCAL GOVERNMENT: Carolyn Ness stated an update on the Homeland Security Council activities was given at the Western Mass Regional Selectboard Association meeting.
- Massachusetts State Police (MSP): No update was given.
- MEMA: No update was given.
- EOPSS: No update was given.

Planning /Pandemic Flu:

Linda Moriarty stated that the subcommittee discussed the FFY14 plan, had a presentation on the COAD Enhancement Project and discussed outreach efforts and conflict of interest issues at the last meeting.

Interoperability/Information Sharing:

Russ Sienkiewicz stated that at the CMED project is wrapping up. The Collins Center will be giving a presentation this afternoon to review the proposed bylaws.

Training and Exercises:

Tom stated that the Subcommittee did not meet this month.

Equipment/PPE:

Raine stated that the ordering of the requested regional shelter supplies is almost complete.

CBRNE/IED:

Raine stated that the aircart was put out to bid successfully. A purchase order will be drawn up and the cart will be housed in Berkshire County.

Fiduciary Report

Raine stated that she is working to spend down the FFY11 and FFY12 funds. The FFY11 funds were spent down completely with the aircart purchase. The radios for the Hampshire Hills project will likely use a small amount of FFY13 funds and spend down the FFY12 funds completely. Raine stated that there may be up to \$40,000 from an under spent projects available. The Roosevelt EHP for the CMED project has not been approved by EOPSS yet and that may cause the project to not be able to spend down in time. David stated that he will follow up on the EHP at EOPSS.

Amy stated that Raine has done an excellent job on wrapping up FFY11 and FFY12.

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Old Business

FFY14 Planning

Raine stated that a draft of the FFY14 Investment Plan was included in the meeting handouts. The Executive Summary still needs to be written. Raine asked for feedback, specifically on the project write ups in the plan. Russ stated that the plan was well written. Raine stated that the summary of the last five years projects is a new addition this year. Raine suggested adding more description to the secondary projects list. John Pond stated that he will write a more detailed description of the Tech Rescue projects on the secondary list.

New Business:

Conflict of Interest

Raine stated that a copy of a memo from EOPSS concerning the State Ethics Law was included in the meeting packet. Tom stated that this was discussed at the Chairs meeting. There have been times when Council projects have granted HS funds to subcommittee members to conduct projects and it has come into question. Subcommittee members are considered “special” state employees. It is generally unlawful for regular or “special” state employees to have a private financial interest in contracts awarded by their agencies. Tom stated that Subcommittee members will need to consider this carefully and recuse themselves from a Subcommittee if it is deemed appropriate.

Business Unforeseen by Chair

Tom stated that the preplanning for the Pittsfield 4th of July Parade did not include contacting the Sheriff’s office for coordination. There was an issue with the Communications and Jason Breault was called out and was able to resolve the issue in 20 minutes. This is a perfect example for the need for coordination and how well trained our teams are.

Raine stated that the communications video series have come out very well and will be posted on our website soon. Raine asked that everyone share them when they are posted. They are brief and informative.

Tom stated that the Town of Becket requested the Communications 101 training. Tom presented the PowerPoint and was expecting to present for one hour. The discussion lasted 4.5 hours. Tom stated that he will continue to do outreach in Berkshire.

Next Steps/Future Meetings

Raine suggested not holding a meeting in August. There are no presentations pending and the FFY11 and FFY12 will be wrapped up and the FFY13 projects are ongoing.

<p>Motion: Carolyn Shores Ness moved to not hold a Western Regional Homeland Security Advisory Council meeting in August. Linda Moriarty seconded. Motion passed.</p>

The next meeting of the Western Regional Homeland Security Advisory Council will be held on Tuesday, September 16th at 10:00 am at WMEMS.

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There being no further business Mark Babineau moved to adjourn. Russ Sienkiewicz seconded.
Voted unanimously.

The meeting adjourned at 11:28 am.

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