

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, January 8, 2013, 11:00 am
Northampton Police Department
23 Service Center Road, Northampton, Ma

Present: Susan Brown (FRCOG); Gretchen Johnson (FRCOG); Larry Holmberg (HREPC); Sandra Martin (BCBOHA); Todd Zukowski (PVPC); Tracy Rogers (FRCOG), Josiah Niederbach (PVPC), Pat Smith (FRCOG), Gary Roux (PVPC), Ann Shea (MMC), Soloe Dennis (PVPC/HCHC), Lindsay Errichetto (BRPC), Tom Lynch (BHS), Donna Toupin (ARC), Josh Shanley (NEM), Jon Davine (NFD), Dennis Annear (OFD/NWMIMT), Linda Moriarty (WMEMS), Catherine Ratte (PVPC).

Sandra Martin called the meeting called to order at 11:08 am.

Meeting Minutes

The committee reviewed the minutes from the December 4, 2012 meeting. Sandra offered a spelling correction and a clarification.

<p>Motion: Tracy Rogers motioned to approve the December 4, 2012 meeting minutes as corrected. Larry Holmberg seconded. Motion passed unanimously.</p>

A round of introductions followed.

FFY08 Project Update

Shelter Equipment – Policy revision update (FFY10, 11 &12)

Sue stated that MEMA has input the shelter trailers into the RMS system but that they are not prepared to be the deciding agency for deploying the shelter trailers. Sue briefly reviewed the Draft Scope of Sheltering Resource Protocol/Policy Redo in the meeting handout packet. The Council discussion suggested that any agency borrowing WHRSAC purchased equipment must agree to be a regional shelter. The Council also advised that the equipment not be allowed to be pre-positioned in the anticipation of an event. The proposal to rewrite the policy totals \$9,600. The proposal does not include the cost of altering the video on using the shelter trailers or any additional videos for other WRHSAC purchased equipment. Josh Shanley stated that it is important to pre-deploy resources in anticipation of an event to set up and prepare to open a regional shelter. Discussion followed. Sandra asked to set up a working group to further discuss this project. Donna Toupin, Josh Shanley, Sandra Martin, Pat Smith, Soloe Dennis, Josiah Niederbach, and Larry Holmberg volunteered to be on the working group.

Evacuation Planning

Gary Roux stated that the updates received for the contact information have been made. The evacuation plans have been loaded onto the USB drives and have been distributed to the RPAs.

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The USB drives are 16G and can be loaded with other related plans and GIS data layers and then distributed to the EMDs. Discussion followed. The extra USB drives were given to Sue Brown.

FY09 Project Updates

Regional Shelter Planning & Implementation (&FFY10)

Sue stated that there has been no decision on the FFY09 extension yet. EOPSS has given the Council an extension until January 15, 2013. The Council approved the purchase of two additional message boards with the remaining FY09 funds. If the FFY09 funds are extended the FFY08 funds may be used to pay for the message boards. Discussion followed.

Pat Smith stated that the FRCOG is requesting an additional \$10,000 for implementation of the Shelter Plan project. Sandra asked if any of the other RPAs are in need of additional funds to complete the project. No other RPA requested additional funds. Josh spoke in favor of the request. Discussion followed.

<p>Motion: Josh Shanley motioned to approve \$10,000 of FFY09 Shelter funds if the FFY09 extension is granted. Larry Holmberg seconded. Motion passed with one opposed vote and one abstention.</p>
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Faith Communities Phase II

Sandra stated that the final Faith Communities Phase II progress report is in the meeting packet. The final report includes numerical data to help measure the success of the project as requested by EOPSS. Overall, it was a very successful project.

Website Revision/Redesign and Content Support

Sue stated that the consultant is working on the last deliverable, a mobile application for the WRHSAC website. The project is on track to finish on time.

FFY10 Project Updates

FY2010 IRAA SOP & Exercises

Sandra stated that the exercises are scheduled. There are 32 attendants signed up for the Franklin County exercise but only seven for the Berkshire County event. Sandra asked that the subcommittee promote the event to increase attendance. There must be at least 12 participants for the Berkshire County exercise to be held. Sue stated that panel experts are needed for both of the exercises. Discussion followed.

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FY2011 Project Updates

Mass Receiving Planning

Lindsay stated that she is working on the preliminary research. It will be a few months before the project is ready to roll out to the other RPAs.

Regional EOC Planning

Sue stated that she received five evaluations of the applicants. Fortress received the highest evaluations. Discussion followed.

<p>Motion: Larry Holmberg motioned to hire Fortress as the consultant for the Regional EOC Planning project pending their price proposal does not exceed the \$60,000 funding limit. Tracy Rogers seconded. Motion passed unanimously.</p>

Critical Infrastructure Phase III

Sue stated that Phase III is on hold. It is still unclear if ACAMS will be supported by federal funding. There is a conference call that has been rescheduled for this Thursday. Once a decision is made on ACAMs, the contracts can be drawn up with the RPAs to conduct the work on the project. A decision will need to be made whether or not to proceed with the Training and Exercise portion of the project. Discussion followed.

Faith Based Phase III

Sue stated that EOPSS approved the project. Sue stated that the project should be able to begin in February.

FY2012 Project Updates

VOAD Engagement and Capacity Building

Sue stated that the Project Justifications need to be written for all of the 2012 projects. Sandra stated that the VOADs need to become sustainable. It would also be good if the VOADs become the unmet needs committee. Any other input for the VOAD project should be forwarded to Sue or Sandra.

Sheltering Equipment

Pat Smith passed out a handout of recommended shelter equipment and a table of possible allocation of the Shelter Supply funds. Sue stated that the \$150,000 of the funds for this project end in June 2013, with the remainder ending June 2014. All equipment needs to be ordered by

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March to ensure it is delivered before the contract ends. Sue suggested that the committee create a standard list of equipment to buy and then have the Counties determine where to store the equipment to keep the project on track. Discussion followed. Sandra asked for another working group to decide how to proceed with this project. Lindsay Errichetto, Dennis Annear, Sandra Martin, Larry Holmberg, Soloe Dennis, Pat Smith, Josiah Niederbacher, Don Snyder volunteered for the working group. Sue suggested including Mary Kersell. She was not able to attend today's meeting.

Sheltering T&E

Sandra tabled this discussion until February.

CI Prioritization Phase IV

Sandra tabled this discussion until February.

Requests

THIRA and Council priorities

Sue stated that EOPSS has asked for the top priorities of the Western Region to be included in the update of the Statewide Homeland Security Strategy. The subcommittee discussed that the top priorities for the Planning/Pan Flu Subcommittee are Mass Care and Sheltering, IRAA/FNSS and Critical Infrastructure.

SMART/DART – Registration System

Larry Holmberg stated that SMART is trying to standardize the intake and registration procedures. SMART is proposing to institute the Rescued Animals Basic Bundled Information Technology System (RABBIT). It is proposed that each of the five DART teams in the Western Region obtain a basic unit and that one expansion component kit be purchased for the region. SMART will retain ownership and maintenance of the equipment. Linda Moriarty asked if this system is being used anywhere else. Larry stated that he will investigate that and report back. This discussion was tabled until the February meeting.

Items Unforeseen by the Chair

No items unforeseen were discussed.

Next Meeting

The next meeting was scheduled for February 5th at 11:00 am at DPH.

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There being no further business Linda Moriarty motioned to adjourn. Tracy Rogers seconded.
Voted unanimously.

The meeting adjourned at 12:59 pm.

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