

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, February 5, 2013, 11:00 am
Northampton Police Department
23 Service Center Road, Northampton, Ma

Present: Susan Brown (FRCOG); Gretchen Johnson (FRCOG); Larry Holmberg (HREPC); Todd Zukowski (PVPC); Tracy Rogers (FRCOG), Josiah Neiderbach (PVPC), Pat Smith (FRCOG), Josh Shanley (NEM), Linda Moriarty (WMEMS), Tom Grady (BCSO), Mary Kersell (HPHPC), Carolyn Shores Ness (Dfld BOS/BOH).

Linda Moriarty called the meeting called to order at 11:05 am. Linda Moriarty stated that Sandra Martin is on vacation.

Meeting Minutes

The committee reviewed the minutes from the January 8, 2013 meeting.

<p>Motion: Tracy Rogers motioned to approve the January 8, 2013 meeting minutes as corrected. Larry Holmberg seconded. Motion passed unanimously.</p>
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A round of introductions followed.

FFY08 Project Update

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

Sue stated that the working group had a conference call on January 28th. The draft policy for borrowing regional emergency sheltering supplies and related forms were included in the meeting packet. The working group discussed changing the policy for the next round of sheltering supplies so that they are only used for regional emergency shelters if one is opened otherwise any eligible party can request and use the supplies. Sandra has proposed to divide the \$150,000 FFY10 funds equally for Berkshire, Franklin and Hampshire County and a higher amount for Hampden County to reflect their higher population. Sue stated that she will need a prioritized list of sheltering supplies to be purchased as soon as possible from each County. Discussion followed concerning the change in policy if trailers are purchased because EOPSS will not likely approve of the policy change. Tom stated that the feedback from the fire chiefs that Chief Madison received was overwhelmingly to purchase sheltering equipment for individual towns. The Council supports the purchase of sheltering equipment but only as regional supplies. Pat Smith stated that the MOUs have not been signed for the regional shelters. The Regional Sheltering project is not at that point yet. Sue stated that just an MOU to store the equipment is needed by February 15th.

<p>Motion: Mary Kersell motioned to spend the \$150,000 FFY10 Sheltering and Equipment funds on supplies and not allow these funds to be used to purchase trailers. Carolyn Shores Ness seconded. Motion passed unanimously.</p>

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FY09 Project Updates

Website Revision/Redesign and Content Support

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

Sue stated that the FFY09 extension was approved. A new contract must be completed before hourly work can resume on FFY09 projects.

FFY10 Project Updates

Regional Shelter Planning & Implementation

Pat stated that this project has been put on hold while figuring out how to best proceed with the sheltering equipment purchase.

Mary stated that the Hampshire County group met with the American Red Cross and the Emergency Management Directors and other interested parties and decided not to proceed with signing the inter-municipal agreements (IMA) due to multiple concerns. Larry stated that the consensus was to put the IMA on hold and concentrate on completing the regional plans. The plans will be sent to the towns that will host the regional shelters to be endorsed.

FY2010 IRAA SOP & Exercises

Sue stated that the IRAA SOP exercises were well attended but the attendance was not as diverse as was hoped, with a noted lack of EMDs. The final planning conference functional exercise is scheduled for March 7th. RCS, the consultant, is reaching out to members of the working group to discuss with them individually to solidify the goals of the project. Sue stated that this has been a challenging project. The revised draft SOG should be ready to review soon. Mary stated that Sandra and herself have both reviewed the draft SOG. Discussion followed on how to promote the exercises.

FY2011 Project Updates

Mass Receiving Planning

Sue stated that Lindsay was not able to attend the meeting and asked to table this discussion.

Regional EOC Planning

Sue stated that the kick off meeting was held last week and it went very well. Fortress, the consultant, is writing up a summary of the kick off meeting. Sue will send the summary to the

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working group. Larry stated that he was very pleased with the direction of the project. Josh stated that the consultant seemed to understand the landscape and the challenges of the project and that he liked the approach that the group decided upon.

Critical Infrastructure Phase III

Josh Shanley left the room. Sue stated that the Federal Government is initiating a new database but will be supporting the transition process from ACAMS to the new system. We can continue entering and using ACAMS for now. The city of Northampton is no longer willing to continue as the fiduciary for this project. We have discussed hiring one of the RPAs or going out to bid for a consultant. Josh has decided that he will be willing to bid as a consultant if an RFP is released. Sue suggested combining phases 3 and 4 because the funding ends only one month apart. Sue also suggested that the related Training and Exercise funding be sent back to the T&E Subcommittee to decide how to proceed.

<p>Motion: Carolyn Shores Ness motioned to release an RFP for phase 3 &4 of the Critical Infrastructure project. Larry Holmberg seconded. Motion passed unanimously.</p>

Faith Based Phase III

Tracy stated that the contract for the project was received last week.

FY2012 Project Updates

VOAD Engagement and Capacity Building

Sue stated that the Project Justifications need to be written for all of the 2012 projects. Sue asked for input for these projects as soon as possible. The timeframes to complete these projects are short and we should not expect to be granted another extension of funds.

Sheltering Equipment

This project was discussed earlier in the meeting.

Sheltering T&E

Sue suggested holding a joint meeting with the T&E subcommittee at the next Planning Pan Flu meeting to discuss how to proceed. The consensus of the group was to invite the T&E members to the next meeting.

CI Prioritization Phase IV

This project was discussed earlier in the meeting.

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Requests

Sue stated that it was expected that the DART registration project request would be presented again at this meeting. The DART Teams have decided to further discuss the project and expect to present a request at the March meeting.

Items Unforeseen by the Chair

Tom reminded everyone that we should not expect any further extensions. All funding timelines need to be viewed as real dates. Projects need to stay on track and if they are not able to then the subcommittees will need to purchase supplies from a prioritized list in order to spend the funds on time.

Sue stated that it is expected that the Council will be level funded for FFY13. The issue with the decreased administration funds has not been solved yet. EOPSS is in the same predicament. MAPC is working to resolve the issue. Tom stated that this concern was discussed at the Chairs meeting. He also brought it up at the MAPC open house with several people. Discussion followed.

Josiah stated that the Town of Longmeadow is updating their hazardous mitigation plan and has asked the Council for any input. Linda asked if anyone would like to submit input on the plan to forward their comments to Josiah.

Next Meeting

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

There being no further business Larry Holmberg motioned to adjourn. Carolyn Shores Ness seconded. Voted unanimously.

The meeting adjourned at 12:10 pm.

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