

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, March 5, 2013, 11:00 am
DPH, 23 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), David Schwarz (SMART), Sandra Martin (BCBOHA), Soloe Dennis (HCHC/PVPC), Kristen Jerome (MEMA), Ann Shea (MMC), Don Snyder (MDPH), Lindsay Erichetto (BRPC).

Sandra Martin called the meeting called to order at 11:04 am.

Meeting Minutes

The committee reviewed the minutes from the February 5, 2013 meeting.

<p>Motion: Larry Holmberg motioned to approve the February 5, 2013 meeting minutes as presented. Carolyn Shores Ness seconded. Motion passed unanimously.</p>
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A round of introductions followed.

Discussion with Training and Exercise Subcommittee regarding FFY12 Sheltering T&E

Sandra stated that funding had been earmarked for exercises related to the Critical Infrastructure Project. Tom stated that this is the first year that the T&E Subcommittee will direct the funding rather than allow groups to request the funding. Sue stated that the \$95,000 of funding needs to be spent by the end of July 2014. Sue stated that a lesson learned from the IRAA project was not to host an exercise until participants have been well trained on the subject. Sue suggested going out to bid for a consultant to organize the trainings. Discussion followed. It was decided that a working group be formed to further discuss how to write the RFP and Scope of Work. Carolyn, Tom, Lindsay, Larry, Mary, Sandra, Don and Josiah offered to be on the working group. Bob Barry and Pat Carnevale were added to the list as well.

Sue stated that the FFY09 contract was granted an extension but after the contract officially ended. The new contracts were signed on Friday. FFY08 funds ended on February 28th.

FY09 Project Updates

Website Revision/Redesign and Content Support

Sue stated that the WRHSAC mobile application is now live.

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FFY10 Project Updates

Regional Shelter Planning & Implementation

Pat Smith stated that work on the Franklin County portion is on hold until the FFY09 contracts are signed and approved. Soloe stated that Hampden County is reviewing MOUs. Mary stated that she has been working on the concept of operations for Hampshire County. Lindsay stated that she is cautiously optimistic that Northern Berkshire will join the project. Discussion followed.

Sheltering and Equipment

Sue stated that information was included in the meeting packet. Sue asked if the Subcommittee would consider mobile generators and tablets as allowable expenses under this funding for sheltering equipment. Discussion followed and the subcommittee agreed to allow the purchase of mobile generators but not tablets or related items because of the required monthly paid plan to connect to the internet. Sue stated that oxygen concentrators were also requested. The Subcommittee decided not to allow any specific medical equipment during this round of funding. It was requested that the RFB be written to allow towns to buy the sheltering kits at the discounted price at their own expense.

<p>Motion: Carolyn Shores Ness approve the shelter equipment project justification with the discussed changes. Tom Grady seconded. Motion passed unanimously.</p>
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Lindsay stated that BRPC will need additional funding. Sandra asked her to put together a request for the March meeting. Sandra asked all four RPAs to start to consider sheltering equipment requests for the next round of funding. Discussion followed.

FY2010 IRAA SOP & Exercises

Sue stated that it became clear at the Functional Exercise Planning meeting that a functional exercise was premature at this time and that additional training would be more appropriate to make the project more sustainable. The consultant suggested holding a sheltering summit to be held at a large venue like the Mass Mutual Center. Participants would be invited and during the training the CEMP plan would be partially completed. The date proposed was May 22nd. The vendor requested an additional \$43,000. Discussion followed. It was decided that there was not enough time to coordinate a large sheltering forum at the MassMutual Center. The Subcommittee decided to take the discussion back to the working group to decide how to proceed with this project within the existing budget.

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FY2011 Project Updates

Mass Receiving Planning

Lindsay stated that the draft template would be distributed to the RPAs by the end of the month to populate and discuss. Sandra stated that the Plan should coordinate with the MEMA Mass Receiving Plan. Pat stated that she has not seen the plan but will reach out to MEMA to get a copy and assure that the two plans complement each other. Discussion followed.

Regional EOC Planning

Sue stated that the project is moving along. The monthly update is included in the meeting packet.

Critical Infrastructure Phase III

Josh left the room. Sue stated that the project will go out to bid. Phase 3 and 4 will be included as well as the training component of the project. Sue reviewed the draft PJ. The amount allocated for this project is \$160,000.

Linda Moriarty move to approve the project as proposed. Carolyn Shores Ness seconded. Unanimously approved.

<p>Motion: Linda Moriarty motioned to approve the Critical Infrastructure project as proposed. Carolyn Shores Ness seconded. Motion passed unanimously.</p>
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Faith Based Phase III

Tracy stated that the monthly update was included in the meeting packet. The FRCOG is moving along. The other RPAs are in the process of hiring staff to assist with the project.

FY2012 Project Updates

VOAD Engagement and Capacity Building

Sandra stated that the project is focusing on organizations and not spontaneous volunteers. The organization will identify their resources. Sandra asked to have a conference call once the PJ has been updated with submitted edits. Sandra, Lindsay, Mary and Tracy agreed to be on the conference call. Discussion followed.

Sheltering Equipment

This project was discussed earlier in the meeting.

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Sheltering T&E

This project was discussed earlier in the meeting.

CI Prioritization Phase IV

This project was discussed earlier in the meeting.

Requests

DART/SMART request tabled at January Meeting

Larry stated that the information on the proposal was included in the meeting packet. It was asked if the registration system could be used on the human side as well as for animals. The software can but it was designed for animals. It is proprietary software but there is no other software available. There was a webinar on February 15th to demonstrate the software. Four out of the five WMASS DART teams participated on the webinar and supported the purchase. David apologized for having the request presented in January before the DART teams were fully informed about the proposal. It is well designed software for DART sheltering needs and it is customizable. WMASS will be the first to roll out the software. It is hoped that all the DART teams in the State will use the software. The equipment would be a regional asset. Tom stated that he would be more comfortable if the Statewide DART group gave written letter of support for the software. Sue stated that the Subcommittee decided not to allow computers as an allowable expense for sheltering equipment. Discussion followed. Sandra tabled the discussion.

Adams Cheshire Regional School District Go-Kits

Sue stated that that a representative for the project was not able to attend the meeting today. Sandra tabled the discussion until the April meeting.

Items Unforeseen by the Chair

Sandra stated that Soloe Dennis has taken a new position and this will be his last meeting. Sandra thanked him for his hard work and dedication. Soloe thanked everyone and said it was a pleasure working with the Subcommittee.

Next Meeting

The next meeting was scheduled for April 2nd 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 1:03 pm.

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