

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, April 2, 2013, 11:00 am
DPH, 23 Center Road, Northampton, Ma

Present: Susan Brown (FRCOG); Gretchen Johnson (FRCOG); Larry Holmberg (HREPC); Tracy Rogers (FRCOG), Josiah Neiderbach (PVPC), Pat Smith (FRCOG), Josh Shanley (NEM), Linda Moriarty (WMEMS), Tom Grady (BCSO), Mary Kersell (HPHPC), Sandra Martin (BCBOHA), Samantha Talora (APD), Don Poirot (ADP).

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

Meeting Minutes

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

Motion: Larry Holmberg motioned to approve the March 5, 2013 meeting minutes as presented. Tracy Rogers seconded. Motion passed unanimously.

A round of introductions followed.

Requests

Adams Cheshire Regional School District Go-Kits

Sandra offered to review the Adams request prior to the project updates. Chief Poirot stated that the request is to purchase ready set go kits for the three schools in the Adams Cheshire Regional school district. They have an active crisis management team and the go kits were identified as a need. The kits will help staff and kids to deal with a crisis. The request is for 220 kits. The kits will be distributed to every adult staff person and will be kept in the schools. Two of the schools are pandemic flu centers as well as secondary evacuation sites during a large scale crisis. The kits will be a regional asset. Sue suggested increasing the request to \$19,000 to allow for any shipping costs. Discussion followed.

Motion: Tom Grady motioned to approve \$19,000 of FFY09 unallocated funds to purchase the Go kits. Linda Moriarty seconded. Motion passed unanimously.

Tom thanked the Chief for his dedication to his region. The Chief is very active with the REPC and does a tremendous job in planning for his community. The Chief is retiring at the end of this month.

Sue stated that the request will now be presented to the Council on April 16th.

FFY10 Project Updates

Regional Shelter Planning & Implementation

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Pat Smith stated that the FFY09 contracts have been approved and work has continued on this project.

Sheltering and Equipment

Sue stated that she is working on compiling quotes. She has worded the quotes so that the prices will be good for one year. Sue is working on wording to allow communities to be able to purchase items off of the bid separately as well.

FY2010 IRAA SOP & Exercises

IRAA

Sue sent email notices this morning to contacts about the whole community summit. The Summit will be on May 22nd at UMASS from 9 am to 3 pm. The Summit will be similar to the Mass Mutual plan but scaled down. There will be 3 to 4 workshops with 3 time slots. There will also be a break out session to aid in filling out the CEMP plan. Registration has been set up online. An FRCOG graphic designer is re-working the CEMP and SOG format. She will create 3 different formats for each of the documents. We will then review and choose the format that we want. The forms will be finalized by the end of April in time to distribute before May 22nd. Sue stated that any regular mail addresses should be sent to her in an excel file. MEMA has sent out the information about the Summit to the EMDs. The Summit will also be posted on the websites and the social media sites. The consultant will run the workshop and then specialists will run the workshops.

FFY2011 Project Updates

Mass Receiving Planning

Sue stated that Lindsey is sick but sent an email. She has begun to coordinate the outreach materials. The distribution model is based on a three hour radius. The outreach materials will be finalized and distributed to the other RPAs to conduct outreach this spring.

Regional EOC Planning

Sue stated that the project is moving along. The monthly update is included in the meeting packet. Fortress is moving along. They have done a lot of detailed research. The main issue is how to handle the issue of governance. Fortress reached out to the UMASS Collins Center to see if an existing entity can act as the governing entity. The working group will meet at the end of April to review the first report and discuss the next steps. Discussion followed.

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Faith Based Phase III

Tracy stated that the monthly update was included in the meeting packet. Lindsey Britt from the FRCOG attended the rural disaster emergency preparedness training. She will share the information from that meeting with the other RPAs once they have hired on staff to work on the project.

Sue stated that the Subcommittee needs to decide what to do with the \$60,000 from the disaster recovery project. Discussion followed.

FY2012 Project Updates

VOAD Engagement and Capacity Building

Sandra stated that there was a conference call with American Red Cross (ARC) to begin conversation. The ARC have the same goal of getting non-municipal entities involved in a disaster. COADs can include businesses. Franklin County is not included in the ARC project at this time. The WMASS VOAD will include bigger organizations such as the United Way and the Western Mass Food bank, etc. The project will try to coordinate the COAD and VOAD. A face to face meeting will be necessary to work out all the details. The COADs and VOADs need leadership and guidance from established organizations. It would be best to have one representative from each COAD on the VOAD. Discussion followed.

Sue stated that the PJ needs to be submitted to EOPSS in order to keep the project on time. Sandra stated that the scope of work will need to be updated but the PJ is ready to go. Sue will work on scheduling the face to face meeting.

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

Sheltering Equipment

This project was discussed earlier in the meeting.

Sheltering T&E

Sue stated that the draft PJ was included in the meeting packet. We will bring in vendor to develop a training based on the Regional Sheltering Plan and focus on shelter management teams. The scope will be much more detailed. This PJ will go to EOPSS for approval. A working group will be formed to discuss the scope further before the next meeting.

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CI Prioritization Phase IV

Josh left the room. Sue stated that the scope has been difficult to pull together. The RFP will ask the consultant to continue to identify the water and energy assets. As well as set up agreements with the facilities to keep the data up to date. Sue stated that it is not a good use of resources to train on the ACAMS software because the Federal Government is in the process of phasing in new software. The transition to the new software will take approximately two years to complete. The subcommittee decided to give the \$50,000 of training funding back to the Training and Exercise Subcommittee.

Requests

Adams Cheshire Regional School District Go-Kits

This was discussed earlier in the meeting.

Old Business

DART/SMART Registration System Request

Sue stated that the discussion was tabled at the last meeting. It was decided to table the discussion until the state meets to talk about the system next month.

Items Unforeseen by the Chair

Sue stated that the Subcommittee should decide how to use the remaining funds or give it to the Council. Discussion followed.

Next Meeting

The next meeting was scheduled for May 7th at 11:00 am at DPH. Sandra will not be able to attend. Linda Moriarty will chair the meeting.

There being no further business Tom Grady motioned to adjourn. Larry Holmberg seconded. Voted unanimously.

The meeting adjourned at 12:18 pm.

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