

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, August 7, 2012, 11:00 am  
Department of Public Health  
23 Service Center Road, Northampton, Ma

Present: Tracy Rogers (FRCOG); Tom Lynch (BHS); Kathleen Conley Norbut (IRTA); Soloe Dennis (PVPC/HCHC); Tom Lynch (BHS); Mark Maloy (BRPC); Patricia Smith (FRCOG); Alyssa Larose (FRCOG); Susan Brown (FRCOG); Gretchen Johnson (FRCOG); Gary Roux (PVPC); Todd Zukowski (PVPC); Carolyn Shores Ness (Municipal Representative) Catherine Ratte (PVPC); Larry Holmberg (HREPC); Josh Shanley (NEM); Linda Moriarty (WMEMS); Donna Toupin (ARC).

Tom Lynch called the meeting called to order at 11:00 am.

### **Meeting Minutes**

The committee reviewed the minutes from the July 3, 2012 meeting.

**Motion:** Tracy Rogers motioned to approve the July 3, 2012 meeting minutes as presented. Larry Holmberg seconded. Voted unanimously.

A round of introductions followed.

### **FFY08 Project Update**

#### ***Shelter Equipment***

Sue stated that the PO for some of the shelter equipment was misplaced but the problem has been resolved. The DART Trailer supplies are being worked on. Sue stated that there is a request to produce a video for the end users of the sheltering trailers for \$6,750 out of the shelter equipment line item.

**Motion:** Larry Holmberg motioned to approve \$6,750 out of FFY08 Shelter Equipment to produce a video for the end users of the shelter trailers. Carolyn Shores Ness seconded. Voted unanimously.

#### ***Evacuation Planning***

Gary Roux stated that the plans have been distributed to communities for feedback. A draft will be presented at the September meeting.

#### ***Critical Infrastructure Mapping w/WMFCA MDT GIS***

Todd Zukowksi stated that PVPC received the official notice of extension for the project and will continue to work on the project.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, August 7, 2012, 11:00 am  
Department of Public Health  
23 Service Center Road, Northampton, Ma

**FY09 Project Updates**

***Regional Shelter Planning***

Mark Maloy stated that the Sheltering Plan templates have been distributed to the counties. Berkshire County is finalizing their shelter locations. The draft will be ready to review at the September meeting.

MEMA held a meeting in South Berkshire to discuss legislation to allow REPCs to have authority in opening a shelter. The meeting was rescheduled with little notice and no one from BRPC was able to attend. Discussion followed. Carolyn Ness asked that a letter be written to MEMA outlining concerns about coordination of meetings on the Council's regional projects. The letter will be distributed for review.

***Critical Infrastructure Prioritization***

Josh Shanley stated that Phase II is nearly completed. The Attorney General has suggested fining National Grid as a result of their response times after the October snow storm. This may be a good opportunity to place as a condition that National Grid coordinate with the electricity portion of this project. Discussion followed. The committee asked Sue to draft the letter to the Attorney General and distribute for review. Larry Holmberg asked that the Department of Public Utilities be cc'd on the letter.

**Motion:** Carolyn Shores Ness motioned to send a letter to the Attorney General requesting that National Grid participate in the Phase III of the Critical Infrastructure Project as a public service. Linda Moriarty seconded. Voted unanimously.

***Faith Communities Phase II***

Solo Dennis stated that the project is moving forward in Hampshire, Hampden and Franklin Counties and is going well. Sue stated that she posted several of the Franklin County sponsored trainings on the Western Mass Ready website.

***Public Emergency Communication Strategies***

Pat Smith stated that black and white copies of the plan were included in the meeting packet. Pat asked for all feedback by September 1<sup>st</sup>. Discussion followed.

***Website Revision/Redesign and Content Support***

Sue stated the updated Western Mass Ready and the WRHSAC websites went live last week. The social media sites also went live. Catherine Ratte asked about integrating information on the

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, August 7, 2012, 11:00 am  
Department of Public Health  
23 Service Center Road, Northampton, Ma

National Preparedness Month events. Discussion followed. There will be a training held on August 23<sup>rd</sup> on content management at the FRCOG. Sue stated that a micro site was included in the contract for the Western Mass Ready site for mobile devices. It would be beneficial to have a micro site for the WRHSAC site as well. The cost would be \$4,000.

**Motion:** Carolyn Shores Ness motioned to approve \$4,000 from FFY08 Funds to create a micro site for the WRHSAC. Linda Moriarty seconded. Voted unanimously.

Sue stated that the cinema ad started last Friday and will run through September and then again from Thanksgiving to New Year's. The ad came out very well.

### **FFY10 Project Updates**

#### ***FY2010 IRAA SOP & Exercises***

Soloe stated that he met with the consultant. Information on the exercise and SOP were included in the meeting packet. Feedback is due by August 14<sup>th</sup>. Discussion followed.

#### ***Western Mass Ready National Preparedness Month Campaign***

Soloe stated that Hampden County would like to purchase reusable banners. The banners are an allowable expense but must include specific information. Discussion followed. Catherine stated that t-shirts for the RPA and volunteer staff to wear at the events will be purchased. Please email Catherine for any events or tips to post during September. Catherine stated that the bags, brochures and flashlights have been purchased. Sue stated that 10,000 bags were able to be purchased.

#### ***Regional Sheltering Implementation***

Mark stated that the Regional Sheltering Implementation was covered earlier in the meeting.

### **FY2011 Project Updates**

#### ***Mass Receiving Planning***

Sue stated that EOPSS approved the project.

#### ***Regional EOC Planning***

Sue stated that two vendors responded to the RFP. Both vendors scored well and will be interviewed on August 30<sup>th</sup>. Mark stated that Southern Berkshire County opened an EOC last week. He asked that the consultant contact that group.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, August 7, 2012, 11:00 am  
Department of Public Health  
23 Service Center Road, Northampton, Ma

***Critical Infrastructure Phase III***

Sue stated that the project needs to be approved by EOPSS. A draft of the full project justification was included in the meeting packet. Please review and give feedback. The PJ must be submitted this month in order for the project to start in September.

**Items Unforeseen by the Chair**

No items were discussed.

**Next Meeting**

The next meeting was scheduled for September 4<sup>th</sup> at DPH at 11 am.

There being no further business Tracy Rogers motioned to adjourn. Larry Holmberg seconded.  
Voted unanimously.

The meeting adjourned at 12:44 pm.

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