

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, January 3, 2012, 11:00 am  
Department of Public Health  
23 Service Center Road, Northampton, Ma

Present: Sandra Martin (BCBOHA); Tracy Rogers (FRCOG); Susan Brown (FRCOG); Gretchen Johnson (FRCOG); Sara Lafayette (BRPC); Gary Roux (PVPC); Alyssa Larose (FRCOG); Mary Kersell (HPHPC); Don Snyder (MDPH); Josiah Neiderbach (PVPC); Catherine Ratte (PVPC); Josh Shanley (Northampton EM); Soloe Dennis (PVPC/HCHC); Tom Grady (BCSO); Todd Zukowski (PVPC); Stephanie Jo Kent (MA RID).

Sandra Martin called the meeting called to order at 11:06 am.

**Meeting Minutes**

The committee reviewed the minutes from the December 6, 2011 meeting. Sandra asked that the minutes reflect that the website work group was formed.

**Motion:** Tom Grady motioned to approve the December 6, 2011 meeting minutes. Josh Shanley seconded. Voted unanimously as amended.

A round of introductions followed.

**Review IRAA Video RFP response**

Sandra suggested that the project be split into two RFPs one for the content of the video and one for the videographer. This video will be used state wide and possible nationally. Discussion followed concerning the ASL component of the video, the length of the video and the re-allocation of the funds for the two components.

**Motion:** Linda Moriarty motioned to reissue the RFP in two components with up to \$25,000 for the Planning process of the video and up to \$18,000 for the videographer. Tom Grady seconded. Stephanie Jo Kent recused herself. Voted unanimously.

**FFY08 Project Updates**

***Regional Shelter Planning***

Sara Lafayette stated she has received information back from the work groups in Hampshire County. The animal work group is expected to submit their information by the end of the week. Sara was impressed with the SOPs and guidelines that were compiled. Sara is working on finalizing the templates and should have a draft of the Plan by mid-January. The templates are expected to be ready to be reviewed at the February meeting.

Soloe Dennis stated that Hampshire County will be having a planning session tomorrow. Hampshire County is unique because of the many stand alone shelters and LEPCs. Soloe is working on setting up a Sheltering Day.

Sara is preparing to have a kick off meeting for Berkshire County. There may be some controversy on the capacity needed for the shelters. Tom stated that Berkshire County experiences large fluctuations in their population throughout the year.

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Pat Smith stated that Franklin County is having a sheltering meeting later today.

Sue stated that she is on the statewide DART task force that started to meet last month. There is a draft out for review. It concentrates on the responsibilities of the State but Sue will forward it to Sara to review. The next meeting will be held on January 31st. The DART Consultant will present at the February full Council meeting. Sandra requested to have the draft distributed to review prior to the Council meeting. Discussion followed.

***Shelter Equipment***

Sue has started her visits to inventory the sheltering trailers. The North Adams trailer is fully stocked. There is a major problem with the functional need cots. The manufacturer has agreed to replace the faulty cots. The subcommittee needs to decide if they want the cots replaced or to get a different product. Another problem with the sheltering equipment is that items are not being returned clean. Some industrial shelves were damaged in the Berkshire trailer. This resource has proven to be a challenging asset to own. The subcommittee will need to concentrate on improving the procedure of borrowing and returning the trailers in order to make this a sustainable asset. Tom stated that he has required the borrower of the trailers he has lent out to unpack the trailer upon delivery and repack upon retrieval. Discussion followed.

***Evacuation Planning***

Gary Roux stated that this project is moving forward. There has been some difficulty in obtaining the bridge data but MassHighway District 2 recently forwarded the data and MassHighway District 1 data is expected soon. Discussion followed concerning the format of the product and regional maps that can be included on the website.

***Franklin County Disaster Recovery Planning***

Tracy Rogers stated that the Town of Gill Select Board has offered to work with her on this project. She has approached the towns of Greenfield and Deerfield too. Tracy stated that she would announce that she is looking for candidates at the REPC meeting later today. Discussion followed.

***Critical Infrastructure***

Josh Shanley reported that information on 80-100 sites has been given to the Fusion Center to enter into the ACAMS system. They are checking the information for redundancy in their system. Josh has scheduled and begun the site visits. He will be meeting with representatives from National Grid later this week. Sandra inquired about the sense of willingness in keeping the database updated. Josh stated that it seems viable. Everyone involved is taking this project very seriously. Josh will be attending a two day ACAMS training later this month. The Fusion Center staff is willing to conduct a training out here. A core group should be selected to be trained. The project is on schedule. Discussion followed.

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**FFY09 Project Updates**

***IRAA Faithbased***

Sandra stated that an update on this project is in the meeting packet along with a handout on two upcoming forums.

***DART Response Planning***

Sue stated that this project update was discussed previously in the meeting.

***Regional Tornado AAR***

Sue stated that the AAR IP conference has been scheduled for January 26th. The location has not been finalized but will likely be held at the Mass Mutual Center.

***Public Emergency Communication Strategies***

Pat Smith and Catherine Ratte both reported that they have been working on collecting information.

***Website Revision/Redesign***

Sandra stated that the work group held its first conference call. Sue stated that the dark site option is being pursued further. The consultant will look at sustainable and quick options for the dark sites that can be utilized by first responders. Tom stated that he was able to get information faster off of Facebook than more traditional means of communication during a recent incident in Berkshire County. Sue stated that the Council may want to offer training to first responders on how to use social media as a means of communication during an incident.

***Regional Irene AAR***

Tracy reported that the contract with BRPC has been signed. PVPC is reviewing the contract for Hampshire and Hampden County. Tracy is drafting a list of common questions. Franklin County will be having their debriefing meetings at the end of January.

**Budget Review**

Sue stated that the budget was unchanged from last month. Discussion followed concerning the unallocated funds.

**Requests/Considerations**

***FFY2010 IRAA SOP & Exercise PJ Review***

The committee reviewed the draft PJ for IRAA SOP & Exercises. The committee agreed that further revision and definition of the scope was needed. Sandra would like the CEMP annexes completed. This would include databases for communications procedures, strategies for

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outreach, etc. Sue asked for volunteers to participate as a work group to work on this project. Sue offered to coordinate a meeting date for the workgroup.

***Critical Infrastructure Phase II***

Sandra stated that Phase II of this project will continue to concentrate on water and energy resources and complete as many towns as \$60,000 will accomplish. Sue suggested allocating funds in FFY2009 for phase II of this project and Phase III in FFY11. Tom stated that this project needs to be coordinated with MEMA and regional EMDs. Josh agreed. Discussion followed.

**Motion:** Linda Moriarty motioned to allocate \$50,244 from FFY09 for Phase II of the Critical Infrastructure project. Tom Grady seconded. Josh Shanley recused himself. Voted unanimously.

***FFY2011 Funding/Projects***

Sue reviewed the handout outlining the FFY2011 proposed allocated funding by investment areas under this subcommittee. Sandra stated that this budget is a guideline and can be further refined within the total budget amount. Discussion followed. It was suggested to allocate \$50,000 to Mass Receiving and \$90,000 to Sheltering Resources.

*IRAA Faith Community Phase II* - Sandra reviewed the project justification for Phase II of the IRAA Faithbased project. The faith based community is a huge resource for rest centers, food distribution, information, support, etc. This project will create MOUs between the local officials and the faithbased community to coordinate this effort. Tom stated that the REPCs should be engaged in this project.

*Disaster Recovery Plan II* - Tracy stated that this would expand the Franklin pilot project to the other three counties to create Disaster Recovery Plans.

*School Emergency Preparedness Part III* - Sandra stated that this project would implement the video and complete the inservice trainings. Sue stated that she thought the video would negate the need for this next phase. Discussion followed.

*Evacuation Planning Phase II* - This may focus on mass receiving planning.

*Reigonal Shelter Resources* - Equipment and supplies for regional shelters. Soloe stated that there is a need to engage the public in personal preparedness. Basic information such as what to bring to a shelter, where their shelter would be located if it is engaged, what services the shelter offers, etc. Sue suggested that Soloe put together a project justification using FY09 funds. Sandra stated that training on how to open an EOC has also been discussed. Tom stated that

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MEMA and EMDs should participate in this process. Sandra suggested re-allocating the IRAA Phase III funding to Regional EOC Planning project. Discussion followed.

**Items Unforeseen by the Chair**

No items were discussed.

**Next Meeting**

The next meeting was scheduled for February 7<sup>th</sup> at DPH at 11 am.

There being no further business Josh Shanley motioned to adjourn. Soloe Dennis seconded. Voted unanimously.

The meeting adjourned at 1:10 pm.

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