

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, December 4, 2012, 11:00 am
Northampton Police Department
23 Service Center Road, Northampton, Ma

Present: Susan Brown (FRCOG); Gretchen Johnson (FRCOG); Larry Holmberg (HREPC); Sandra Martin (BCBOHA); Todd Zukowski (PVPC); Tracy Rogers (FRCOG), Mark Maloy (BRPC), Mary Kersell (HPHPC), Josiah Niederbach (PVPC), Pat Smith (FRCOG), Gary Roux (PVPC).

Sandra Martin called the meeting called to order at 11:08 am.

Meeting Minutes

The committee reviewed the minutes from the November 6, 2012 meeting.

<p>Motion: Tracy Rogers motioned to approve the November 6, 2012 meeting minutes as presented. Larry Holmberg seconded. Motion passed unanimously.</p>

A round of introductions followed.

FFY08 Project Update

Shelter Equipment

Updated and feedback from the Council

Sandra stated that the Council discussed purchasing sheltering supplies at their last meeting. The Council voted that all supplies purchased will be regional supplies. They also voted to change the policy to access equipment. The Council would like access to the Homeland Security purchased sheltering equipment to go through MEMA from now on and using any of the shelter supplies precludes that the shelter will be a regional one. The Planning Subcommittee has been asked to draft the changes to the policy and the Resource Guide. Sue stated that funds will need to be allocated to cover the staff time to accomplish this task. Sue recommended changing the policy for all Homeland Security resources. The video on how to use the shelter trailers will also need to be updated. Sue will coordinate with Bob Dean at the FRCOG to create a budget. Further public outreach regarding these changes should also be considered.

Pat Smith passed out copies of the basic sheltering supply estimate for Franklin County. Pat stated that this estimate includes ten primary shelter locations distributed throughout the five identified regions in Franklin County. The estimate was \$290,156.20. Discussion followed concerning storage capacity, proper wiring to handle a portable generator, and the risk factor to justify the need for ten shelters. Sandra stated that there is not funding to accomplish this scale of a project. She advocated concentration on one shelter with communications equipment, medical supplies, basic soft goods, generators, and sheltering supplies. Mary stated that it normally takes about three days after a shelter opens in order to get the MOUs signed. Mark asked if the sheltering trailers can be customized. Sue said yes but it will make it harder to get

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, December 4, 2012, 11:00 am
Northampton Police Department
23 Service Center Road, Northampton, Ma

them restocked. Sandra reminded the RPAs that the budget for this project is \$250,000 for all four counties. Sandra stated that RPAs need to have a strategy outlined for the January meeting. The RPAs will coordinate with the Red Cross and will try to get input from the REPCs. Discussion followed regarding input on the IMA template from the REPCs as well. Sue stated that the IMA template is completed. While there is some room for continued work as the regional sheltering implementation project moves forward, any further work beyond the project will be town specific and will need to be paid for by the community.

Evacuation Planning

Gary Roux gave a PowerPoint presentation. The plan was set up by county with basic information such as contact information for both, day and night, population, major employers, hospitals, etc. Evacuation routes for the four counties were designed to maximize continuity. Each county has a map depicting population density, water hazards, and evacuation routes. The next step will be to distribute the plan to EMDs to verify contact information. The plans will be distributed on USB drives. The drives will include information on all 101 towns in the WRHSAC region. Coordination with MEMA will continue to make this a true digital product. The long term goal is to allow users to “turn on” only the features that are wanted for particular situations. This is a product that will need regular updating. Sue and Gary will continue to participate in the Statewide Evacuation Subcommittee.

FY09 Project Updates

Regional Shelter Planning

Sue stated that the IMA template is complete and in the meeting packet.

Faith Communities Phase II

Sandra stated that the Faith progress report is in the meeting packet. The project is wrapping up and will be completed in December. The consultant for the Hampden and Hampshire portion of the project seems to have defaulted. Discussion followed regarding purchasing outreach materials and light towers with the left over funds.

Todd Zukowski has been working with Vivien Orlowski to include a Faith Community blog on the website. Mesh has reviewed it and stated that the structural work needed to include the blog will be \$1000-\$1500.

Motion: Mary Kersell motioned to approve the \$1500 FFY09 funds to pay for the consultant to conduct the structural work necessary to include a Faith based blog on the Western Mass Ready site. Tracy Rogers seconded. Motion passed unanimously.

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, December 4, 2012, 11:00 am
Northampton Police Department
23 Service Center Road, Northampton, Ma

Website Revision/Redesign and Content Support

Sue stated that Mesh has been working on a mobile application.

FFY10 Project Updates

FY2010 IRAA SOP & Exercises

Sandra stated that the exercises should be able to start in January. Sue suggested doing some outreach to attract attendance.

Western Mass Ready National Preparedness Month Campaign

This discussion was tabled until the January meeting.

FY2011 Project Updates

Mass Receiving Planning

Mark stated that the project has just begun. Lindsey is working on research. It will be a few months before the project is ready to roll out to the other RPAs. Sandra asked that the project be coordinated with the Faith Based Phase III project.

Regional EOC Planning

Sue stated that EOPSS approved the project. Discussion followed. Sue will issue the RFP.

Critical Infrastructure Phase III

Sue stated that Phase III has a few challenges. ACAMS will no longer be supported by federal funding. The Fusion Center is committed to maintaining ACAMS. The federal funding may not be taken away completely. The city of Northampton does not want to be the fiduciary of the project which means that Josh Shanley can not be automatically hired. Josh has stated in the past that he does not want to work as a consultant. Discussion followed. Sandra tabled the discussion until the January meeting.

Faith Based Phase III

Sandra stated that the Project Justification is in the meeting packet. The project will engage the Faith Based community and encourage them to consider setting up rest centers to help ease the burden on the emergency management system. The proposed budget is \$55,000. The FRCOG

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, December 4, 2012, 11:00 am
Northampton Police Department
23 Service Center Road, Northampton, Ma

will be the lead RPA on the project. Sandra stated that she would like the project to look at sustainability and coordinate with the Mass Receiving project and the VOAD project. Donna stated that the Red Cross can offer help with trainings and is committed to your communities.

Motion: Larry Holmberg motioned to approve the \$55,000 FFY11 funds for the Faith Based Phase III project justification as written. Mary Kersell seconded. Tracy Rogers abstained. Motion passed unanimously.

FY2012 Project Updates

Sue stated that EOPSS has requested additional information on the 2012 Plan. Sue stated that all projects moving forward are required to have measurable outcomes. For multiple phased projects, descriptions of the current state and end result need to be provided. Sandra stated that she is compiling information for Phase I and II of the Faith Based Project. Sue asked if the Phase III work will accomplish any of the work not done by the defaulted vendor in Phase II. Discussion followed. It was decided to pull the Phase II vendor contract and that no payment will be made to the vendor.

VOAD Engagement and Capacity Building

Sue stated that this is a \$50,000 project. She will contact people for input on including measurable objectives for all of the 2012 projects.

Sheltering Equipment

Sue stated that this is a \$35,000 project.

Sheltering T&E

Sue stated that this is a \$95 project.

CI Prioritization Phase IV

Sue stated that this is a \$50,000 project.

Requests

No requests were presented. Sue stated that she is looking into moving one of the shelter trailers from Springfield to Holyoke. She would like to wait until the policy changes have been completed.

Items Unforeseen by the Chair

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, December 4, 2012, 11:00 am
Northampton Police Department
23 Service Center Road, Northampton, Ma

No items unforeseen were discussed.

Next Meeting

The next meeting was scheduled for January 8th at 11:00 am. The meeting will be the second Tuesday of the month because the first Tuesday is New Year's Day. Sandra will follow up on where there is a room available for the meeting.

Sandra wished everyone a happy holiday.

There being no further business Tracy Rogers motioned to adjourn. Mary Kersell seconded.
Voted unanimously.

The meeting adjourned at 12:54 pm.

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