

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Thursday, May 10, 2012, 1:00 pm  
Baystate Health Conference Center, BRL Room  
361 Whitney Ave., Holyoke, Ma

Present: Tracy Rogers (FRCOG); Susan Brown (FRCOG); Gretchen Johnson (FRCOG); Gary Roux (PVPC); Soloe Dennis (PVPC/HCHC); Todd Zukowski (PVPC); Donna Toupin (ARC); Larry Holmberg (EMD); Pat Smith (FRCOG); Sandra Martin (BCBOHA), Ray Bolduc (HEMD), Sara Lafayette (BRPC), Kathleen Conley Norbut (MRC/IRAA), Josh Shanley (NEM), Liz Manley (MMRC), Catherine Ratte (PVPC), Ann Carroll (MMC), Michael Nelson (HPHC), Audra Staples (MMRC/DART), Lindsay Errichetto (BRPC).

Sandra Martin called the meeting to order at 1:02 pm.

### **Meeting Minutes**

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

<p><b>Motion:</b> Soloe Dennis motioned to approve the April 3, 2012 meeting minutes. Tracy Rogers seconded. Motion passed unanimously.</p>
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A round of introductions followed. Sandra requested that the Monson MRC DART Trailer Request be handled first due to time constraints of the presenters.

### **Requests/Considerations**

#### ***Monson MRC DART Trailer Request***

Kathleen Conley Norbut stated the Monson MRC and DART Team have submitted a request for the purchase of a DART trailer. The trailer will be a regional asset maintained by the Monson MRC and housed in Monson. Kathleen noted that support letters were included in the meeting packet and that Bob Hassett and PVPC both support the proposal as well. Audra Staples stated that she and the Monson DART team are in the process or already have joined the Monson MRC. Audra will be the contact person listed in the Resource Guide for the trailer and Liz Manley will be listed as her alternate.

<p><b>Motion:</b> Larry Holmberg motioned to approve the purchase of a DART trailer with remaining FFY09 unallocated mass care and sheltering funds and the balance will be paid for out of unallocated funds in FFY08 or FFY09. Tracy Rogers seconded. Motion passed unanimously.</p>
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### **FFY08 Project Updates**

#### ***Regional Shelter Planning (also FFY09 funded)***

Sara Lafayette stated that the draft will be available tomorrow for review. Sara will send it to Sue to distribute via email. Feedback is appreciated.

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Soloe Dennis stated that the Hampden County plan is on track to be completed for June 5<sup>th</sup>. Once completed there will be a presentation to the public.

Pat Smith stated that Franklin County is gathering data on proposed sheltering locations. A draft will be presented at the REPC meeting in July.

***Shelter Equipment***

Sue stated that she is working on placing the replacement items order.

***Evacuation Planning***

Gary Roux stated he would like to convene a meeting of the three RPAs to review formatting issues and other details.

***Franklin County Disaster Recovery Planning***

Tracy Rogers stated that the project is moving along. Tracy is working on coordinating an Unmet Needs Committee.

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

Todd Zukowski stated that he is reviewing the data. The project is on schedule.

**FFY09 Project Updates**

***Critical Infrastructure Prioritization***

Josh Shanley stated that Phase II is moving along. He has been following up on problems from Tropical Storm Irene. Culverts have been a major issue. Many are just being replaced and not improved. It will continue to be a problem. There are many innovative ideas to improve the situation. Josh will be looking at flood chutes next week with the Corps of Engineers.

Josh is meeting with the three towns individually. On May 29<sup>th</sup>, the fusion center will be at the Northampton Fire Department to give a train the trainer training on ACAMS. Seven out of eight communities have identified an asset manager to keep the project up to date. Discussion followed.

***Faith Communities***

Sandra stated that a handout was included in the meeting packet. Phase I is being finalized. Phase 2 has been approved by EOPSS. Sue has the contract drafted and will distribute them next week.

***Public Emergency Communication Strategies***

Catherine Ratte and Pat Smith are both working on gathering information.

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***Website Revision/Redesign & Content Support***

Sue stated that the kick off meeting was held last week. The project is scheduled to have the website go live in July. The Council and the Subcommittee are invited to review the logos and web home pages on May 30<sup>th</sup> at 10 am at the Baystate Health Conference Center. FRCOG staff is working on gathering data such as contact information.

***Regional Irene AAR***

Copies of the Regional Irene AAR and a presentation will be given at the Council meeting on May 15<sup>th</sup>.

**FFY2010 Project Update**

***FFY2010 IRAA SOP & Exercises***

Soloe stated that a consultant should be hired by next month. Sue stated that the IRAA CEMP and SOP Exercise consultant scope of work draft is included in the meeting packet. Feedback is welcome. It is important to get the consultant hired and working on the project to ensure that the project can be completed by January 2013.

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

Catherine Ratte passed out a handout. Discussion followed. It was decided to keep the focus on the public and not first responders. In order to reach the public it was decided not to hold an event but to have booths at events like County Fairs.

***Regional Sheltering Implementation***

Sue stated that this project was approved by EOPSS last week. The contract will be sent out shortly.

**FFY2011 Project Update**

***Mass Receiving Planning***

Sara stated that the project proposal was in the meeting packet. Task 1 will conduct an analysis of capacity and inventory existing resources. Task 2 will determine resource gaps in mass receiving and seek to identify solutions. Task 3 will compile and distribute the plan. It was requested that flow through evacuation impacts be considered as well. It was also discussed that regional command and control be examined. Sue stated that she will finalize the Project Justification and submit it to EOPSS for review.

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***Regional EOC Planning***

Sue stated that a rough draft of the RFP to hire a vendor was included in the meeting packet. The consultant will be asked to assess the tools and strategies best suited for each of the Counties. Sue asked the committee if this is the scope is reflected how the committee wants the project to proceed. After further discussion of the ultimate goal of the project, the committee asked Sue to redo the scope of work to seek a vendor to assess the region and determine what is the best approach to take to meet the needs of each county, be it Regional EOC, a Multi-Agency Coordination Center, or other approach. Would the solution be virtual or physical or a combination thereof? Sue will rework and have for review at next meeting.

**Budget Review**

Sue stated that EOPSS recently announced the FFY08 and 09 projects must be completed by August 30, 2012 rather than September 30, 2012. This was requested to give EOPSS one month to complete paperwork to submit to DHS. Each FFY08 and 09 project was reviewed. The only project that will be difficult to complete by the August deadline was the Evacuation Planning project. Sue stated that an extension waiver was submitted regarding the Interoperability projects specifically. It is unclear if all the funds will be granted the extension or just the Interoperability projects if the extension is approved.

Sue stated that at the Council meeting last month it was announced that project requests for unallocated FFY08 and 09 funds would be reviewed this month. There is just over \$44,000 of unallocated funds left. It was suggested to allocate \$10,000 for outreach materials for the Preparedness project.

<p><b>Motion:</b> Ray Bolduc motioned to approve \$10,000 for outreach materials for the Preparedness project. Tracy Rogers seconded. Motion passed unanimously.</p>
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**Items Unforeseen by the Chair**

No items were discussed.

**Next Meeting**

The next meeting was scheduled for June 5, 2012.

Tracy stated that there is a field day happening at GCC in Greenfield on Saturday.

Josh Shanley stated that there will be a table top exercise tomorrow in Northampton at the Senior Center. Evaluators are needed. Discussion followed.

Ann Carroll stated that Jason Bell will be presenting on Autism Awareness on May 22<sup>nd</sup> in Providence and May 29<sup>th</sup> at Mercy.

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

The meeting adjourned at 2:53 pm.

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