

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Thursday, June 5, 2012, 11:00 am
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); Pat Smith (FRCOG); Sandra Martin (BCBOHA), Sara Lafayette (BRPC), Josh Shanley (NEM), Tom Lynch (BSH); Mary Kersell (HPHPC); Carolyn Shores Ness (DFLD BOS); Linda Moriarty (WMEMS); Josiah Neiderbach (PVPC).

Sandra Martin called the meeting to order at 11:03 am.

Meeting Minutes

The committee reviewed the minutes from the May 10, 2012 meeting.

Motion: Tracy Rogers motioned to approve the May 10, 2012 meeting minutes. Soloe Dennis seconded. Motion passed unanimously.

A round of introductions followed.

FFY08 Project Updates

Regional Shelter Planning (also FFY09 funded)

Sara Lafayette stated that the template is nearly finalized and ready to have the county specific data inserted. Final drafts for Hampshire and Berkshire will be ready for July.

Pat Smith stated that Franklin County has compiled a menu approach for EMDs to assist in choosing the most appropriate option based on the type of event. The REPC is reviewing the draft. The final draft will be completed by the end of July.

Soloe Dennis stated that the Hampden County plan is on track. The subcommittees are working on the final draft.

Discussion followed about the possibility of an extension. Sara stated that the drafts will be completed if the extension is not granted. The MOUs will require more time to complete.

Sara passed out a handout outlining how a regional shelter works and the need for a cross-jurisdictional/functional legally recognized, public entity. The solutions suggested included:

- Regionalization Bill
- County Sheriff's Office
- Establish an emergency response district through legislation
- Lead Municipalities

Sara stated that a formula indicates the price of running a shelter is \$.60 per person per year. It was suggested that towns create an emergency town fund that doesn't have to be approved at

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Town Meeting. Towns would pay the regional shelter host municipality when a shelter is opened. Discussion followed.

Shelter Equipment

Sue stated that the replacement items have been ordered. The cost was higher than anticipated. The subcommittee had approved \$10,000 but the replacement items totaled \$17,000. Sue is drafting a scope of work to seek a quote for a how to use the shelter equipment video.

Evacuation Planning

Gary Roux stated the RPA's had a productive meeting on May 21st. The REPC's are reviewing the Plan now. The project is on schedule.

Franklin County Disaster Recovery Planning

Tracy Rogers stated that a copy of the Guide to Using Disaster Recovery Plan Template was included in the meeting packet. The legal review has been completed. The template will be distributed to REPC's and LEPC's to customize for their municipality. Tracy stated that she would like to continue with a Phase II of the project. Discussion followed.

Critical Infrastructure Mapping w/WMFCA MDT GIS

Todd Zukowski stated that the project is on schedule. Sue stated that an invoice on this project from PVPC is needed as soon as possible.

FFY09 Project Updates

Critical Infrastructure Prioritization

Josh Shanley stated that Phase II is going very well. The Fusion Center came out to give an introduction to ACAMs training. All eight communities were invited. There was a fifty percent participation rate. A representative from each community has been assigned to be trained to keep the database current. The project is on schedule. Sue stated that an invoice for Phase II needs to be submitted as soon as possible.

Faith Communities

Sandra stated that a handout was included in the meeting packet. The Phase 2 contract has been completed.

Public Emergency Communication Strategies

Pat Smith stated that the RPA's have been exchanging information and that the project is on schedule.

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Website Revision/Redesign & Content Support

Sue stated that the project is moving along. Sandra stated that the consultant has been great to work with and the websites are on schedule to go live in July.

Movie Promo Quote

Sue stated that the Movie Promo would focus on the WMASS Ready site. The cinema ads will run from August through September and then again from Thanksgiving to New Year's Day. There is an online component for when people look up the movie showings. The price will decrease once the zip codes are pared down to only our region. It was decided not to have a table at the theatres to distribute information and give away items due to the staffing needs required. Sue suggested taking the funding from the FFY09 M&A line item. Discussion followed.

Motion: Linda Moriarty motioned to approve up to \$28,456 for the Movie Promo campaign out of FFY09 M&A. Carolyn Shores Ness seconded. Motion passed unanimously.

New Logos

Sue stated that a copy of the logos were included in the packet. The logos were printed in color, gray scale and black and white. The new logos were approved by the website subgroup. The logos will be used on the website, letterhead, promotional items, etc.

FFY2010 Project Update

FFY2010 IRAA SOP & Exercises

Soloe stated that today is the deadline for consultant to submittals. Sue voiced concerns about the project staying on schedule.

Western Mass Ready National Preparedness Month Campaign

Soloe stated that he is still finalizing the budget. The Big E has offered a table free of charge. Donna Toupin is working with Soloe to assist with the staffing needs. Soloe is researching the best options for give away items. Sue suggested forming a subgroup to approve the give away items.

Motion: Carolyn Shores Ness motioned to approve up to \$28,800 for promotional materials coming from the \$10,000 allocated from FY09 and the \$18,800 from FFY10. Linda Moriarty seconded. Motion passed unanimously.

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Regional Sheltering Implementation

This was covered earlier in the meeting.

FFY2011 Project Update

Mass Receiving Planning

Sue stated that she needs to finalize the Project Justification for this project. Discussion followed. It was decided that the project should begin in October, 2012 due to the timing of other projects and end in October, 2013.

Regional EOC Planning

Sue stated that she edited the scope of work and would like feedback. The goal is to publish the RFP in July. The project has a budget of \$60,000. The project needs to be flexible in order to accommodate the different needs of all 101 towns. Feedback must be received by June 15th. It was suggested to form a work group that also includes REPC members and a member from the Northwest IMT team to work with the consultant.

Requests/Considerations

Sandra stated that the Berkshire DART Team would like to submit a request for items not originally purchased for the DART trailers. Sue suggested having all four DART teams coordinate a supply list and submit it together.

Items Unforeseen by the Chair

No items were discussed.

Next Meeting

The next meeting was scheduled for July 3, 2012.

There being no further business Tracy Rogers motioned to adjourn. Linda Moriarty seconded. Voted unanimously.

The meeting adjourned at 12:25 pm.

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