

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
January 15, 2013, 9:30 am
WMEMS, 168 Industrial Drive, Northampton, Ma.**

Present: Sue Brown (FRCOG), Gretchen Johnson (FRCOG), Tom Grady (BCSO), Ann Shea (MMC), Tom Lynch (BHS), Bob Barry (MEMA) proxy for Bob Hassett, Tracy Rogers (FRCOG), Josh Shanley (NEM), Linda Moriarty (WMEMS), Sandra Martin (BCBOHA), Dan Borsari (WSFD), Thomas Barnaby (MEMA), Michelle Sawicky (Village Ambulance), Ann Becker (UMASS MRC), Bob Escott (TFFD), Carolyn Shores Ness (DfId BOS/BOH).

Chairman Tom Grady brought the meeting to order at 9:32 am.

Minutes

The committee reviewed the minutes from the December 18, 2012 meeting.

<p>Motion: Sandra Martin motioned to approve the minutes from December 18, 2012. Bob Barry seconded. Motion passed unanimously.</p>
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Exercise Requests

FRCOG – GPS seminar and drills - \$35,700

Tom Grady tabled this discussion until a representative for the project arrived.

Hampshire MRC Shelter Operations Functional - \$27,642

Ann Becker stated that this is a continuation of a series of exercises. The table top exercise was done in 2012. The scenario will entail a widespread power outage in Hampshire County that will require a large scale shelter to be opened on the UMASS campus. Hampshire County MRC volunteers will be the primary staff of the shelter. The exercise is scheduled to be held on April 11, 2013. Bob Barry stated that regional plans should be an element in this exercise. Sue asked if the WMass DART team will be involved. Ann stated that the DART team will be involved in this exercise. A consultant will be hired to coordinate the exercise. Discussion followed concerning the allowable fee for a consultant. It was suggested to increase the requested amount from \$27,642 to up to \$28,000.

<p>Motion: Sandra Martin motioned to approve up to \$28,000 FFY11 Exercise funds for the Hampshire MRC Shelter Operations Functional Exercise. Bob Barry seconded. Motion passed unanimously.</p>
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FRCOG – GPS seminar and drills - \$35,700

Chief Escott stated that GPS has many tactical applications for Fire Departments such as search and rescue as well as being able to quantify area for FEMA reimbursement paperwork. The equipment is relatively inexpensive but there is a need for training on how to use it effectively. Bob Barry stated that many Fire Departments are using MPG grants to purchase GPS equipment

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and that this training will be very timely. Tom Grady asked that DCR and dispatch centers be notified about the training as well. Discussion followed. Tracy Rogers left the room.

Motion: Bob Barry motioned to approve up to \$35,700 FFY11 Exercise funds for the FRCOG GPS Seminar and Drills Exercise. Carolyn Shores Ness seconded. Motion passed unanimously.

Training Requests

Village Ambulance – Look, Listen, Feel - \$16,645

Michelle Sawicky stated that this is a 7.5 hour training to discuss chemical suicides. This course will keep First Responders up to date and can potentially help prevent a serious injury or death. Chemical suicides are on the rise across the US and pose an enormous risk to First Responders. First Responders also need to be trained on how to speak with family members in critical situations.

Motion: Sandra Martin motioned to approve \$16,645 from FFY11 Training and Exercise funds for the Village Ambulance – Look, Listen, Feel training. Linda Moriarty seconded. Motion passed unanimously.

West Springfield Fire CTOS – WMD RAD/NUC - \$1,892.57

Dan Borsari stated that this request is for the backfill and overtime to attend the CTOS WMD Rad/Nuc class in Nevada. All other expenses will be covered by FEMA. This education would go a long way if there was ever a dirty bomb at the Big E or Six Flags. Discussion followed.

Motion: Carolyn Shores Ness motioned to approve \$1,892.57 from FFY10 Training and Exercise funds for the CTOS WMD RAD/NUC training. Tom Lynch seconded. Motion passed unanimously.

MEMA Training and Exercise Update

Tom Barnaby stated that the ICS 300 and 400 courses will be offered in February in Agawam. In March ICS 400 will be offered in Agawam. Tom Grady stated that the MEMA Debris Management training went well.

New Business

T&E Subcommittee priorities to share with the MEMA/THIRA

Sue stated that she has not received any input. Sue advised compiling the priorities of the Council that has always been followed. The Subcommittee was in agreement.

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Sue stated that hiring a consultant for trainings and exercises are no longer exempt from Massachusetts procurement laws. If the event cost is between \$5,000 and \$25,000 a simple three quote process can be used but the lowest qualified bidder must be selected. A request for proposals can also be done for events \$5,000 to \$25,000 and is required for any procurement over \$25,000. This process offers more flexibility in selecting a vendor but takes about three weeks. At least three people from the requesting agency will need to review the proposals received. The selected vendor is chosen based on their qualifications. The FRCOG staff can coordinate the process or the agency can do it themselves. Mary Praus will be the contact person at the FRCOG to assist with the process. The approved trainings and exercises will be sent to EOPSS for approval. Once approved, an official award letter will be sent to the applying agency and then the procurement process can begin.

Old Business

No old business was discussed.

Business Unforeseen by the Chair

No unforeseen business was discussed.

Next Steps/Future Meetings

The next meeting will be Tuesday, February 19th at 9:30am at Northampton Police Department.

There being no further business Tom Lynch motioned to adjourn. Carolyn Shores Ness seconded. Voted unanimously.

The meeting adjourned at 10:06 am.

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