

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
December 18, 2012, 9:30 am
WMEMS, 168 Industrial Drive, Northampton, Ma.**

Present: Sue Brown (FRCOG), Gretchen Johnson (FRCOG), Tom Grady (BCSO), Ann Shea (MMC), Mary Praus (FRCOG), Tom Lynch (BHS), Todd O'Neil (BCSO), William Salavantis (BCSO), Joe Charon (MCLA PD). Bob Barry (MEMA) proxy for Bob Hassett, Tracy Rogers (FRCOG), Scott Chapman (BFR), Josh Shanley (NEM), Dennis Nazzaro (NFD/DFS), Linda Moriarty (WMEMS).

Chairman Tom Grady brought the meeting to order at 9:30 am.

Minutes

The committee reviewed the minutes from the November 20, 2012 meeting.

<p>Motion: Bob Barry motioned to approve the minutes from November 20, 2012. Tom Lynch seconded. Motion passed unanimously.</p>
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Exercise Requests

Massachusetts College of Liberal Arts "Farewell" TTX - \$14,000

Joe Charon stated that this exercise will be a tabletop evacuation of the entire MCLA campus. The scenario will involve a train derailment and a chemical leak. The exercise request includes exercise facilitator fee, backfill and overtime as well as food costs. Discussion followed.

<p>Motion: Bob Barry motioned to approve \$14,000 FFY10 Exercise funds for the MCLA Farewell Exercise. Linda Moriarty seconded. Motion passed unanimously.</p>

Training Requests

Belchertown Fire and Rescue – Advanced Tactical EMS - \$32,710

Scott Chapman stated that this will be a training for tactical EMS to provide advanced airway management techniques to critically injured patients. This will be a 3-day training open to 20 participants. The request includes backfill and overtime.

<p>Motion: Linda Moriarty motioned to approve \$10,811 from FFY10 Training and Exercise funds \$21,899 from FFY11 Training and Exercise funds for the Advanced Tactical EMS training. Tom Lynch seconded. Motion passed unanimously.</p>

Berkshire County Sheriff's Office – High Risk Inmate Transportaton - \$30,090

William Salavantis stated that this course will provide training on transporting high risk inmates/arrestees to and from courts and/or hospitals. They would like STS Consulting will conduct the training. The training will be offered to twenty participants. Tom Grady stated that there are a number of high profile inmates in Berkshire County. The transport vans use the

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MassPike which exposes the officers and the general public to risk. It was suggested to include food costs in the proposal. The request was adjusted to \$31,590 from \$30,090. Discussion followed.

Motion: Linda Moriarty motioned to approve \$31,590 from FFY11 Training and Exercise funds for the High Risk Inmate Transportation training. Tom Lynch seconded. Tom Grady abstained. Motion passed.

MEMA Training and Exercise Update

This discussion was tabled. Tom Barnaby was not able to attend because he was setting up for the all day debris management training for the following day.

New Business

Training and Exercise Vendor Procurement

Sue stated that EOPSS just went through an audit with DHS. Training and Exercises have are exempt from Massachusetts procurement laws. It has been determined that if federal funding is being used then federal procurement laws need to be followed. 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, January 15th at 9:30am at WMEMS.

There being no further business Tom Lynch motioned to adjourn. Josh Shanley seconded. Voted unanimously.

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The meeting adjourned at 9:54 am.

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