

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
June 19, 2011, 9:30 am
WMEMS, 168 Industrial Drive, Northampton, Ma.**

Present: Sue Brown (FRCOG), Gretchen Johnson (FRCOG), Tom Grady (BCSO), Ann Carroll (MMC), Eric Stratton (HCSO), Sandra Martin (BCBOHA), Mary Praus (FRCOG), Dennis Nazzaro (NFD/DFS), Carolyn Shores Ness (Municipal), Kevin Wall (Action Ambulance), Todd Zukowski (PVPC), Josh Shanley (NEM), Tracy Rogers (FRCOG), Thomas Barnaby (MEMA).

Chairman Tom Grady brought the meeting to order at 9:31 am.

Minutes

The committee reviewed the minutes from the May 15, 2012 meeting.

<p>Motion: Carolyn Shores Ness motioned to approve the minutes from May 15, 2012. Sandra Martin seconded. Voted unanimously.</p>

Exercise Requests

FRCOG/Franklin REPC Elected Officials Training & Exercise Series – September 2012 through January 2013 - \$45,700

Tracy Rogers stated that it became evident through the recent AARs that Select Boards and other elected officials are unclear of their role during an emergency. The scope of work was developed in conjunction with the REPCs. There will be a seminar series to concentrate on basic ICS and EOC operations, PIOs, and documentation and paperwork. These seminars will be preparation for the table top exercise. The table top will be filmed and can be posted on the WRHSAC website.

<p>Motion: Carolyn Shores Ness motioned to approve \$45,700 from FFY10 Exercises for the Elected Officials Training and Exercise Series. Sandra Martin seconded. Voted unanimously. Discussion outlined below.</p>

Carolyn stated that out of the ten years of being on the Deerfield Select Board, she has had to declare an emergency five times. She stated that Tom Grady did an excellent job at the MMA Conference of describing the roles of Select Boards. Sandra suggested that a cheat sheet be a product of the project. Discussion followed.

BCBOHA Region 1 Public Health Workshop/Tabletop Exercise – December 2012 - \$22,000

Sandra stated that the four public health coalitions meet monthly and have compiled cheat sheets for different types of emergencies. The proposal is a combined workshop and tabletop exercise to be conducted in each county.

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Motion: Carolyn Shores Ness motioned to approve \$22,000 from FFY08 Exercises for the Public Health Workshop/Tabletop Exercise. Josh Shanley seconded. Sandra Martin recused herself. Motion passed.

Training Requests

Pittsfield Action Ambulance Emerging Threats Towards First Responders in Western MA – \$20,680 – November 3, 2012

Kevin Wall stated that he contacted Eric Stratton regarding this training. There has been increased gang activity in the Pittsfield area.

Motion: Carolyn Shores Ness motioned to approve \$20,680 from FFY10 Training for the Emerging Threats Towards First Responders in Western MA training. Sandra Martin seconded. Motion passed unanimously.

Sue noted that this is the third and final offering of this training.

Deerfield Police Department – Officer Down Rescue Instructor – \$67,450

Carolyn stated that Deerfield offered to host the Officer Down Rescue Instructor training to encourage participants from the Northern County area. The training will be held at the Millers Falls Rod and Gun Club.

Motion: Sandra Martin motioned to approve \$67,450 from FFY10 Training for the Officer Down Rescue Instructor. Josh Shanley seconded. Carolyn Shores Ness recused herself. Motion passed.

New Business

No new business was presented.

Old Business

Smoke Generator

Sue stated that the smoke generator came in at \$58.40 over the anticipated amount due to the separate shipping charges.

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Motion: Carolyn Shores Ness motioned to approve the additional \$58.40 from FFY10 Training for the smoke generator. Sandra Martin seconded. Josh Shanley and Dennis Nazzaro both abstained. Motion passed.

Budget Review

Sue stated that FFY08 funds have been granted an extension through February 2013 and the FFY09 funds have been extended through December 2012. There is a total of approximately \$36,000 for Training and Exercises.

Sue explained that she was referring to an old budget when the \$75,000 was allocated to Tech Rescue training. Upon review it was discovered that this training can be accommodated under the CBRNE funds. Sue recommended a motion to replace the funds to unallocated Training and Exercise funds.

Motion: Carolyn Shores Ness motioned to move \$75,000 from FFY10 Tech Rescue Training to Training and Exercise unallocated. Sandra Martin seconded. Unanimously approved.

Business Unforeseen by the Chair

Tom Grady stated that as we move forward with exercise and training requests, the subcommittee will need to verify if dispatch and communications are involved that they are up to date on their certifications. As of July 1st it is required that all PSAPs be emergency medical certified or have a certified agency to take medical calls. Discussion followed.

Next Steps/Future Meetings

Sue announced the dates for the Social Media trainings. There will be a one day training option on Friday, September 21st or a two day with shorter sessions offered on September 20th and September 22nd. The location is to be determined.

The next meeting will be Tuesday, July 17th at 9:30am at WMEMS.

There being no further business Sandra Martin motioned to adjourn. Carolyn Shores Ness seconded. Voted unanimously.

The meeting adjourned at 9:55 am.

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