

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, December 18, 2012, 10:00am
WMEMS, 168 Industrial Drive, Northampton, MA

In attendance: Sue Brown (FRCOG), Gretchen Johnson (FRCOG), Thomas Grady (BCSO), Ann Shea (MMC), Tom Lynch (BHS), Tracy Rogers (FRCOG) proxy for Sandra Martin (BCBOHA), Jen Ball (EOPSS), Russ Sienkiewicz (NPD), Melissa Nazzaro (Spfld Comm), Linda Gross (FRCOG), Josh Shanley (NEM), Josiah Neiderbach (PVPC), Nicole Rohan (PVTA), Mark Babineau (WMFCA), Stephen Kozloski (WM Chiefs), Pat Smith (FRCOG), Dennis Nazzaro (DFS/NFD), Jason Breault (PPD), Bob Barry (MEMA) proxy for Bob Hassett), Amy Reilly (MAPC), Catherine Ratte (PVPC), Linda Moriarty (WMEMS).

The meeting was brought to order at 10:04 am by Thomas Grady, Council Chair. Tom asked for a moment of silence for the tragedy in Newtown, Ct. A round of introductions followed.

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

<p>Motion: Tom Lynch moved to approve the minutes from the November 20, 2012 meeting as submitted. Bob Barry seconded. Motion passed.</p>
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Updates from Chair

Tom stated that there was a conference call between Kurt Schwartz, Jen Ball and himself regarding the expansion of the Police ID Project to include Sheriff Offices. EOPSS will not support the project at this time for a number of reasons.

Tom stated that he attended the statewide THIRA meeting. The MA THIRA document is nearly completed. A letter from Jen Ball requesting our region's top 5-7 priorities to update the Statewide Homeland Security Strategy before the next round of funding is released was included in the meeting packet. Jen stated that with continually reduced funding we need to focus spending on identified gaps in the region. The priorities should not be project specific but more generalized identification of gaps that the region would like to work toward closing over the next several years. It would be ideal to get the regional list of priorities by the end of January.

Jen stated that the IEGCP radio reprogramming FFY09 grant extension was denied. Discussion followed.

Updates from Disciplines

- FIRE: Mark Babineau stated that the tech rescue training is moving forward. Sue stated that the tech rescue equipment went out to bid.
- POLICE: Russ Sienkiewicz invited everyone to attend the Northampton Police Department Open House on December 22nd.
- EMS: Linda Moriarty stated that a new State Director has not been hired yet.
- EMD: none

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- PUBLIC HEALTH: none
- TRANSPORTATION: Nicole Rohan stated that the Ambu-Bus funded by Springfield MMRS should be ready for use in June.
- DPW: none
- CORRECTIONS: none
- COMMUNICATIONS: none
- HOSPITALS: none
- LOCAL GOVERNMENT: none
- Massachusetts State Police (MSP): none
- MEMA: Bob Barry stated that the all day statewide Debris Management Conference will be held tomorrow from 8am to 4 pm at the Log Cabin in Holyoke. It is expected that 250 people will attend. MEMA is committed to continue to work with communities on this issue. It was decided to hold the conference in the Western Region because this area was the hardest hit during the storms last year.
- EOPSS: Jen Ball stated that we are still waiting for a decision on the FFY09 extension. We should hear in the next few weeks. As stated before, the IECGP FFY09 radio reprogramming funds extension was denied, but the THIRA was given a 30 day extension and is now due January 31st. Linda Moriarty asked if there are any changes to the Homeland Security priorities with the new Secretary. Jen stated that she has not had a chance to meet the new Secretary yet.

Planning /Pandemic Flu:

Sue stated that the Subcommittee has approximately \$23,990 of FFY09 funds left unspent. An extension of the FFY09 funds would be great but we should be prepared if the extension is not approved. Sue suggested approving the purchase of two additional message boards, one will be housed in Hampden County and the other in Hampshire. She suggested spending the remaining funds on outreach materials. Bob Barry stated that the existing message boards have proved to be a valuable asset to the region. Discussion followed.

<p>Motion: Tracy Rogers moved to purchase two message boards and outreach materials with the remaining FFY09 Planning funds if FFY09 is not granted an extension. Bob Barry seconded. Motion passed.</p>

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Interoperability/Information Sharing:

Russ stated the WMLEC project has had a situation arise with the Borden Tower. Northeast Utilities did not agree with the tower level determined by our engineer. Northeast Utilities is a tenant on the DCR tower. We were able to go out to bid to do the cabling upgrades but will need to re-examine the steel reinforcements required over the winter.

The Route 202 project is undergoing the required FAA study.

The IMC Node Linking project has begun work.

MEMA interops Team 1 was deployed to New York. The Massachusetts Team was commended for their organization and procedures. Dennis Nazzaro will give a PowerPoint presentation at the Interops meeting later today. Discussion followed.

Training and Exercises:

Tom stated that the subcommittee met just prior to this meeting.

Tom stated that the MCLA Farewell 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.

Motion: Tom Grady motioned to approve \$14,000 FFY10 Exercise funds for the MCLA Farewell Exercise. Linda Moriarty seconded. Motion passed unanimously.

Tom stated that the Belchertown Fire and Rescue has requested to host an advanced training for tactical EMS which will include providing 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.

Motion: Tom Grady 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. Linda Moriarty seconded. Motion passed unanimously.

Tom stated that the Berkshire County Sheriff's office has requested to host a course that will provide training on transporting high risk inmates/arrestees to and from courts and/or hospitals. STS Consulting will conduct the training. The training will be offered to twenty participants.

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

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Sue stated that EOPSS just went through an audit with DHS. Training and Exercises have always been exempt from procurement laws. It has been determined that if federal funding is being used than 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 without price as a consideration. 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.

Equipment/PPE:

Sue stated that the Monson DART trailer and the traffic safety trailers have not been delivered yet. The traffic trailer is just awaiting the logos. It is hoped that the items will be delivered by the end of December. Sue has done some research on training for the traffic trailers but has not heard back from Mass DOT.

CBRNE/IED:

Sue stated that the tech rescue equipment has gone out to bid. The trailers for the equipment have been ordered. The Chiefs have elected to pack the trailer themselves. The equipment for the Berkshire County Special Response Team cost less than expected. The Subcommittee will need to decide how to expend the remaining funds.

Fiduciary Report:

Sue stated 2012 funds will end on July 31, 2014, not August 31. The investment plans have been approved. Jen Ball stated that the contracts are awaiting the official signatures. Discussion followed.

Sue stated that there currently at least \$27,607 unallocated funds from several projects in FFY08. Sue suggested lumping the remaining funding into one lump sum.

<p>Motion: Linda Moriarty motioned to combine the remaining FFY08 funds into a lump sum. Tom Lynch seconded. Motion passed.</p>
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Sue suggested purchasing the MDT Tough Books and the reprogramming software. This purchase had been discussed when the radio reprogramming grant was applied for but it was not an eligible expense of the grant. The purchase for all four counties would total approximately \$12,000 to \$15,000. Nicole Rohan suggested buying four more message boards. Melissa Nazzaro asked if it would be appropriate to authorize the Council chair to spend the FFY08 and FFY09 funds as discussed at this meeting if the FFY09 extension is not approved. Discussion followed.

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Motion: Linda Moriarty motioned to utilize FFY08 and FFY09 (pending extension) remaining funds to purchase additional message boards, MDTs Tough Books and software. Melissa Nazzaro seconded. Motion passed.

Sue stated that the Critical Infrastructure Prioritization Project Phase 1 and 2 were contracted with the City of Northampton and Josh Shanley conducted the project. Northampton is no longer willing to be the fiduciary for the next phase. The RPAs have been asked if they have the staff to conduct the work. The next challenge to this project is that ACAMS may not continue to be supported with Federal funding. A conference call has been scheduled for later this week. Jen Ball stated that she has been discussing the ACAMS situation with the FUSION Center. DHS will likely go with a new database but will assist moving the information over from the ACAMS system to the new system. Josh stated that he supports contracting with an RPA rather than hiring an outside consultant. This is an important project with tight timelines. Discussion followed. Tom tabled the discussion until more information is available from DHS about the ACAMS system but would like to move forward with contracting with one of the RPAs to complete the work when the project is ready to continue.

Old Business:

Sue stated that MEMA supports putting the shelter trailers into the RMS system. MEMA will not, however, be able to filter the requests so that the resources are not given out in anticipation of an expected storm or other disaster but wait until the need is real. Tom asked to have this discussion put on the next MEMA quarterly meeting agenda. Tom would like to require that only EMD's request the supplies. Amy Reilly stated that the Northeast Region has a MOU for borrowing equipment that must be signed for a town to be able to borrow from their cache. She will forward the policy to Sue to use as a template. Tom asked the Planning Subcommittee to review the new policy once drafted. Sue cautioned that these policies are not enforceable. Sue stated that the video on how to borrow the shelter trailers is ready to be reviewed. Sue asked the Council to review the video and let her know if it should be updated to include information on the RMS system and not pre-staging the resources in anticipation of need. She stated that the Council may also want to expand the video to cover use of the light towers and message boards. Discussion followed.

New Business:

Jen stated that the priorities from the regions are needed by the end of January to update the Statewide Homeland Security Strategy as discussed earlier in the meeting. Tom asked that each of the Subcommittees discuss their priorities and report back at the January meeting. Tom stated that the CBRNE Subcommittee does not have a regularly scheduled meeting and the chair has recently resigned from the Council but that he will convene a meeting of the existing members. Discussion followed.

Business Unforeseen by Chair

No unforeseen business was presented.

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Next Steps/Future Meetings

Tom wished everyone a happy holiday season and thanked the group for their hard work and dedication to the Council and their everyday work.

The next meeting of the Western Regional Homeland Security Advisory Council will be held on Tuesday, January 15th at 10:00am at the WMEMS.

There being no further business Russ Sienkiewicz moved to adjourn. Linda Moriarty seconded. Voted unanimously.

The meeting adjourned at 11:39 am.

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