

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, August 7, 2013, 11:00 am  
DPH, 23 Center Road, Northampton, Ma

Present: Susan Brown (FRCOG); Gretchen Johnson (FRCOG); Larry Holmberg (HREPC); Tracy Rogers (FRCOG), Josiah Neiderbach (PVPC), Josh Shanley (NEM), Linda Moriarty (WMEMS), Carolyn Shores Ness (DBOS/BOH), Cheryl Clayton (ARC), Mark Malloy (BRPC), Sandra Martin (BCBOHA), Nikki Nixon (PVPC/HCHC), Jon Davine (NFD), Gail Bienvenue (MDPH).

Sandra Martin called the meeting called to order at 11:02 am.

### **Meeting Minutes**

The committee reviewed the minutes from the June 4, 2013 meeting.

**Motion:** Tracy Rogers motioned to approve the June 4, 2013 meeting minutes. Larry Holmberg seconded. Tracy offered two corrections. Sandra stated that Nikki's name was spelled incorrectly. Motion passed with the offered corrections unanimously.

A round of introductions followed.

### **FFY10 Project Updates**

Sue stated that the FFY10 extension was not granted prior to the grant ending. EOPSS is still hopeful that the extension will be granted. As of last Thursday the extension request was on the Assistant Director's desk. It is hoped that the extension will be granted through the end of December. There is just over \$100,000 left in the FFY10 budget unspent. \$35,000 is designated for an Interops project. The balance is unallocated funds that the Council will have to decide how to spend. The purchase order of \$5,000 plus approved for the FRCOG sheltering project was not issued in time. If the FFY10 extension is granted, the \$5,000 will come out of the FFY10 funds.

### **FFY2011 Project Updates**

#### ***Mass Receiving Planning***

Mark stated that Lindsey will be returning in two weeks from maternity leave and will compile the plan upon her return.

Josiah stated that PVPC has been collecting information from area hotels.

#### ***Regional EOC Planning***

Sue stated that the project is moving along. The last two monthly updates are in the meeting packet. A meeting was held with Fortress a few weeks ago. The update was not what the Subcommittee was expecting but upon review from Fortress the working group found the

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, August 7, 2013, 11:00 am  
DPH, 23 Center Road, Northampton, Ma

reasoning made sense. Sandra stated that she felt that Fortress will remedy the issues but that the update had missed the intent of the project. The project will need a one month extension. Sue stated that if the Subcommittee is unhappy with a consultant she needs to know if payment of invoices should be held until a resolution is met. Discussion followed.

***Faith Based Phase III***

Sandra stated that two monthly reports are in the monthly packet. Tracy stated that the four counties all have a staff person assigned to this project.

***Shelter Equipment***

Sandra stated that the subcommittee has set a policy not to purchase computer equipment for shelters. However, computers are necessary to run a shelter. Sandra asked the Subcommittee to designate a working group to revisit the issue and attempt to create policy that will adequately address housing, maintaining, assuring regular use of the computer, setting up MOUs with the shelter locations for use of WIFI and other issues. Sue recommended the tough book laptops for durability. Mark Malloy, Josh Shanley, Sandra Martin, Sue Brown, Nikki Nixon and Gretchen Johnson agreed to join the working group.

Sue had asked that each County complete their list of shelter equipment requests for the next round of purchases by today. Berkshire was the only County to submit their requests. The list was included in the meeting packet. There are quite a few small items that were not included in the previous RFP. These small items make the bidding process difficult and tedious. Discussion followed.

<p><b>Motion:</b> Carolyn Shores Ness motioned to only allow items under \$100.00 that are on state contract to be purchased for Sheltering Equipment. The requesting agency is required to supply the state contract information with the request. Linda Moriarty seconded. Motion passed unanimously.</p>
---

Sue stated that the requests for equipment from the other RPAs should be received prior to the next meeting.

***DPW GPS Equipment***

Sue stated that the equipment purchase and the training were approved by the Council and EOPSS. The equipment will be funded by this subcommittee and the training by the Training and Exercise Subcommittee. It is hoped that a vendor will attend the training and supply the GPS units at that time. It is planned that the trainings will be held in November. There will be one training held in each county.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, August 7, 2013, 11:00 am  
DPH, 23 Center Road, Northampton, Ma

**FY2012 Project Updates**

***VOAD Engagement and Capacity Building***

Tracy stated that she attended a meeting of each of the WMass COADS, the Berkshire COAD and the Pioneer Valley COAD. They are starting to discuss their mission. A representative Mass VOAD attended the Pioneer Valley meeting and he was very impressed. It may be more appropriate to strengthen the two existing COADs rather than trying to coordinate a WMass VOAD. Sue suggested including in the COAD bylaws to hold a joint meeting every six months. Discussion followed. Sandra asked Tracy to prepare an updated scope of work for the Subcommittee to review prior to the next meeting.

***Sheltering Equipment***

This project was discussed earlier in the meeting.

***CI Prioritization Phase IV***

Josh stated that a monthly progress report is included in the meeting packet. The project is moving along. A list of critical infrastructure is being compiled that includes:

- Dams
- Culverts
- Energy assets
- Water assets

As the list is developed, priority sites will be identified. It is important to have priority sites in urban, rural and suburban areas. Highly hazardous, highly vulnerable and typical sites will also be selected. The number of selected sites will be 25-100.

Josh stated that an expert on groundwater from UMASS is willing to share his data and dedicate some graduate students to convert the data into the ACAMS format. Discussion followed.

**Requests**

No requests were presented.

**Old Business**

***FFY2011 unallocated funds***

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, August 7, 2013, 11:00 am  
DPH, 23 Center Road, Northampton, Ma

Sue stated that there is a balance of \$29,801 of unused funds that were given back to the Council.

***FFY2012 unallocated funds***

Sue stated that seven proposals were received for the Shelter Training RFP. The working group interviewed the top three rated proposals: BRPC, Fortress and Readiness. Readiness Consulting was selected for the project. They will offer an online training that will help the project be sustainable. A kick off meeting will be scheduled soon. The project will be monitored by the T&E Subcommittee but Planning Subcommittee members that are interested in overseeing the process should contact Sue.

**New Business**

***Subcommittee Chair***

Sandra stated that as of July 1, 2013 she became an employee of BRPC. She has decided that it would be best not to serve as Chair while an employee of an RPA since many of the projects overseen by this subcommittee are contracted out to the RPAs for completion.

<p><b>Motion:</b> Sandra Martin moved to nominate Linda Moriarty as Chair. Carolyn Shores Ness seconded. Motion passed. Linda Moriarty abstained.</p>
---

**Items Unforeseen by the Chair**

Sue stated that there has not been guidance received from EOPSS on the FFY13 Funding Plan yet. However, when it is requested there will likely be a very quick turn around for submission. The Council will probably need to call an emergency meeting. Sue asked the Subcommittee if it would also like to call an emergency meeting to help guide the plan. Discussion followed. Linda asked subcommittee members to submit project priorities via email so that the emergency meeting can be done efficiently. Sandra reminded subcommittee members that with limited funding projects should be a continuation of past projects that want to be continued. Sue stated that the State received a 20% increase in funding from last grant year. It has not been determined yet how it will be distributed to the Councils. Sue stated that the Subcommittee projects total \$135,000 for FFY2012.

**Next Meeting**

The next meeting was scheduled for September 3<sup>rd</sup> at 11:00 am at DPH.

There being no further business Linda Moriarty motioned to adjourn. Josh Shanley seconded. Voted unanimously.

The meeting adjourned at 12:39 pm.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, August 7, 2013, 11:00 am  
DPH, 23 Center Road, Northampton, Ma

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