

Western Region Homeland Security Advisory Council
Joint Planning / Plan Flu & Training & Exercise Subcommittee Meeting
Tuesday, September 3, 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), Lindsay Errichetto (BRPC), Sandra Martin (BCBOHA), Nikki Nixon (PVPC/HCHC), Tom Grady (BCSO), Tom Lynch (BHS), Mary Kersell (HPHPC), Pat Smith (FRCOG), Don Snyder (MDPH), Ed Lesko (HBOS/BOH), Laura Kittross (BRPC).

Linda Moriarty called the meeting called to order at 11:04 am. Linda explained that this is a joint meeting with the Training and Exercise (T&E) Subcommittee. The T&E Subcommittee usually meets for 30 minutes prior to the Council meeting. They joined our meeting to discuss the FFY13 Planning priorities.

Meeting Minutes

The committee reviewed the minutes from the August 7, 2013 meeting.

<p>Motion: Larry Holmberg motioned to approve the August 7, 2013 meeting minutes. Tracy Rogers seconded. Motion passed unanimously.</p>
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A round of introductions followed.

FFY13 Planning

Review Budget

Sue stated that the total amount of funds unallocated is \$1,234,527.00. EOPSS has requested that the Councils no longer look at the funding by year but as a total. EOPSS wants the Councils to focus on the priority of projects. The fiduciaries will then make the funding work within the funding year deadlines. Linda stated that our region has been very successful in spending down our funding but other Councils have struggled. Tom has discussed redistributing the unused funds with Kurt Schwartz. Tom stated that some states have not spent any of the Homeland Security funds and others have placed the money in their general funds.

Sue stated that there is still an issue concerning the administration support funding. As the funding has decreased, the administration funding has also been decreased. Currently FFY11 will cover 4 months of support at the current level. FFY12 will accommodate one month. FFY13 will support 6-7 months. There has been an ongoing discussion with EOPSS. It may be possible to give the Council an equivalent of funds toward a project from an earlier year and create a fund in a later year for the administrative funds. It also may be possible to associate administrative support with specific projects. However, support at meetings such as this is not project specific. Discussion followed.

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Set Project Priority

Mass Receiving Project – Linda welcomed Lindsay back from maternity leave. Lindsay stated that this will be Phase II of the project. The purpose will be to identify the services needed and how to access them for mass care. This will include medications, food, counseling, etc. Larry suggested including fuel and traffic management. Pat stated that this is an inundated scenario that will surpass the capacity of hotels and will likely result in tent cities. The plan will include coordination with FEMA and the National Guard. The project is estimated at \$60,000. Discussion followed.

<p>Motion: Carolyn Shores Ness motioned to add the Mass Receiving Project to the priority list. Larry Holmberg seconded. Motion passed unanimously.</p>
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Project Outreach - Linda stated that this is a good continuation of past projects. Pat Smith stated that it is final necessary step in order to ensure the sustainability of a number of interconnected planning initiatives. Staff will contact each community's EMD and Select Board/City Council and arrange a presentation of the comprehensive emergency preparedness materials and how to most effectively utilize them.

Cross Cutting – Lindsay stated that this project proposes a series of training and exercises that incorporate the findings from the recent Emergency Communication Strategies Report, Evacuation Report, Shelter Templates and Regional Shelter Plans, Mass Receiving, Faith Based and DART initiatives.

<p>Motion: Tracy Rogers motioned to combine the Public Outreach and the Cross Cutting projects together and add it to the priority list. Carolyn Shores Ness seconded. Motion did not pass unanimously.</p>
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Sue was concerned that the training was trying to tackle too many aspects. Larry stated that it is very important to outreach to the communities to make them aware of these plans and how to utilize them. Sue suggested a marketing and media campaign as part of the outreach project. Tom stated that outreach should be done by the EMDs, REPCs and LEPCs. Pat stated that there is limited funding for these volunteers. Tom stated that the website and social media should be used effectively. Laura suggested sending a letter to the EMDs and Select Board/City Councils to outline what is available on the website for resources.

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Outreach and Marketing -

Motion: Carolyn Shores Ness motioned to add the Public Outreach and Marketing project to the priority list. Mary Kersell seconded. Motion passed unanimously.

REOC Phase II – This is a place holder proposal. The consultant will present the revised concept of operations next week. The legalities are being worked out and addressed.

Motion: Larry Holmberg motioned to add the REOC Phase II project to the priority list. Mary Kersell seconded. Motion passed unanimously.

Joint Information System (JIS) – Linda stated that she felt that JIS is a sub-priority of the REOC. Tom felt that there are systems in place that are not perfect but are in place.

Motion: Larry Homberg motioned to add a JIS portion to the REOC Phase II project to the priority list. Mary Kersell seconded. Motion passed with two opposed votes.

Debris Management Planning – Sandra stated that this is a need in the communities. This project will create forms and checklists. Pat stated that DEP must approve debris management sites in advance in order to be eligible for reimbursement. Linda stated that this is a good project but it is not a continuation of a project already in progress. As funding decreases it is important to complete the projects that have been started. Tom stated that this project should be brought forward to the Council by Bob Hassett as the EMD representative.

Motion: Mary Kersell motioned to refer the Debris Management Planning project to the EMD Council Representative. Tom Grady seconded. Motion passed.

COAD Phase II – Tracy stated that this project would benefit from a second phase to conduct a table top exercise. Sandra requested that the Faith Based members be included in the table top exercise as well.

Motion: Sandra Martin motioned to add the COAD/Faith Based project to the priority list. Mary Kersell seconded. Motion passed. Tracy Rogers abstained.

Critical Infrastructure (CI) Phase V – Josh stated that he would like to expand the CI project to include transportation and communication.

Motion: Carolyn Shores Ness motioned to add the Critical Infrastructure project to the priority list. Larry Holmberg seconded. Motion passed. Josh Shanley abstained.

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Training and Exercise – Priorities

Sue stated that it would be good to take the shelter training being developed and take it to the exercise level. Noreen suggested a training of rest centers related to special needs and disabilities. Tom suggested setting aside funding to send additional people to the Anti-terrorism training in New Mexico or to do the trainings locally. Josh suggested school safety training. Discussion followed.

The list of projects was prioritized as follows:

1. CI Phase V - \$65,000
2. REOC Phase II - \$60,00
3. Public Outreach - \$60,000
4. Mass Receiving Phase II - \$50,000
5. COAD/Faith Based - \$35,000

Training and Exercises - \$150,000

Training & Exercise Plan (TEP) Update

Sue stated that the TEP has been updated with all of the new Trainings and Exercises for the annual update. Discussion followed.

FFY2011 Project Updates

Mass Receiving Planning

This discussion was tabled until the next meeting.

Regional EOC Planning

This discussion was tabled until the next meeting.

Faith Based Phase III

This discussion was tabled until the next meeting.

Shelter Equipment

This discussion was tabled until the next meeting.

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DPW GPS Equipment

Sue stated that the GPS units were not on the state contract for \$299 as originally thought. The least expensive adequate GPS unit was \$403.69 each.

<p>Motion: Sandra Martin moved to approve an additional \$10,574.00 to purchase the GPS units for the GPS training. Carolyn Shores Ness seconded. Motion passed.</p>

FY2012 Project Updates

VOAD Engagement and Capacity Building

This discussion was tabled until the next meeting.

Sheltering Equipment

This discussion was tabled until the next meeting.

CI Prioritization Phase III & IV

This discussion was tabled until the next meeting.

Requests

No requests were presented.

Old Business

No old business was discussed

New Business

No new business was discussed

Items Unforeseen by the Chair

No unforeseen items were discussed.

Next Meeting

The next meeting was scheduled for October 1st at 11:00 am at DPH.

There being no further business Larry Holmberg motioned to adjourn. Josh Shanley seconded. Voted unanimously.

The meeting adjourned at 1:07 pm.

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