

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, December 1, 2015, 11:00 am
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Mary Kersell (HPHPC), Linda Moriarty (WMEMS), Erica Johnson (PVPC), Sandra Martin (BCBOHA), Ed Lesko (HPHPC), Gretchen Johnson (FRCOG), Jeanne Galloway (HCHC), Ann Shea (MMC), Pat Smith (FRCOG), Ed Morales (EEC), Carolyn Shores Ness (DBOS/BOH), Tom Lynch (BMC), Larry Holmberg (HREPC), Brian McCartney (PVPC), Tracy Rogers (FRCOG), Mark Maloni (FRCOG), J.D. Hebert (DMH), Eammon Coughlin (BRPC), Kelly Constantine (HPHPC), Greg Lewis (FRCOG).

Linda Moriarty called the meeting to order at 11:03 am.

Meeting Minutes

The committee reviewed the minutes from the November 3, 2015 meeting. Larry Holmberg noted that he was in attendance at the last meeting.

Motion: Larry Holmberg motioned to approve the November 3, 2015 meeting minutes as corrected. Tracy Rogers seconded. The motion passed. Tracy Rogers abstained because she was not in attendance.

A round of introductions followed.

FFY2014 Project Updates

MACC Phase III

Sandra Martin introduced Eammon Coughlin as the new Planner at BRPC. Sandra reported that Central Berkshire County is committed to the MACC project but needs to appoint a person to lead the project. The Southern Region in Berkshire County is still hesitant about the project and has requested that the Gent, New York plume incident be applied to the MACC project to show how using a MACC model would address some of the identified gaps. They have also requested a presentation from the Northern Berkshire Region.

Tracy Rogers stated that Franklin County held their first meeting on November 2nd. A DPW and Public Health representative have joined the project making it a well rounded group. The group is exploring where the MACC could be based. The Greenfield Police Department has plans to build a new station. The Franklin County Sheriff's office has also expressed interest in housing the MACC.

COAD Continuation

Tracy stated that the monthly update was included in the meeting packet. The Pioneer Valley meeting was held on November 18th at the Second Congregational Church in Greenfield which

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has been identified as an Emergency Rest Center site. They reviewed the Emergency Operations Plan.

Sandra reported that the Berkshire County meeting was held on November 4th. A Mass State Police Officer presented on the ICS structure.

Children in Disasters

Pat Smith stated that the executive summary was included in the meeting packet. Changes discussed last month were made. Pat explained that the emailed pdf version has active links and the report will also be posted on the WRHSAC website, www.wrhsac.org.

Sheltering and Shelter Management Development

Pat stated that the monthly report was emailed. Franklin County has been working on additional outreach to communities, schools, libraries and other facilities to discuss their willingness to participate.

Berkshire County has also been moving forward. They have been visiting sites and conducting shelter surveys. A shelter survey was completed for Chimney Corners.

Sandra stated that a survey monkey survey is being distributed to the area REPCs to poll about training needs related to sheltering. Sandra reported that existing training is being reviewed as well to avoid duplication.

Pat stated that sheltering site tours have been underway in Franklin County. The Town of Colrain is unwilling to be a host community but is being encouraged to sign the MOU that agrees to pay part of the cost of the regional shelter in another community.

Brian McCartney stated that Hampden County should have a good sense of the participating communities by the end of the week.

Sandra asked that the cost sharing MOU template be distributed. Pat replied that the template is an addendum to the Mutual Aid Agreement. The template has been distributed before but she would be happy to send it out again. Discussion continued.

Companion Animal Expandable Cache

Raine Brown reported that all items originally requested have been purchased. However there is some funding left over that is being reviewed to order some additional items.

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Website Resource Guide Map

Raine stated that a vendor from Greenfield has been selected. They have been very responsive. Prototypes should be ready to be reviewed in January.

FFY2015 Project Updates

Children in Disasters

Raine stated that the Subcommittee needs to decide on how to move forward with the Children in Disasters (CID) project. She suggested convening a working group. Pat stated that there is a significant resource list that has been compiled from the FFY14 CID Project. Raine stated that she will review the recommendations and action items from the FFY14 project to show how they match. Raine stated that she will send out a doodle poll to set up a conference call.

Debris Management Template

Linda Moriarty tabled this discussion until Carolyn Shores Ness arrives. She had sent an email that she would be late due to another meeting commitment.

Inter-Disciplinary/Jurisdictional Situational Awareness

Raine stated that there was not time on the agenda to discuss this project at the Training and Exercise (T&E) Subcommittee. Raine suggested creating a working group. The goals and objectives of the project need to be refined. Linda asked Raine to coordinate a working group of this subcommittee and the T&E Subcommittee. Ann Shea, Mark Maloni and Sandra Martin offered to be on the working group.

COAD Continuation

Sandra stated that it is important to continue to support the COADs until they grown and create their own infrastructure. Tracy Rogers stated that the Pioneer Valley COAD is in good shape. Sandra explained that the Berkshire COAD has had some turnover in members and needs continued support for one more year but she will make it clear to the COAD that this is the last year that they can receive administrative support from the Council. Both COADs were polled concerning projects and a recovery project was decided upon. Raine cautioned that a disaster recovery plan was offered and only two towns expressed interest. Sandra responded that a recovery project has the support of both COADs. The recovery project could discuss volunteer management, donation management, etc. Larry Holmberg stated that it is important to have the EMDs involved in this type of project. Sandra stated that efforts have been made to incorporate EMDs into the COADs. Larry suggested emphasizing to the EMDs that the goal of this project is to make the job of an EMD easier.

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Raine stated that the next step is to write up the SOW and a full PJ to submit to EOPSS.

Motion: Sandra Martin motioned to approve \$4,000 for administrative support of the Berkshire COAD and \$11,000 for a project related to recovery. Ed Lesko seconded. The motion passed unanimously.

Debris Management Template

Review Scope of Work

Raine reported that the working group discussed how they would like the project to move forward. The project outline was included in the meeting packet. They decided to split the project into two deliverables. The first deliverable will be the template and the second will be a debris management action guide. The action guide will be a two page check list of what to do during an event. Any remaining funding will be dedicated to outreach and training. The proposed budget is \$20,000 for the creation of the template, \$7,500 for the design of the checklist and the remaining balance of \$4,167 for outreach.

Pat stated that MEMA reviewed and offered revisions to the Debris Management Plans for Franklin County. FEMA accepted the plan but did not approve it. The Plan will need to be updated. It was suggested to drop the specific paper size in the Scope of Work.

Motion: Larry Holmberg motioned to approve the Scope of Work for the Debris Management Template Project as presented. Carolyn Shores Ness seconded. The motion passed unanimously.

Discuss how work is to be completed

The RPA staff left the room. Raine asked if the Subcommittee would like to hire a consultant or have the RPAs conduct the work for this project. Carolyn stated that Pat from the FRCOG is very familiar with this project and the FEMA process. She felt it would be wasteful of limited funding to pay another agency to familiarize themselves with the project. Linda cautioned that the funding should be distributed amongst the three RPAs and the FRCOG currently has the lead on a few of the Subcommittee's projects. Raine suggested having a lead RPA. Since the template will be based on the FRCOG plan it would be logical to have the FRCOG be the lead RPA on the project. Raine suggested appointing another RPA as the lead of the checklist task. Larry stated that he disagreed and felt that the FRCOG should be the lead on the project for the same reason of paying another entity to get familiarized with the project. Ed Lesko voiced that he has strong reservations concerning PVPC due to the amount of staff turnover they have experienced and the resulting inability to complete projects. Jeanne Galloway cautioned against allocating the bulk of the funding to one RPA.

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Larry suggested a test audience for the template and checklist. Carolyn volunteered the Deerfield DPW. Linda tabled the discussion about outreach until the project is further along.

Motion: Carolyn Shores Ness motioned to approve the 14,000 for the FRCOG as the lead for Task 1 and \$3,000 to PVPC and \$3,000 to BRPC to review the task; \$5,500 for BRPC to lead Task 2 with \$1,000 each for FRCOG and PVPC for review. The remaining funding will be set aside for Public Outreach activities that will be allocated once the project has further developed. Larry Holmberg seconded. The motion passed unanimously.

The RPA staff returned to the room. Raine stated that she would hold a conference call with the RPAs.

Budget Review

Raine stated that the FFY14 funds have a few projects that will be returning some funds. The CID project is expected to return \$500. The Public Outreach interactive web map is projected to return \$2,000. The Companion Animal project is anticipated to return some funding. There is also \$5,000 from the Shelter Planning Management project that is predicted to be returned. No action is required yet from the Subcommittee. Linda tabled the discussion until the January meeting.

Requests

No requests were presented.

Old Business

No old business was discussed.

New Business

Tom Lynch announced that he will be retiring in June. Linda congratulated Tom. Linda stated that she hopes that the Hospitals will appoint Ann Shea as the Council representative due to her dedication to this subcommittee and the Council.

Raine stated that the Council is working with the FBI to hold an Active Shooter Symposium. The FBI has a video that they want to push out to law enforcement. However, since our coordination with the FBI on the anti-terrorism training, the Council was asked to use their outreach efforts to push the video out to all types of first responders. The Symposium will be held in March in the auditorium at Deerfield Academy. It is expected that up to 400 people will attend. It will be a day long event. The FBI will coordinate the expert speakers. It has been

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discussed that the 45 minute video will be shown then a behavior specialist will speak, next a law enforcement commander that was at an active shooter incident, then a representative from the Fire and EMS side, a survivor will speak and then possibly an FBI Witness Survivor Team member.

Linda stated that the Council is also building on the Anti-Terrorism Exercise and will be conducting a drill in the spring and a full scale exercise in the fall. Both events will be held at Six Flags New England. Kelly Constantine asked if children will be included in the exercise. Raine answered that all the details have not been worked out yet but that Six Flags is very interested in incorporating a functional needs component. Kelly stated that she has a contact for the Boy Scouts. Discussion followed.

Items Unforeseen by the Chair

No unforeseen business was brought forward.

Next Meeting

Linda wished everyone a happy holiday season.

The next meeting is scheduled for January 5, 2016 at 11 am at DPH.

There being no further business Ed Lesko motioned to adjourn. Jeanne Galloway seconded. Voted unanimously.

The meeting adjourned at 12:44 pm.

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