

Western Region Homeland Security Advisory Council  
Joint Planning / Pan Flu & Training & Exercise Subcommittee Meeting  
Tuesday, December 3, 2013, 11:00 am  
DPH, 23 Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Gretchen Johnson (FRCOG); Larry Holmberg (HREPC); Tracy Rogers (FRCOG), Josiah Neiderbach (PVPC), Josh Shanley (NEM), Linda Moriarty (WMEMS), Cindy Hahn (ARC), Sandra Martin (BCBOHA), Nikki Nixon (PVPC/HCHC), Mary Kersell (HPHPC), Pat Smith (FRCOG), Ed Lesko (HBOS/BOH), Tom Lynch (BMC), Ann Shea (MMC), Don Snyder (MDPH).

Linda Moriarty called the meeting to order at 11:10 am.

### **Meeting Minutes**

The committee reviewed the minutes from the November 5, 2013 meeting.

<p><b>Motion:</b> Larry Holmberg motioned to approve the November 5, 2013 meeting minutes. Sandra Martin seconded. Motion passed unanimously.</p>
---

Larry suggested having more depth of discussion in the meeting minutes. Raine and Linda spoke in favor keeping the minutes simple. Gretchen stated that additional information can be provided if requested.

A round of introductions followed.

### **FFY2011 Project Updates**

#### ***Faith Based Phase III***

Tracy stated that Mary Kersell did a lot of hard work on the Emergency Rest Center Guide for Faith Groups and Municipalities Plan Template. A copy of the Plan was included in the meeting materials. A round of applause followed. Mary stated that the MOA is completed. The other forms are still being compiled. Tracy stated that the new FRCOG staff person will begin on January 2<sup>nd</sup>. Mary stated that Planners are actively working with the Faith Based Community. Mary asked the Subcommittee to review the plan. Comments on the plan can be sent directly to Mary.

#### ***Shelter Equipment***

Raine stated that she is in the process of compiling the excel spreadsheet of shelter equipment to be purchased. There is some additional information needed. The contracts that were set up to be valid for one year will expire at the end of June 2014. EOPSS has approved the WRSHAC FFY13 plan.

Western Region Homeland Security Advisory Council  
Joint Planning / Pan Flu & Training & Exercise Subcommittee Meeting  
Tuesday, December 3, 2013, 11:00 am  
DPH, 23 Center Road, Northampton, Ma

***DPW GPS Equipment***

Raine stated that a total of 93 towns participated in the training. There are eight units leftover. Due to the re-stocking fee to return them, Raine suggested distributing several of them to the RPAs. The remaining units will be housed at MEMA Agawam as a regional cache.

**FY2012 Project Updates**

***VOAD Engagement and Capacity Building***

Tracy stated that she gave a presentation to the West Springfield MRC. There is an ongoing discussion on whether to create an online database or to utilize the 211 system. The 211 system is helpful to the public but does not meet the needs of the COAD. Tracy is working on the Draft Emergency Response Plan. A flow chart is being created. Tracy is contacting potential speakers for the summit on March 26<sup>th</sup> at the Clarion in Northampton.

***Sheltering Equipment***

This discussion was included with FFY11 Sheltering Equipment.

***CI Prioritization Phase III & IV***

Josh stated that he is working with National Grid to obtain non-municipal information. The Northampton Resiliency Project focused on how to maintain municipal services for 2-20 days during an emergency. The full report will be done soon. There will be an Asset Manager Training offered in January or February.

Raine asked Josh to explain how the Northampton Resiliency project is benefitting the CI Prioritization project. Josh stated that the work was very beneficial for its concentration on utilizing existing resources in creative and efficient ways. Josh felt it was very informative and assured the subcommittee that the CI project will be completed on time.

***GPS Cache and Training***

Raine stated that this project is ready to move forward as soon as the approval is received from EOPSS. The project will establish a GPS cache at each Sheriff's Dept. A training on the GPS units will be offered and open to state agencies. The training will be held at the MEMA offices in Agawam.

Western Region Homeland Security Advisory Council  
Joint Planning / Pan Flu & Training & Exercise Subcommittee Meeting  
Tuesday, December 3, 2013, 11:00 am  
DPH, 23 Center Road, Northampton, Ma

**FY2013 Project Updates**

***Public Outreach/Project Awareness – scope of work development***

Raine stated that a conference call was held to discuss how to proceed with this project. Raine got an estimate of under \$10,000 from a PR Consultant in Berkshire County. The total for this project is \$60,000. The content will need to be provided by the Subcommittee. The RPAs will give the presentations. The funding will also need to cover give away items such as pens or totes.

Raine said that she did some further research online and came up with a sample video. A round of applause followed the video. Raine stated that different styles are emerging and going away from basic PowerPoints. This sample video was completed in 2-3 hours. It took the most time to find pictures to use in the video. The software is called Powtoons and an annual subscription is \$250. Talent for the voice over would be needed. A video would be created for each discipline. The remainder of the funding could then be used for staff time to present the videos at meetings. Linda asked Raine to discuss with the RPAs to see if they are interested in helping create these videos and to be sure they are consistent. Discussion followed concerning licensing for software or other software options. Raine stated that a game played at these meeting such as bingo or jeopardy could also help engage the listeners.

**Motion:** Josh Shanley motioned to direct Raine Brown to gather more information on the video software subscription and other similar options for the Public Outreach Project presentations. Sandra Martin seconded. Motion passed unanimously.

***Mass Receiving Phase II***

Raine stated that Mark Malloy presented the results of Phase I of the project last month. Raine reached out to MEMA for input on the next phase of this project. MEMA suggested coordinating the work with the regional and a state shelter plans. The second phase of the state shelter plan is focusing on functional needs. The evacuation plans should be consulted. Reception centers to provide food and fuel are part of the state evacuation plan. It would be beneficial to further look into disaster housing options. Staging areas to receive goods both perishable and non-perishable should also be considered. Raine stated that there is \$50,000 for this project. Raine has been attending the state evacuation plan meetings. Pat stated that it would be beneficial to create a computer based tool that could calculate different needs based on the type of disaster in real time. Raine suggested contacting Gary Roux from PVPC to discuss a computer based interactive evacuation tool using GIS data. Discussion followed concerning Points of Distribution buildings and related equipment.

Western Region Homeland Security Advisory Council  
Joint Planning / Pan Flu & Training & Exercise Subcommittee Meeting  
Tuesday, December 3, 2013, 11:00 am  
DPH, 23 Center Road, Northampton, Ma

***MACC Phase II***

Raine stated that an RFP was released on November 25<sup>th</sup>. The proposals are due on December 13<sup>th</sup>. They will need to be reviewed and scored. It is hoped that the project will begin in January. This project will coordinate with the DPH Health and Medical Coordinating Coalitions (HMCC) initiative. Linda stated that DPH held their first meeting yesterday. Many Council members were in attendance. The two projects should coordinate well together.

**Requests**

No requests were presented.

**Old Business**

No old business was discussed.

**New Business**

Raine stated that after the project funding allocation done at the November Council meeting there remains approximately \$15,000 in FFY12 that is unallocated and just over \$2,000 in FFY13.

Sandra would like to offer a PIO training. Raine stated that a request will need to be presented to the Training and Exercise Subcommittee meeting on December 17<sup>th</sup>.

Raine stated that she has sent an email requesting feedback on the shelter training. Please review the emails and respond.

**Items Unforeseen by the Chair**

Linda stated that Don Snyder is retiring at the end of the month but he will remain active on the Subcommittee.

**Next Meeting**

The next meeting is scheduled for January 7<sup>th</sup> at 11 am at the Northampton Police Department.

There being no further business Larry Holmberg motioned to adjourn. Mary Kersell seconded. Voted unanimously.

The meeting adjourned at 12:36 pm.

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