

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, February 4, 11:00 am  
Northampton Police Department, 29 Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Gretchen Johnson (FRCOG); Larry Holmberg (HREPC); Tracy Rogers (FRCOG), Josiah Neiderbach (PVPC), Linda Moriarty (WMEMS), Cindy Hahn (ARC), Nikki Nixon (PVPC/HCHC), Mary Kersell (HPHPC), Ann Shea (MMC), Carolyn Shores Ness (Dfld BOS/BOH), Mark Malloy (BRPC), Terry Dun (NWMIMT).

Linda Moriarty called the meeting to order at 11:04 am.

### **Meeting Minutes**

The committee reviewed the minutes from the January 7, 2014 meeting.

**Motion:** Larry Holmberg motioned to approve the January 7, 2014 meeting minutes. Carolyn Shores Ness seconded. Motion passed unanimously.

A round of introductions followed.

### **FFY2011 Project Updates**

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

Tracy stated that the monthly update was included in the meeting handouts. The outreach is ongoing. Mary has created an informational brochure and flyers. The MOUs are being completed.

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

Raine stated that all of the equipment that was requested on the prior contracts has been ordered. The second RFQ for the durable medical supplies only received one partial response. She will contact vendors directly. Raine is working with vendors from the state contract to review computer specifications and obtain quotes for computers and software. She has been working with Larry on the inventory system. The inventory system for the hospitals is interoperable but very expensive. Linda stated that there are four portable units that were bought when the hospital inventory system was purchased. Linda noted that Sandra Martin had participated in the training session that was held when the system was first purchased and Sandra had felt the system was too complicated for a shelter. Linda suggested that it be looked into it again. Discussion followed.

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**FY2012 Project Updates**

***VOAD Engagement and Capacity Building***

Tracy stated the monthly update was included in the meeting handouts. Both COADs met last month to identify and discuss the current gaps in services. The keynote speaker for the Summit will be the COAD Executive Director from New Jersey.

***Sheltering Equipment***

This discussion was included with FFY11 Sheltering Equipment.

***GPS Cache and Training***

Raine stated that that the Council approved the additional GPS training. The additional session will be held in Berkshire or Franklin County. Both sessions will be full day trainings. Tom Lozier will do the trainings. The GPS units have been ordered. After the trainings are completed the caches will be housed at the Sheriff offices.

Bob Barry requested to use 20 of the GPS units for a set of two MEMA meetings with the EMDs in May. MEMA would like to have Tom Lozier to do an overview on GPS units. MEMA will take full responsibility for units.

**Motion:** Carolyn Shores Ness motioned to approve MEMA utilizing 20 GPS units from the GPS Cache for a MEMA meeting with EMD's in May 2014. Mary Kersell seconded. Motion passed unanimously.

**FFY2013 Project Updates**

***Public Outreach/Project Awareness***

Raine stated that last week, EOPSS approved the project including the additional \$10,000 for promotional materials. The contracts will go out to the RPAs next week. It is hoped that at least one of the videos will be ready to be shared at the COAD summit in March.

***Mass Receiving Phase II***

Raine stated that the draft scope of work was included in the meeting handouts. Raine stated that the budget needs to be reviewed. It was recommended at the last meeting to explore identifying one reception center per county as well as a staging area for perishable and non-perishable items. Raine stated that may be too ambitious for the timing and the funding and suggested removing task 5 and 6 (staging areas) for this phase of the project. The total funding for this phase of the project is \$50,000. Larry suggested adding outreach to public safety and fire departments in both

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task 1 and task 2. Terry stated that lessons learned from those that went to New York to assist with the Sandy disaster should be consulted. Discussion followed concerning placement of the centers near major routes. Raine stated that she will re-work the scope of work and the RPAs should come prepared next month to propose how they would like to proceed with the project. Mark stated that he would prefer that each RPA take the lead on one task.

***MACC Phase II***

Raine stated that the contract was finalized yesterday. The interviews were conducted and Fortress was selected. It was decided that an initial meeting with the Berkshire Sheriff Department should be done without the Consultant present. A summary of the meeting will be given to the Consultant.

***COAD/Faithbased Final Phase***

The T&E Subcommittee approved that the FFY13 allocated funding for Rest Center Plan Training be linked to this project. The current phase of the Faith based project will conclude in March. Tracy stated that the training could concentrate on how to coordinate the COADs and the spontaneous volunteers. Raine suggested that the members consider what they'd like to see accomplished in this project and bring ideas to discuss further at next month's meeting.

**Budget Update**

Raine stated that all of our projects are moving along. All of the unallocated funds were allocated at the last Council meeting. Two approved projects were sent back to this subcommittee to give the final approval for the funds.

**Requests**

***Website re-format***

Raine stated that both the WRSAC and the Western Mass Ready website will be re-formatted to have a scrolling box for the preparedness projects that will be similar to the scrolling pictures. This will allow the list of preparedness projects to be more readable.

<p><b>Motion:</b> Carolyn Shores Ness motioned to approve up to \$4,000 to have the websites updated. Mary Kersell seconded. Motion passed unanimously.</p>
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***NWMIMT Field Response Equipment***

Terry stated that the NWMIMT is one of three type 3 IMT teams in the state. The team has been in operation for four years. The Field Communications Unit is in needs of some updates. The

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team is requesting from the Planning Subcommittee approval to purchase a awning, an easy up tent and portable desks and chairs that can be used for field response.

**Motion:** Carolyn Shores Ness motioned to approve up to \$5,339 to purchase the requested. Larry Holmberg seconded. Tracy Rogers and Mary Kersell abstained. Motion passed.

**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 is scheduled for March 4<sup>th</sup> at 11 am at DPH.

There being no further business Carolyn Shores Ness motioned to adjourn. Larry Holmberg seconded. Voted unanimously.

The meeting adjourned at 12:17 pm.

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