

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, March 4, 2014, 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), Mary Kersell (HPHPC), Ann Shea (MMC), Carolyn Shores Ness (Dfld BOS/BOH), Ann Shea (MMC), Sandra Martin (BCBOHA).

Linda Moriarty called the meeting to order at 11:06 am.

### **Meeting Minutes**

The committee reviewed the minutes from the February 4, 2014 meeting.

<p><b>Motion:</b> Larry Holmberg motioned to approve the February 4, 2014 meeting minutes. Tracy Rogers seconded. Motion passed unanimously.</p>
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A round of introductions followed.

### **FFY2011 Project Updates**

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

Tracy stated that the project is wrapping up. A PowerPoint presentation will be given to the Council on the 18<sup>th</sup> and to this Subcommittee next month. Sandra stated that the outreach portion of the project is picking up momentum. Colleges have been a very good resource connection due to their communication skills and resources such as vans, dining facilities, etc.

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

Raine stated that she is working with Dell to order computers that are adequate but within budget. Discussion followed concerning software pricing. Raine stated that she has been ordering the durable medical supplies individually.

### **FY2012 Project Updates**

#### ***VOAD Engagement and Capacity Building***

Tracy stated that she gave a presentation at the quarterly EMD meetings (both the morning and evening sessions). There were more than 100 in attendance in total. Tracy invited the EMD's to the Community Organizations Active in Disaster Summit on March 26<sup>th</sup>. The online registration is open.

#### ***Sheltering Equipment***

Mary suggested that the UMASS drill would be a good time to test the portable units that are compatible with the hospital tracking/inventory system. The "just-in-time" training module can

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also be tested. Mary stated that 15 of the scanners would be helpful. Linda said she would look into it. Larry suggested purchasing pre-printed bar codes. Mary suggested trying this system at as many upcoming events as possible to become familiar with the system. Tracy stated that it could be used at the Summit on the 26<sup>th</sup>. Linda stated that there have been many upgrades to the tracking system to make it more user friendly. Discussion followed concerning the user license.

### ***GPS Cache and Training***

Raine stated that the GPS units have been delivered. Quotes are being sought for hard cases to store the units in. There will be two trainings held. The first one will be held on April 2<sup>nd</sup> in Agawam and the second one on April 16<sup>th</sup> in South Deerfield. The online registration is open for both training sessions. The sessions can accommodate up to 50 people each.

### **FFY2013 Project Updates**

#### ***Public Outreach/Project Awareness***

Raine stated that the project is moving along. The purchase orders for the RPAs will be sent out by the end of this week. Work will begin on the video presentations. The VOAD Summit will be the first test audience.

#### ***Mass Receiving Phase II***

Raine stated that a copy of the Regional Reception Center Strategy from the draft Evacuation Coordination Plan for the Massachusetts Statewide Evacuation Coordination Planning Project was included in the meeting packet. This is still in draft form but the definition of a reception center differs from our concept. Sandra stated that our concept was to keep the evacuees moving to their destinations with gas and other necessary supplies. The state's concept is more intended to have evacuees stay in the area of the reception center. Both approaches need to be addressed. Linda stated that we need to decide which approach to focus on for this phase of the project. Raine suggested continuing with our original outline but changing the name of the project. Larry suggested Evacuation Service Center. Raine will rework the scope of work and send it to the RPAs and ask them to submit a project approach proposal for review at next month's meeting.

#### ***MACC Phase II***

Raine stated that a conference call with Fortress is scheduled for Thursday. We will discuss what we want to cover at the face to face kick off meeting later this month. The date will be finalized soon and the stakeholders will be invited to attend.

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***COAD/Faithbased Final Phase***

Tracy noted that personnel from both the COAD and Faith project put together a list of recommended next steps to be reviewed for inclusion in the next phase. There is a total of \$50,000 budgeted. The training for the rest center guide will use \$10,000 of that budget. We will need to prioritize our goals for the remaining funding and what can be accomplished within the timeframe. Discussion followed concerning outreach to new members such as colleges, encouraging entities to join the COAD, promoting the use of the 211 system, spontaneous volunteers, food safety, etc. Raine will draft a scope of work to review at the next meeting.

**Budget Update**

Raine stated that all of the funds for FFY11, FFY12 and FFY13 have been allocated. The FFY10 funds were spent down completely last week. Discussion followed.

**Requests**

No requests were presented.

**Old Business**

No old business was discussed.

**New Business**

Sandra suggested for a future project is addressing gaps in the sheltering plan such as a childcare plan to address reunification, trauma, evacuation issues, etc. Linda stated that a group in Connecticut called the Brethren offer a program on how to deal with logistical matters like keeping children busy so that the adults can complete paperwork, etc. Carolyn stated that school staff should be consulted as well. Cindy stated that the Red Cross is working on a curriculum for the schools to train teachers and staff on how to talk and work with kids during a crisis. Cindy will share more information as the project develops.

**Items Unforeseen by the Chair**

No unforeseen items were discussed.

**Next Meeting**

The next meeting is scheduled for April 1<sup>st</sup> at 11 am at DPH.

There being no further business Carolyn Shores Ness motioned to adjourn. Sandra Martin seconded. Voted unanimously.

The meeting adjourned at 12:50 pm.

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