

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, April 7, 2015, 11:00 am
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Gretchen Johnson (FRCOG); Mary Kersell (HPHPC), Erica Johnson (PVPC), Tracy Rogers (FRCOG), Linda Moriarty (WMEMS), Michael Nelson (DPH) Larry Holmberg (HREPC), Pat Smith (FRCOG), David Elvin (PVPC), Carolyn Shores Ness (DBOS/BOH), Diane Persson (BRPC), Tom Lynch (BMC), Sandra Martin (BCBOHA), Garrett Simonsen (PVPC), Ed Lesko (BOH/BOS).

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

Meeting Minutes

The committee reviewed the minutes from the March 3, 2015 meeting.

<p>Motion: Larry Holmberg motioned to approve the March 3, 2015 meeting minutes as presented. Tracy Rogers seconded. The motion passed unanimously.</p>
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A round of introductions followed.

FFY2013 Project Updates

Public Outreach/Project Awareness

Pat Smith stated that the updated list of the Public Outreach meetings was included in the meeting packet. There has been a lot of progress. Additional meetings are being scheduled. The FRCOG have completed the presentations for all but four of the scheduled meetings. The give-away items have been very popular. Raine Brown suggested speaking with Bob Dean at the FRCOG to set up a meeting with the Small Town Administrators meetings. Mary Kersell asked about the meetings in Hampshire County. David Elvin stated that meetings are being scheduled. Discussion followed concerning additional meetings and prioritizing them.

Mass Receiving Phase II

David stated that the monthly update was included in the meeting packet. Criteria to evaluate potential ESC sites are being developed. A checklist will be created. A list of candidate locations was passed around. David asked for feedback on the potential locations and ideas for additional sites. The task is to identify one or more locations in each county. Carolyn Shores Ness suggested the area near the Greenfield Rotary because there are several gas stations, bathrooms, parking and room for medic trailers at Big Y Supermarket, Home Depot and BJ's Wholesale Club. Linda Moriarty suggested removing the Big E location. It is a traffic congested area. David stated that he will consider traffic flow as one of the criteria for selecting a site. Larry Holmberg stated that private property locations may not be willing to be an ESC site. Linda suggested evaluating the Tri-County Fairgrounds location in Northampton. Ed Lesko

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suggested looking at the DPW in Hatfield as a potential site. Raine suggested not removing any potential locations but to add the new locations and evaluate all of them.

COAD/ERC

Tracy Rogers stated that the monthly update was included in the meeting packet. The invitations to the Summit on April 30th have been sent. There are 26 people signed up to date. Sandra Martin and Mary Kersell will be presenting at the ERC Guide training twice during the summit. Sandra will be giving a presentation to two churches in Franklin County. The project team will be attending FEMA Region 1's Faith Based Conference on May 6th to give a presentation on WRHSAC Faith and COAD projects. Tracy asked for input on promotional items for the conference since it will be mostly Eastern Mass based churches in attendance. Discussion followed. Business cards or a copy of the presentation was suggested as the most economical use of funds.

Mobile Generators

Raine stated that the request for trickle battery chargers were released for procurement and awarded.

Hampshire EDS Trailer

Raine stated that the procurement laws require that this project which includes installation of the equipment must be done with prevailing wages which makes the project increase from \$8,000 to \$15,000. The Hampshire Health Coalition has decided to pay for the installation of the equipment. The RFB for the equipment only will be released soon.

FFY2014 Project Updates

MACC Phase III

Raine stated that Phase II of the project for Fortress has been completed. The ConOps and SOGs have been completed. The rest of the Counties will be able to use the template created for Northern Berkshire. The MACC project video script has been re-written by Raine and Sandra. The audio has been recorded. The next step will be presentations to the Central and Southern Berkshire REPC. Phase III will focus on creating a MACC in Franklin County. Tracy volunteered to coordinate the effort with the Franklin County REPC. They are aware of the project and interested in moving forward. Raine stated that the budget for this project is \$40,000. Linda stated that she would like the outreach to be conducted by the RPAs and not an outside consultant. Sandra stated that she will help coordinate the outreach to the Central and Southern Berkshire REPCs.

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COAD Summit 2015

Tracy stated that is discussion occurred earlier in the meeting.

COAD ERC Continuation

Raine stated that this project has a budget of \$10,000. The goal is to address any gaps identified in the previous phase of the project. \$5,000 has been used to send staff to present at the FEMA conference. Sandra stated that the COAD in Berkshire County would benefit from one more year of administrative support.

Public Outreach Continuation

Raine stated that this project also has a \$10,000 budget. Discussion followed on how to measure the success of the project. Raine stated that attendance at meetings, items given away, hits to the website are all helpful. Pat Smith stated that Franklin County is on track with their budget but if additional meetings are booked additional funding may be needed. Raine stated that some of the funding could go to additional outreach materials as well. Raine suggested waiting to decide on a course of action until June or July.

Children in Disasters

Raine stated that the SOW for this project was included in the meeting packet. The Conference will be held in September. A working group has been formed. Conference calls will be conducted to develop the structure of the conference. Raine asked for any additional volunteers for the working group. Carolyn Shores volunteered. Raine stated that an executive summary of the conference will need to be developed to identify the gaps in the region and recommendations of how to address those gaps in the next phase of the project. Both the FRCOG and BRPC have submitted a proposal to be chosen to complete the work. The related staff from FRCOG and BRPC left the room.

Motion: Carolyn moved to consider the FRCOG and BRPC proposals. Tom Lynch seconded. The motion passed unanimously.

The Subcommittee discussed the two proposals.

Motion: Carolyn Shores Ness motioned to approve the FRCOG proposal for the Children in Disasters project. Ed Lesko seconded. The motion passed.

The FRCOG and BRPC staff were invited back into the meeting. Linda thanked both RPA's for submitting a proposal and announced the FRCOG was awarded the project.

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Sheltering and Shelter Management Development

Raine stated that there were four handouts included in the meeting packet. Raine stated that the Berkshire & Hampden County SOW was drafted to address seven entities with little to no regional sheltering planning done. This SOW was created in order to bring all the participants to the same level of planning. This project will also identify shelter management team leaders. Discussion followed concerning the definition of the deliverables. A clause will be added stating that circumstances will be reviewed if sheltering MOUs with municipalities are not able to be signed.

Motion: Carolyn Shores Ness motioned to approve the SOW and budget as presented. Larry Holmberg seconded. The motion passed. Sandra Martin and Diane Persson abstained.

Raine stated that Franklin County has developed their Regional Shelter Plan but that the MOU or MOAs have not been signed yet with the identified shelter sites. There are documents in the shelter plan that need to be updated as well. Additional work includes mapping, site plans, and identifying shelter managers.

Motion: Carolyn Shores Ness motioned to approve the Franklin County SOW for the sheltering project as presented. Ed Lesko seconded. The motion passed. Tracy Rogers abstained.

Hampshire County also has a Regional Shelter Plan. Six sites have been identified as regional shelter locations. Site plans for four of the sites need to be completed. MOUs for all six sites need to be developed. MOUs with resource vendors will be developed. Shelter management team leaders will be identified. Hampshire REPC has requested the FRCOG to oversee this project.

Motion: Ed Lesko motioned to approve the Hampshire County SOW for the sheltering project as presented. Tom Lynch seconded. The motion passed. Tracy Rogers, Larry Holmberg and Mary Kersell abstained.

The Project Coordinator for the project will need to oversee the project and keep it on track for completion and provide a monthly summary update for the Subcommittee. The budget for this is \$5,000.

Motion: Mary Kersell motioned to appoint the FRCOG as the Project Coordinator for the Sheltering Project. Tom Lynch seconded. The motion passed. Tracy Rogers abstained.

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Raine stated that the proposed budgets for the RPAs are \$15,000 for BRPC, \$15,000 for FRCOG and \$20,000 for PVPC.

<p>Motion: Carolyn Shores Ness motioned to approve RPA budgets as presented. Larry Holmberg seconded. The motion passed. Sandra Martin abstained.</p>
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Companion Animal Expandable Cache

Raine stated that Springfield has received the trailer. This project will purchase regional supplies that will be stored in Springfield. Raine will coordinate with Bob Hassett.

Requests

No requests were presented.

Old Business

No old business was discussed.

New Business

FFY15 Projects

Raine stated that a list of the FFY14 projects and the projects identified as secondary projects was included in the meeting packet to help facilitate discussion. EOPSS is anticipating level funding for FFY15. DHS has asked the States to provide specific project ideas in their funding plan rather than investment categories. This is a list of likely projects and will not restrict the Subcommittee from adjusting the list at a later date as deemed appropriate. Discussion ensued.

The projects chosen include:

MACC Phase IV - \$40,000

Children in Disasters Phase II - \$60,000

COAD Coordination - \$15,000

Debris Management Template - \$45,000

Shelter Containers - \$10,000

<p>Motion: Carolyn Shores Ness motioned to present the Council with the five chosen projects as discussed. Ed Lesko seconded. The motion passed. Sandra Martin abstained.</p>
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Items Unforeseen by the Chair

No unforeseen business was discussed.

Next Meeting

The next meeting is scheduled for May 5th at 11 am at DPH.

There being no further business Larry Holmberg motioned to adjourn. Ed Lesko seconded.
Voted unanimously.

The meeting adjourned at 1:10 pm.

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