

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, July 1, 2014, 11:00 am  
DPH, 23 Service Center Road, Northampton, Ma

Present: Raine Brown (FRCOG); Gretchen Johnson (FRCOG); Larry Holmberg (HREPC); Cindy Hahn (ARC), Mary Kersell (HPHPC), Carolyn Shores Ness (Dfld BOS/BOH), Nikki Nixon (PVPC), Ed Lesko (BOH/BOS), Pat Smith (FRCOG), Josiah Neiderbach (PVPC), Tracy Rogers (FRCOG), Linda Moriarty (WMEMS)

Linda Moriarty called the meeting to order at 11:01 am.

### **Meeting Minutes**

The committee reviewed the minutes from the June 3, 2014 meeting. Larry Holmberg stated that he would like the minutes to clarify that he was not opposed to the CAMET trailer proposal. He was opposed to expanding the proposal to other DART trailers.

<p><b>Motion:</b> Ed Lesko motioned to approve the June 3, 2014 meeting minutes as corrected. Cindy Hahn seconded. Motion passed. Tracy Rogers abstained.</p>
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A round of introductions followed.

### **FFY2011 Project Updates**

#### ***Shelter Equipment – Additional Equipment Hampden and Hampshire***

Raine stated that she has made progress on some of the remaining items. The third bid will go out for the projectors soon. There have been issues with not receiving any quotes for the requested items. Raine is working with Larry and Mary on the sign request. There have been some issues with the barcode scanner as well. Raine is continuing to work with MAPC to alter the format of the quotes to make it less overwhelming to vendors. Discussion followed concerning the quote process.

#### ***Medical Update to Shelter Plan***

Raine passed around two copies of the Medical Update. Mary stated that the purpose of the update was to develop all of the information on how to handle medications in a shelter. It also includes a list of all the pharmacies, hospitals and community health centers in each of the counties. There is space in to write who has standing authority in the shelter. It's a template. It will be added as a separate section in the Shelter Plan as an annex. Raine stated that she has hired someone to help reformat the all the sheltering documents so they have automated indexes and all changes from the shelter training are incorporated.

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**FY2012 Project Updates**

***VOAD Engagement and Capacity Building***

Tracy gave a PowerPoint presentation. There are two operational COADs that meet bimonthly, one in Berkshire County and the other in the Pioneer Valley which covers Franklin, Hampshire, and Hampden counties. A brochure and a Facebook page were created. An agency membership form was created and shared with the 2-1-1 system. A total of 117 organizations and 200 individuals are on the notification list. About 29 organizations are actively participating in the COADs.

The purpose of the COAD Emergency Operations Plan is to help community organizations to assist in minimizing the impact of emergencies by collaborating and coordinating services. The Plan covers all four counties of Western MA. The COAD member agencies may respond, but COADs themselves are not response organizations, and will not self-deploy. The foundation of the plan is situational awareness. The levels of activation include:

- \* 1 – Steady State/Monitoring
- \* 2 – Partial Activation
- \* 3 – Full Activation
- \* 4 – Long-Term Recovery

MEMA has invited the COADs to staff the ESF-7 desk in Region 3 when activated.

When the COADs are activated the COAD officers will hold twice daily briefings with subcommittee chairs, WebEOC monitor, PIO, and MA VOAD. The agenda for all briefings will be:

- \* Update on situation
- \* Update on activities
- \* Update on needs of agencies or community
- \* Assignment of tasks

The COAD Facebook page will be used for situational awareness. The COAD will also assist with keeping the records needed for FEMA reimbursement. The Plan will be updated every two years. The contact list will be updated annually and drills and exercises will be conducted twice a year.

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The Western MA COAD Summit was held on March 26<sup>th</sup>. Cathy McCann from the New Jersey Food Bank was the keynote speaker. Over 80 people attended. The Summit was well received.

Tracy attended the National VOAD conference which covered the pros/cons of becoming a 501(c)(3), governing models, developing leaders, and Leadership, Engagement, and Development (LEAD) which is on the NVOAD website.

The next steps of the project will focus on developing sustainable leadership, engaging EMDs, training members to staff ESF-7 desk and use WebEOC, engaging local businesses, creating a plan for donation management and to better connect with the MA VOAD.

Cindy stated that the communication and support from MEMA and FEMA has been great. Linda thanked Tracy for her work on this project.

***Shelter Equipment (see FFY11)***

This project was discussed previously in the meeting.

**FFY2013 Project Updates**

***Public Outreach/Project Awareness***

Raine stated that all of the promotional items have come in. However the blinking reflector lights need to be returned because many of the lights do not work. Pat stated that the RPAs have been holding regular conference calls. The video scripts have been completed and are ready to go to production. The RPAs will now focus on the list of stakeholders and the presentations. Josiah stated that the presentations will be given at stakeholder meetings beginning in September or October. Linda stated that it would be great to be able to give out information at the MEMA table in the Massachusetts building during the Big E this September 12<sup>th</sup> through the 28<sup>th</sup>.

***Mass Receiving Phase II***

Josiah stated that the RPAs have scheduled a conference call to kick off the project on July 23rd. The discussion will include the scope of work, deadlines, etc.

***MACC Phase II***

Raine stated that this project is moving along. The meeting last week was very productive. There was some confusion about the MACC and what the first responders are currently doing. It was very helpful to clear up that the MACC was not a different approach but a strengthening and formalizing of the existing procedures. There were some new people that came to the meeting. Fortress will continue to edit the Conops and then begin with SOG and outreach.

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Nikki inquired if anyone from Hampden County has been attending the meetings. Raine stated that Hampden County representatives have been invited but none have come to any of the meetings yet. The current project is the pilot project in Berkshire County because they were the most ready. The next phase will focus on Franklin County. Hampshire and Hampden County are a little more difficult because a MACC would likely only be used by the smaller towns. Raine stated that she will add Nikki to the email list.

***COAD/ERC***

Mary stated that Hampshire County and Berkshire have hired staff for this project. Tracy stated that Mark Maloni will be the staff person for Franklin County. Work on the project will begin soon.

***Mobile Generators***

Raine is re-working the specifications for procurement.

**Budget Update**

Raine stated that the Council voted to approve two projects to spend down the remaining FFY11 and FFY12 funds. The approved funds are for Tech Rescue Team equipment and additional radios for the Hampshire Hills 800 Mhz project. There may be some additional funding left over than what is currently indicated in the budgets. These funds will go towards the two projects. Raine will be able to calculate the remaining funding once some additional invoices are received.

**FFY2014 Plan Development Review**

Raine stated that the FFY14 Preliminary budget was included in the meeting packet. Raine reviewed the handout. The budget will be finalized at the July Council meeting. The FFY14 Plan is due to EOPSS in mid-September.

**Requests**

No requests were presented.

**Old Business**

No old business was presented.

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**New Business**

***EOPSS Ethics Update***

Raine stated that several months ago MAPC questioned whether a member of the T&E Subcommittee could bid on a project as an independent consultant. Another complication was that the member was also married to a Council member. A memo from EOPSS, included in the meeting packet, states that it has been determined that members of the Council and the Subcommittees are considered “special state employees” and therefore they must abide by state ethics law. It has been decided after long conversations with EOPSS, Bob Dean and Raine that no member of the Council or the Subcommittees can bid on a project as a private consultant that is funded by Homeland Security funds. The RPAs are allowed to receive funds because the funds are not directly paid to an individual, but rather to another governmental entity. Raine stated that this subcommittee may want to review which attendees of the subcommittee are voting members. Discussion followed. Linda asked everyone to think about this question and be prepared to discuss it further at the next meeting.

**Items Unforeseen by the Chair**

Mary shared a copy of the field guide for spontaneous volunteers that was folded to a wallet size pamphlet. Mary stated that she found the template on the Council of Archivists website.

**Next Meeting**

Linda stated that the August meeting may not be needed. The Planning projects are moving along and unless there is an unforeseen need, the subcommittee will meet in September.

The next meeting is scheduled for September 2<sup>nd</sup> at 11 am at DPH. Mary stated that this Subcommittee has done some great projects this year.

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

The meeting adjourned at 12:18 pm.

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