

**Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, December 19, 2017, 10:00 am
Hatfield Fire Department, 3 School Street, Hatfield, MA**

Present: Raine Brown (FRCOG), Tom Grady (BCSO), Carolyn Shores Ness (Deerfield BOS/BOH), John Paciorek (WMPCA/Deerfield PD), Stephen Kozloski (WMLEC) Bob Hassett (Springfield CMED), Jamin Carroll (PVTA), Stephen Gaughan (EMS Rep/Hatfield FD), John Pond (WMFCA), Michael Nelson (MDPH), Gail Bienvenue (MDPH), Chris Bouchard (Beckett Hwy), Bob Dean (FRCOG), Jeff McDonald (MSP), Jeanne Galloway (West Spfld Public Health), Amy Reilly (MAPC), Dennis Annear (NWMIMT), Michael Glisson (Granger Inc.), Hans Olson (EOPSS), Allison Egan (BRPC), Monica Wynne (Baystate Health), Tracy Rogers (FRCOG),

This meeting was audio recorded.

Chairman Thomas Grady called the meeting to order at 10:07 am.

Approval of Minutes

The committee reviewed the minutes from the November 21, 2017 meeting.

<p>Motion: Carolyn Shores Ness moved to approve the November 21, 2017 meeting minutes. John Paciorek seconded. Motion passed unanimously.</p>
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A round of introductions followed.

Cyber Security

Hans Olson talked about the state's efforts relative to cyber security and implementing best practices. He asked if the Council thought there would be interest in a state contract for managed cyber-security services that would be available to municipalities. EOPSS will be reaching out to municipalities with a survey. Tom talked about the discussion earlier today in the T&E Committee about cyber security and WRHSAC funding support of past statewide projects.

Updates from the Chair - Tom Grady

Tom thanked all who were involved in the successful Behavioral Analysis conference at UMass last week. Raine sent a link to an evaluation survey to all participants and will have an update at the next meeting. Looking for guidance on what future conferences would be beneficial to the region.

Updates from Disciplines

- FIRE: None

- POLICE: Police academies are undergoing some change. Possibly bringing in the sheriffs' offices. Marijuana OUI is still being discussed as the state rolls out the new adult-use marijuana law. Criminal justice reform bill is in a conference committee. Anxiously waiting to see what comes from that legislation.

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- EMS: OEMS is undergoing changes with a new director. They are revamping sub-committees and things seem to be coming together.
- EMD: None.
- PUBLIC HEALTH: Jeanne Galloway said that flu arrived six weeks earlier than normal this year. Influenza A and B are equally prevalent. It is still wise to get a flu shot. Also, cases of pertussis have been found in some schools.

Michael Nelson reported on the UMass campus-wide meningitis vaccination clinics. UMass staff was trained well. They drilled the clinic last year and everyone was very relaxed. There were four days of vaccinations with 1,400 to 1,500 students per day. It was a quick in and out process with a 10 to 15 minute turn-around time, entry to exit. Student nurses gave the shots and were overseen by clinical professors. UMass will do another clinic next month to administer the 2nd of the two shot series. The success of the clinics provides excellent evidence of the value of training, much of which was made possible by funds from the Council.

- TRANSPORTATION: Winter weather is here, and they are planning accordingly.
- DPW: Chris Bouchard reported on the Sandisfield highway facility fire. Four trucks and lots of equipment were destroyed in the fire. Several cities and towns have offered assistance to provide trucks, sanders and snowplows. Sandisfield is working with MassDOT currently and they have not accepted any other assistance to date. Mass Highway Association is revisiting discussion about public works mutual aid.
- CORRECTIONS: Tom Grady noted the challenges of the criminal justice reform bill, and the potential changes to current law. It will directly affect every community in some way.
- COMMUNICATIONS: None
- HOSPITAL: None.
- LOCAL GOVERNMENT: Carolyn Ness talked about the debris management template and how towns are using it. They are also documenting existing infrastructure conditions with photos and GPS before storms hit.
- Massachusetts State Police (MSP). Lt. Jeff McDonald reported. B Troop will start using electronic citations soon. Not every cruiser has the ability to print citations and connectivity is a challenge at times. The goal is to reduce the time of processing citations from up to 21 days for paper to almost instantaneous with e-tickets. There will be a new class of troopers graduated from the Academy soon. There has been some staff turnover recently at the top of the MSP.
- MEMA: None.

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- EOPSS: None.
- MAPC: Preparing municipal funding reports to be issued in January

Planning/Pandemic Flu: Raine reported for the committee.

The Committee discussed the FFY18 investment plan at its last meeting and determined its list of priority projects.

The WRHSAC Family Reunification Plan Template has been accepted by the Joint Commission (hospitals) conference as a session topic. The conference is in April in Orlando, FL. The request is to use some of the remaining project budget line to send someone to that conference to present. WRHSAC has the only family reunification template nationwide. Allison presented about the plan at a NACHO conference recently and the session was overflowing with interested attendees. Tom said he has heard from colleagues nationwide about the good work being done by WRHSAC. Raine noted that funded from the project would be used for a member of one of the RPAs to attend and present; and additional funds from the FRCOG Program Support or M&A line to cover travel for her attendance.

<p>MOTION: John Paciorek moved to support sending one or two people to present at the conference in Florida, and to spend up to \$4,000 toward costs. Carolyn Shores Ness seconded. Voted unanimously in favor.</p>
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Interoperability/Information Sharing: Working on FFY18 funding priorities at the next meeting later today.

Training and Exercises:

Tom noted there are several T&E subcommittee motions from the meeting held earlier this morning that require Council action:

Special Event Incident Management

We cannot get this training from TEEEX until calendar year 2019. \$6,000 is already allocated for this training, but there are two other TEEEX options to consider for 2018: Sport and Special Event Evacuation Training and Exercise Course, and the Sport Event Risk Management Course. Both designed originally for large sports venues, but have been revised to be relevant to large open air events in general. Both were held in Massachusetts last year at Boston College and were well received by participants. Courses are offered as a pair on two separate weeks. Looking at dates in June, 2018. Will require an addition to the \$6,000 already allocated.

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MOTION: Carolyn Shores Ness moved to allocate an additional \$2,000, for a total of \$8,000, for the two TEEX training sessions proposed by the T&E Committee. Bob Hassett seconded. Voted unanimously in favor.

Mental Health First Aid – Berkshire County & CISM

CISM training manuals approved at last month's WRHSAC meeting. Request to add \$1,000 to the approval from last month to fund the mental health training session as has been done for other similar trainings.

MOTION: Carolyn Shores Ness moved to allocate an additional \$1,000.00 for this training session. John Paciorek seconded. Voted unanimously in favor.

Emerging Threats Training:

This is a terrorism-related training. Handout was distributed to T&E Committee and can be shared if anyone wants to read it. Raine will try to fit this training into the spring schedule.

MOTION: Carolyn Shores Ness moved to approve \$15,000.00 for emerging threats training for first responders. John Paciorek seconded. Voted unanimously in favor

Hazmat Team Training backfill and OT:

Tom explained that Jon Davine requested funding for an 8 hour technician training session for the Hazmat Team and an 8 hour compressed MERRTT training for first responders. Trainings are free. Cost would be for backfill and overtime expenses as a result of the additional training time. MERRTT is an additional training outside of the regular schedule and the cost of backfill and OT that would result is not covered in their budgets. T&E Committee discussed the merits of allowing backfill and OT reimbursement for this training and voted to allow it, with funding to come from the line items already allocated for Hazmat Team training.

MOTION: Carolyn Shores Ness moved to allow use training funds for Hazmat Team backfill and overtime costs related to the MERRTT training. Steve Kozloski seconded. Voted in favor with one abstention (Steve Gaughan)

Equipment/PPE: No active projects to report.

CBRNE/IED: The subcommittee met on November 11th to discuss their investment plan for FFY2018. John Pond reported that a list of projects was created and he described the projects included in a handout to the Council.

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Fiduciary Report:

Report on the budget status of all FFY16 projects is included in the meeting handout packet. Raine is looking at remaining funds to be spent before June 30, 2018. She noted there are some unallocated funds in training and exercise; she asked the Council for ideas. Several equipment ideas were offered. Members will send those ideas to Raine.

Extension Request for FFY16 Competitive Grant

Raine said the Structural Collapse training is complete and there is approximately \$78,000 left in that line item because there was not as much backfill and OT reimbursement requested as originally anticipated. She recommends seeking permission from EOPSS to roll that remaining money into the equipment line item to augment the approximately \$84,000 in that line. Raine would also like to ask EOPSS to extend the deadlines for both the training and equipment grants. The current training grant deadline is December 31, 2017, and the equipment deadline is March 31, 2018.

MOTION: John Paciorek moved to ask EOPSS for permission to transfer all unexpended funds from the training line to the equipment line, and to extend the deadlines for expenditure to July 31, 2018. Carolyn Ness seconded. Voted unanimously in favor.

Travel Approval for MMA Conference

Raine requested approval for travel expenses to the annual MMA conference to represent the WRHSAC at the MAPC booth. She has attended the conference for several years. Amy Reilly offered to ask MAPC staff to attend seminar sessions and supply notes if any Council members are not able to attend and wanted to learn what was discussed in a particular session.

MOTION: Carolyn Ness moved to authorize Raine's travel expenses related to the MMA conference. Steve Gaughan seconded. Voted unanimously in favor.

Old Business:

FFY18 Investment Plan

Raine gave an overview of the handout document "WRHSAC FFY18 Initial Budget Planning". Details of the recommendations from the CBRNE and Pan Flu/Planning sub-committees are included in separate handouts included in the packet. T&E voted this morning to keep the same broad project categories as in the past and to add cyber security, and to recommend \$250,000 be allocated for those projects. When the T&E recommendation is added, the FFY18 allocations read as follows:

• CBRNE	\$232,595
• WMRIC	\$85,000
• Pan Flu Planning	\$175,000
• Training & Exercise	\$250,000
• FRCOG Program Support	<u>\$90,000</u>
Running Total:	\$832,595

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Unallocated Balance: \$68,632

Discussion about the recommendations from each subcommittee

CBRNE: Heard an overview of the CBRNE recommendations earlier in the meeting

WMRIC:

Videodownlink project is moving slower at MSP than anticipated. Request is to upgrade software in portable units, plus add a new unit. Intent is to be ready when MSP's project is completed.

Satellite Internet for BCSO Mobile Command Unit project is designed to improve radio communications in areas of poor or no reception.

Pan Flu / Planning:

Mental Health Recovery Resource Guide & Campaign: For identifying resources for first responders and community members for post-event mental health recovery.

Hospital Pediatric MCI Plan w/HMCC: Funds allocated in FFY17 to begin the plan. This is part of the Children in Disasters project. This funding would wrap up the development of the plan and likely add some training or exercise of the plan.

Public Information Message Maps: Develop pre-worded messages to get info out quickly to the public in emergencies. It will be formatted into a down-loadable booklet.

Placeholder for Cyber Security: To be better defined as we learn more about how WRHSAC will support EOPSS' priorities related to cyber security.

Transition Debris Management & SUV Training Format: Take what we currently have on-line and transition it to a more interactive format. Software is being purchased in a current project and could be applied to these trainings.

Also recommendations made to T&E subcommittee for trainings to consider.

T&E: Proposing to keep same broad categories and to add cyber security, and to allocate \$250,000.

FRCOG Program Support: Allows Raine to assist with WHRSAC project development and management.

Discussion about the funding recommendations:

Question about whether or not the Council should buy vehicles. Purchased a Bearcat vehicle a few years ago, but generally have not purchased vehicles. What about equipment trailers? They need vehicles to pull them, and towing them has been a problem at times. Council should consider whether or not the requested purchase is a regional asset, or a local decision with a

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request for regional funding to fill an operational need. Concern expressed that the Wilbraham EDD vehicle request through the CBRNE committee is not needed regionally and that it is limited to one handler. What would happen if the Town decided not to continue funding the cost of the dog? Is it a sustainable request for a service needed across the region? MSP currently provides the same bomb-detection service. Operationally, it would add a step to the process as the Wilbraham officer would have to call on MSP if a bomb were detected.

MOTION: Jeanne Galloway moved to deny the CBRNE proposal for the Wilbraham EDD vehicle. Carolyn Ness seconded. Voted unanimously in favor.

Further discussion about the FFY18 recommendations: There were no further items raised for discussion. Council agreed that the bottom-line amount of \$232,595 remain in the CBRNE recommended allocation despite the denial of the Wilbraham EDD vehicle. Raine will coordinate with the CBRNE subcommittee to review the available funds and return with a recommendation in January.

Discussion about the unallocated FFY18 balance of \$68,635 ensued. Are there additional needs in any of the subcommittees? The topic of forensic computer analysis software training and equipment raised in previous years was re-introduced. Who would be responsible for on-going maintenance and replacement? Agencies involved would be responsible.

MOTION: John Paciorek moved to allocate the remaining \$68,635 to the WMRIC subcommittee for forensic computer equipment and training. Carolyn Ness seconded. Voted unanimously in favor.

Amy Reilly reminded the Council of the allocation requirements by the state.

MOTION: Steve Kozloski moved to allocate the FFY18 grant award amount of \$901,230 as presented with the changes approved by the Council in today's meeting. Chris Bouchard seconded. Voted unanimously in favor.

Next steps:

- FFY18 Preliminary projects list due to EOPSS by January 17, 2018
- Final Plan due on February 14, 2018. Raine will bring a draft to the January Council meeting for final approval

WRHSAC Communications Representative

Nothing new to report. It remains an open position.

New Business:

None

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Business Unforeseen by Chair:

Tom wished everyone a happy holiday season, however you and your families celebrate, and thanked all for their hard work to keep the 101 communities of western MA safe.

Next Steps/Future Meetings

The next Council meeting will be held on January 16, 2018 at 10:00 am at the Hatfield Fire Department, 3 School Street, Hatfield, MA

<p>Motion: Jeanne Galloway moved to adjourn. John Paciorek seconded. Motion passed unanimously.</p>
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The meeting adjourned at 11:42am.

List of Documents Reviewed at the Meeting

- WRHSAC Council Meeting Minutes from November 21, 2017
- WRHSAC Fiduciary Report : FFY16 Homeland Security Grant, 12/19/17
- WRHSAC Fiduciary Report : FFY16 Competitive Homeland Security Grant, 12/19/17
- WRHSAC FFY16 Projects: State Homeland Security Program, 12/15/17
- WRHSAC FFY18 Initial Budget Planning
- Pan Flu Planning Subcommittee: FFY 2018 Investment Plan Project Priorities & Recommendations
- CBRNE Subcommittee: FFY 2018 Investment Plan Project Priorities & Recommendations

Respectfully Submitted by
Bob Dean, Franklin Regional Council of Governments