

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, June 5, 2018 9:30 am
DPH, Service Center Road, Northampton, MA

Present: Raine Brown (FRCOG), Ann Shea (Mercy Medical), Jeanne Galloway (HCHC), Larry Holmberg (HREPC), Monica Wynne (Baystate Health), Pat Smith (FRCOG), Todd Zukowski (PVPC), Loren Davine (HPHPC), Tracy Rogers (HMCC/FRCOG), Mark Maloni (HMCC/FRCOG), Ann Dunne (FRCOG)

This meeting is audio recorded

Ann Shea called the meeting to order at 9:31 am.

Meeting Minutes

The committee reviewed the minutes from the May 01, 2018 meeting.

Motion: Larry Holmberg motioned to approve the May 01, 2018 meeting minutes as presented. Tracy Rogers seconded. Motion passed unanimously.

A round of introductions followed.

Public Health Update:

No updates.

FFY16 Projects

Family Reunification Phase II- Adobe Captivate Update - Additional funds

Raine researched the adobe captivate software subscription and license choices available, and MAPC assisted in securing a vendor who will provide a license for 4 yrs. with the ability of cloud access for file sharing between the FRCOG and the RPA's. The final cost is \$5,712.00, leaving a shortfall of \$1,412.00.

\$4,300.00 was approved at a previous meeting, and Raine asked for a motion to cover the difference, to be allocated from the FFY16 MACC Phase V funds.

Motion: Jeanne Galloway made a motion to approve \$1,412.00 to cover the additional funds required to purchase the adobe captivate software. Todd Zukowski seconded. Motion passed unanimously.

Raine will take the motion to the Council for full approval. Licenses will be assigned to the RPAs.

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FFY17 Projects -

Children in Disasters Phase IV

The project justification for the Pediatric Surge Plan is with EOPSS waiting approval. Raine expects the MOU to be ready by July 2018.

Functional/Access Needs Daily Response Planning- \$50,000.00

Raine noted the purchase orders have been compiled and will be issued soon.

Infrastructure Visualization- \$50,000.00

Raine will review how this project should move forward.

Budget Review

Raine reviewed the remaining funds left over from the FFY16 funds. EOPSS approved the extension of the FFY16 projects to December 31, 2018, although we are waiting on the written notification. The Family Reunification Phase II project will require an extension beyond July 2018.

Raine noted the FFY17 contract is in place, and the projects are ready to get started.

The FFY18 grant award was approximately \$40,000 less than anticipated. Raine and Tom Grady amended the budget to match the allocation making changes to Training & Exercise projects to balance the investment plan. The Planning Pan Flu budget was not affected.

Requests

Larry Holmberg requested funding of \$6,000.00 to purchase six carts to transport shelter supplies for the HREPC. Raine asked Larry to present a formal request in writing at the July meeting.

Old Business

None

New Business

None

Items unforeseen by the chair

Due to the shorter meetings, Raine discussed changing the meeting time, to accommodate the later morning meetings. After a brief discussion, the committee agreed to keep the meeting time at 9:30 am.

Next Meeting – Tuesday, July 10, 2018, 9:30 am at DPH, 23 Service Center Road, Northampton.

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There being no further business; Tracy Rogers motioned to adjourn the meeting. Monica Wynne seconded. Voted was unanimous.

The meeting adjourned at 09:49 AM
Respectfully Submitted by:
Ann Dunne, Franklin Regional Council of Governments