

**Present:** Raine Brown (FRCOG), Todd Zukowski (PVPC), Mark Maloni (HMCC/FRCOG), Allison Egan (BRPC), Chris Goshea (PVPC), Michael Nelson (MDPH), Tracy Rogers (HMCC/FRCOG), Tammy Spencer (HCHC), Monica Wynne (Baystate Health), Ann Dunne (FRCOG)

This meeting is audio recorded

**Raine Brown called the meeting to order at 9:35 am, as Jeanne is unavailable to attend. Raine explained the voting process.**

### **Meeting Minutes**

The committee reviewed the minutes from the December 04, 2018 meeting.

**Motion:** Tammy Spencer motioned to approve the December 04, 2018 meeting minutes as presented. Mark Maloni seconded. Motion passed unanimously.

A round of introductions followed.

Raine noted that Jeanne Galloway has agreed to serve as Chair. She would like to have this reconsidered once Monica Wynne's application as a Council member is approved by EOPSS.

**Motion:** Tammy Spencer motioned to accept Jeanne Galloway as Chair of the subcommittee. Monica Wynne seconded. Motion passed unanimously.

### ***Public Health Update:***

Tammy Spencer noted the increase in influenza-related illness.

### **FFY16 Projects**

#### ***Family Reunification Phase II- Adobe Captivate Software***

Allison demonstrated a section of the training module, and continued to discuss updates and the possibility of adding audio as part of the next phase of the project. She will coordinate with Raine to transition the modules to WRHSAC website.

**FFY17 Projects -**

***Children in Disasters Phase IV – Pediatric Surge Plan- \$50,000.00***

Tracy shared a draft table of contents for review, and asked for feedback and suggestions. Tracy focused on the trauma center component.

***Functional/Access Needs Daily Response Planning- \$92,000.00***

The electronic survey was launched. Staff continue to review data collection and shared preliminary First Responder results. The RPA's hope to stay on target with a January 2019 deadline for collection and review of data. The next steps will develop a workshop series. Raine will facilitate a conference call to discuss the development of a resource easy to use guide.

**FFY18 Projects -**

Raine noted the contract is in place, and the committee can begin work on the following projects.

***Cybersecurity Planning-\$40,000.00***

Raine noted that Linda Dunlavy (FRCOG), has some suggestions.

***Hospital Regional Pediatric MCI Plan - \$25,000.00***

This project will be a continuation of the Pediatric Surge Plan, and will develop an exercise in April 2020.

***EID Exercise Project - \$50,000.00***

The FFY17 funds are from the Infrastructure Visualization project that was abandoned, and the funds were rolled into FFY18.

Allison Egan shared an update on the proposed project, with an outline of several options to review and discuss. The proposed timeline allows for a training & exercise component. As the tasks and capabilities are in line with the DPH objectives, it was agreed to send the proposal to the WAG committee.

The following motion was made:

**Motion:** Tracy Rogers motioned to send this project to the WAG committee. Tammy Spencer seconded. Motion passed unanimously.

The subcommittee will continue to look for a suitable project.

Western Region Homeland Security Advisory Council  
Planning / Pan Flu Subcommittee Meeting  
Tuesday, January 08, 2019 9:30 am  
DPH, Service Center Road, Northampton, MA

**Budget Review**

The FFY17 projects are underway, and FFY18 funds are available and ready to be spent.

**Requests**

None

***Old Business***

None

***New Business***

None

***Items unforeseen by the chair***

None

***Next Meeting*** – Tuesday, February 5, 2019, 9:30 am at DPH, 23 Service Center Road, Northampton.

<p>There being no further business, Mark Maloni motioned to adjourn the meeting. Tracy Rogers seconded. Voted was unanimous.</p>
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The meeting adjourned at 10:55 AM

Respectfully Submitted by:

Ann Dunne, Franklin Regional Council of Governments