

**Western Regional Homeland Security Advisory Council**  
**Meeting Minutes**  
**Tuesday, April 16, 2019, 10:00 am**  
**Hatfield Fire Department, 3 School Street, Hatfield, MA**

**Present:** Raine Brown (FRCOG), Tom Grady, (BCSO), Bob Hassett (CMED), Nick DaDalt (EOPSS), Jamin Carroll (PVTa), Jeanne Galloway (HCHC), Carolyn Shores Ness (Deerfield BOS/BOH), Monica Wynne (Baystate Health), Shannon Todd (Granger Inc.), Bob Barry (MEMA), Steve Gaughan (EMS/Hatfield FD), Adam Hakkarainen (MSP), Paul Morrisette (East Longmeadow FD), Norene Pease (MAPHCO/Shutesbury BOH), David Rice (Greenfield PD), Allison Egan (BRPC), John Dearborn (Longmeadow FD), Michele Hiersche (MMC), Tracy Rogers (FRCOG), Amy Reilly (MAPC), Ann Dunne (FRCOG).

Bob Barry served as proxy for Bob Hassett until he joined the meeting.

This meeting was audio recorded.

Thomas Grady called the meeting to order at 10:08 am.

**Approval of Minutes**

The committee reviewed the minutes from the March 19, 2019 meeting.

The spelling of Jamin Carroll's name was corrected.

<p><b>Motion:</b> Carolyn Shores Ness moved to approve the March 19, 2019 meeting minutes as amended. Paul Morrisette seconded. Motion passed unanimously.</p>
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A round of introductions followed.

**Updates from the Chair**

No updates.

**Updates from Disciplines**

- FIRE: No Report.
- POLICE: No Report.
- EMS: Steve Gaughan noted the Regional Annual Meeting held on April 11, 2019 was well attended.
- EMD: The next quarterly EMD meeting will be held on May 23, 2019 at MEMA, Agawam.
- PUBLIC HEALTH: The measles outbreak is still a concern.
- TRANSPORTATION: The PVTa moved into their new facility on April 13, 2019.

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- DPW: The Mass. Highway Association are ready to launch their mutual aid plan for use by the local municipalities. Towns can participate for a nominal fee, and the regional cache will be readily available for use at local events. The Mass. Highway Association has developed an app for field use, allowing DPW crews and first responders to share information and photos of an event with dispatch. The plan will be rolled out at the annual meeting in May.
- CORRECTIONS: Tom noted that Berkshire County continues to face challenges in implementing the criminal justice reform act. As the agency continues to evolve, they are looking at the mobile integrated health models and associated grant funding available, as a follow up to prevent opioid overdoses.
- COMMUNICATIONS: No Report.
- HOSPITAL: Monica Wynne noted the Baystate Active Shooter drill was very successful.
- LOCAL GOVERNMENT: Carolyn Shores Ness reported that Deerfield received the Municipal Vulnerability Preparedness Certification, and the next step is to seek funding to hold a table top exercise specific to evacuation planning in the event of a dam failure and flooding of the Deerfield River. Carolyn will share her handouts on upcoming trainings for highway staff and conservation commissions.
- Massachusetts State Police (MSP): Adam Hakkarainen noted that the construction season has started and to expect travel delays. Adam is a member of the Mass CyberCenter's Cybersecurity Resilience Working and participates in the Training sub-group. The sub-group is working on a table top exercise. Jeff McDonald was unable to attend today as he is meeting with Laura Lefebvre, the new Chief of Police at Holyoke Community College. MSP is collaborating with HCC on a site assessment for the upcoming June graduation.
- MEMA: Bob Barry outlined the various events supported by MEMA, and noted the Boston Marathon was very successful. A new drone detection system was in use and proved to be very effective.
- EOPSS: The Federal Government released the FFY19 funding to support the Homeland Security Grant Program, with \$7M awarded to the state. EOPSS must submit the final investment plan for approval to DHS by May 29, 2019.

**Planning/Pandemic:**

**Non-pharmaceutical interventions (NPIs) FFY18 Project**

This project could improve best practices across the region in NPI planning, and develop a NPI implementation guide/template for local municipalities, law enforcement and schools. The funding for this project runs through end of July 2020.

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**Motion:** Carolyn Shores Ness motioned to pursue the non-pharmaceutical interventions (NPI) project as presented, with \$50,000.00 as the budget. Paul Morrisette seconded. Motion passed unanimously.

The Dept. of Public Health is starting to consider NPIs in their plans and to create an informational matrix on the implementation of a NPI plan to benefit municipalities.

Concerns were expressed about the lack of DPH participation at the Council level, and Nick will report this concern to EOPSS.

**Interoperability/Information Sharing:**

Raine presented an overview of the funds moved to cover the increased cost of the CMED project. Last month, the Council approved moving funds from various projects to cover the increase.

**Training and Exercises:** Tom asked the Council to consider the following projects:

**Special Events Enhanced Incident Management – July 09-July 11, 2019.**

Raine learned that the classroom at MEMA, Agawam will be too small to accommodate the interactive nature of this training. She searched for no-cost options, but none were available. The training will take place at the Hadley Farms Meeting House. The following motion was made to increase the budget to cover the location fees and the meal costs for the 3-day event.

**Motion:** Carolyn Shores Ness moved to approve the additional funding of \$5,218.72 to cover the location and the meal cost. Paul Morrisette seconded the motion. Motion passed unanimously.

Total Project Cost: \$9,218.72.

**Inner Resilience Training for First Responders:**

EOPSS has informed Raine that they see her facilitating and offering this training as a conflict of interest to her position as Homeland Security Program Manager. Raine took the circumstance to the State Ethics Commission to see if there might be a way to show transparency to avoid the appearance of conflict of interest. The Commission advised Raine a possible way is to offer her services as a gift to WRHSAC. Tom noted the subcommittee accepted the gift and will seek EOPSS approval.

**Motion:** Carolyn Shores Ness moved to accept the training as a gift and a budget up to \$3,000.00 to cover food and facility for the training. Monica Wynne seconded the motion. Motion passed unanimously.

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**WMEMS Training Equipment Request.**

EMTs and First Responders must maintain CPR recertification requirements, and WMEMS in an effort to keep the agency costs low; loans CPR manikins, equipment and supplies at no cost to the agencies. The American Heart Association instituted a mandatory CPR feedback device requirement for training. WMEMS requested funding to purchase some 'family packs' and supplies, as their current mannequins are not up to grade.

The equipment will be part of the regional cache.

**Motion:** Monica Wynne moved to approve up to \$5,500.00 to purchase the supplies and additional equipment, and to allow Raine to collaborate with Deb Clapp of WMEMS to make a final decision on the equipment purchased. Carolyn Shores Ness seconded the motion. Motion passed unanimously.

**Greenfield Police ALERTT Training Equipment Request.**

David Rice, Greenfield Police Department presented a proposal to obtain a set of active threat training equipment to conduct a multi-agency two-day active threat training in the western mass area. The equipment will be made available to the region and communities for training. It will be hosted by Greenfield PD.

**Motion:** Carolyn Shores Ness moved to approve up to \$21,000.00 to support the ALERTT Training and Equipment request. Chris Bouchard seconded the motion. Motion passed unanimously.

**Equipment/PPE: Message Board and Light Towers project.**

RoadSafe Traffic Systems conducted a maintenance assessment of the light towers and message boards. The 11 highway message boards require some level of repair, and overall the 10 light towers are in good shape. The handout outlines the recommendations and the costs for repair or replacement. Raine will move forward with RoadSafe to repair the equipment, using the \$10,000.00 allocated.

The equipment will remain available through the resource guide. There may be further discussion regarding equipment location and possible purchase of additional message boards.

**CBRNE/IED: FFY2018 - \$50,000.00**

The WMTRT wish to participate in a mini mobex at the Cape in late May. Approximately 12 members of the team wish to participate in the rope rescue practice. This represents a training gap as outlined in the AAR to Vigilant Guard exercise.

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**Motion:** Carolyn Shores Ness moved to approve up to \$10,000.00 to support the WMTRT participation in the mini MoBEX. Monica Wynne seconded the motion. Motion passed unanimously.

The team asked to use the remaining \$40,000.00 to build and host a western Mass region wide MoBEX.

**Motion:** Carolyn Shores Ness moved to approve \$40,000.00 to support the WMTRT in building and hosting a region wide mobex. Monica Wynne seconded the motion. Motion passed unanimously.

The team will working on building a MoBEX, and integrate the local agencies in the training.

**Fiduciary Report:**

*Cyber Resilient Working Group Update.*

Raine is assigned to the municipal sub working group. The first meeting of this subgroup is scheduled for new week.

*FEMA Federal Grant Management Training Request.*

EOPSS is hosting a session of FEMA's Fundamentals of Grants Management Course. The training will be held in Milford, MA on June 11-13, 2019. EOPSS is asking that a least one member of each region's fiduciary team to attend. Raine will be attending. The expenses are related to travel, food and accommodation. The training is free. The funds will come from fiduciary planning funds.

**Motion:** Chris Bouchard moved to approve \$715.00 to cover the costs of attendance at the training in June 2019. Monica Wynne seconded the motion. Motion passed unanimously.

Raine will request an extension of FFY17 funds from MAPC and EOPSS for the following projects:

- CMED Project – Interops
- Tow Vehicle Project – delay in receiving some specialty parts.
- Planning & Pan Flu Project- the workshops will take place in the fall.

*FFY2019 Investment Plan Workshop.*

The Council reviewed the draft investment plan with all the requests from the subcommittees. The investment plan is based on a level funded anticipated grant award of \$861,255.00 (level funded from FFY18).

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The Council members worked to balance the budget to meet the anticipated grant award, leaving flexibility to move monies between projects.

**Motion:** Paul Morrisette moved to accept the FFY19 investment draft plan as amended. Steve Gaughan seconded the motion. Motion passed unanimously.

A motion was made to allow Tom Grady to work with Raine to modify the draft investment plan based on any budget changes received from EOPSS.

**Motion:** Monica Wynne moved to allow Tom Grady to work with Raine to make any budget modifications as necessary. Paul Morrisette seconded the motion. Motion passed unanimously.

The draft investment plan is due to EOPSS by May 24, 2019 and the EOPSS finalized plan is due to DHS by May 29, 2019. Raine will share the finalized draft with the Council.

**Old Business:**

*School Representatives.*

Bob LaFord was nominated as the Higher Education representative and Martin O' Shea as the K-12 representative on the Council. Tom will contact EOPSS to determine the status of the many nominees awaiting approval.

**New Business:**

Fire Chief Duane Nichols rescinded his nomination as a representative to the Council, and Raine asked the WMFC Association to seek a new nominee.

**Business Unforeseen by Chair:** Tom emphasized the importance of maintaining the collaborative relationships between the multi-disciplines, and of building an awareness of the availability of the regional resources.

Tom asked the Council to remind their communities of all the training opportunities and events taking place over the spring/summer season.

**Next Steps/Future Meetings**

The next Council meeting will be held on May 21 16, 2019 at 10:00 am at the Hatfield Fire Department, 3 School Street, Hatfield, MA

**Motion:** Monica Wynne moved to adjourn. Paul Morrisette seconded. Motion passed unanimously.

The meeting adjourned at 11:47 AM

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List of Documents Reviewed at the Meeting

- WRHSAC Council Meeting Minutes from March 19, 2019
- WRHSAC Fiduciary Report : FFY17 Projects: 4/12/2019
- WRHSAC Fiduciary Report : FFY18 Projects: 4/12/2019
- WRHSAC Fiduciary Report : FFY17 Homeland Security Grant, 4/16/19
- WRHSAC Fiduciary Report : FFY18 Homeland Security Grant, 4/16/19
- Non-pharmaceutical interventions (NPIs) Project
- CBRNE subcommittee FFY2019 Project Recommendations
- Light Tower and Message Board Maintenance Assessment
- In-State Travel Request
- Pan-Flu Planning subcommittee FFY2019 Project Recommendations
- WRHSAC FFY Initial Budget Planning

Respectfully Submitted by Ann Dunne,  
Franklin Regional Council of Governments