

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, May 2, 2023, 9:00 am

**Subcommittee members present:** Loren Davine (HPHPC/MRC), Allison Egan (BRPC), Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Nick Licata (HMCC/FRCOG), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Monica Wynne (Baystate)

**Non-members present:** Raine Brown (FRCOG), Rachel Mason (FRCOG), Marty O'Shea (Longmeadow Superintendent)

**Subcommittee members absent:** Chris Goshea (PVPC), Tom Grady (BCSO)

*\*This meeting was conducted remotely on Zoom. The meeting was recorded.*

**Call Meeting to Order**

Jeanne Galloway called the meeting to order at 9:00 am.

**Approval of Minutes**

The committee reviewed the minutes from the April 4, 2023 meeting.

**Motion:** Larry Holmberg moved to approve the April 4, 2023 meeting minutes as submitted. Carolyn Ness seconded the motion. A roll-call vote was held. Sandra Martin, Jeanne Galloway, Carolyn Ness, Monica Wynne, Larry Holmberg, Loren Davine, and Nick Licata voted in favor. Allison Egan abstained. The motion was approved.

Introductions followed.

**Public Health/Flu Update**

Jeanne Galloway reported that the federal and state emergency is coming to an end next week. Sandra Martin reported that new guidance around vaccination is a bit murky, but it seems that one bi-valent vaccine is sufficient for most people. People over 65 may get a second one. Loren Davine noted that a new formulation is expected this fall. A lot of current vaccine is stockpiled, so there will continue to be no cost to getting it even after the end of the emergency, but the new formulation will need to be purchased and that may change things. Carolyn Ness reported that ticks are out and they are bad. The mosquito district is going to start trapping in two weeks for a new kind of mosquito disease load. Monica Wynne reported on hospitals. Flu is basically gone. They still have double digits for Covid admissions, but no rise in positive tests coming in.

**Children and Long Term Disasters** – *This FFY21 project was discussed out of order to take advantage of Longmeadow Superintendent Marty O'Shea's presence at the meeting.*

Raine Brown invited Marty O'Shea to join the ongoing discussion about the possibility of creating a toolkit for teachers around lockdown drills or large scale incidents that might be traumatic for kids. Some of the ideas included talking points for teachers, infographics of a school's emergency plans, and something to send home to parents. Marty agreed that there is a need for more robust, research-based ways to orient children and parents to the ideas of dynamic response. Elementary schools are where there is the greatest uncertainty and the greatest need for talking points and other tools. Infographics will help with accessibility for a lot of different

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learners. There are resources to use after an event, but there is a need for talking points, infographics, and resources to give to families proactively about how to talk to children and let them know what their schools are doing to prepare and keep children safe.

Discussion included the idea of using the new NFPA3000 active shooter standards as a foundation for the project. Marty noted that most of his colleagues are not yet aware of NFPA3000, but it could be used as a base document for a standardized approach. Jeanne suggested an approach similar to what the Council did for reunification plans. She also noted that there is a difference in inherent knowledge and ability to talk to kids about this between teachers and counselors, which might lead to two different types of approaches. Marty noted that every community is different; some will be more interested in active scenario-based dramatic drills, and others do not want that, but this project could develop a baseline conversation that some communities could choose to augment with active drills. Allison suggested that the goal could eventually be to exercise, or prepare exercise packets for schools to follow. Having buffers or infographics available could help with the trauma of the drills. Larry noted that there is a need to explain to parents, teachers, and students the *why* of wanting to train at this level, to give them insight into the public safety mind.

There was agreement to have a subgroup meeting to further flesh out the project. Sandra, Allison, Carolyn, Marty, and Nick indicated interest in participating. Raine will look into purchasing or sharing the NFPA3000 guidelines prior to the subgroup meeting.

### **FFY2020 Projects**

Raine Brown reported on the status of each project unless otherwise noted.

***NPI Pandemic Preparedness and Response: COVID-19 AAR*** – This project is complete.

***PPE Restocking and Rotation Management: HMCC Conex Boxes*** –The company doing the landscaping part bid on the electrical and HVAC component, but with a quote of over \$72,000. They do not have electricians on staff and would be subcontracting. There is a local company that has provided Nick with more realistic quotes. Nick can help them with the official response process. Otherwise we would have to put more money towards the project, which is already expensive. FFY20 is supposed to end at the end of June, but two other Councils are struggling to meet the deadline, so MAPC is submitting a request for an extension through the end of the calendar year. There was agreement to reject the current quote and run procurement again.

***Mental Health Resiliency Phase II*** – This phase of the project is complete.

***Public Health Mobile Response Trailer*** – We are still waiting on the AED. It was supposed to come in April but did not. Raine will follow up again with MAPC and the vendor.

### **FFY21 Projects**

Raine Brown reported on the status of each project unless otherwise noted.

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**Cybersecurity Planning – BRPC Muni Regional IT/Cyber Pilot Project** – There is an update in today’s packet. Raine asked Sandra for more clarification about whether they plan to hire a vendor or a staff person. Sandra will check.

**Equity in Emergency Management** – Sandra Martin explained that BRPC divided the new proposal into three tasks. Details are in today’s meeting packet. The total for all three components is around \$65,000. Raine noted that the timeline would have to be adjusted to end at end of July 2024, when the FFY22 grant ends. There is currently a total of \$58,500 set aside for the equity project in FFY21 and FFY22, so we would need another \$6,500 to fund all three tasks. Raine shared ideas about other projects from which that amount could be moved.

**Motion:** Larry Holmberg moved to approve \$65,000 for the project as described, with the amended timeframe. Carolyn Ness seconded the motion. A roll-call vote was held. Jeanne Galloway, Carolyn Ness, Monica Wynne, Larry Holmberg, and Nick Licata voted in favor. Sandra Martin and Allison Egan abstained. The motion was approved.

**Children and Long Term Disasters** – This was discussed earlier.

**FFY22 Projects**

**Public Health Mobile Response Options** – See “Old Business,” below.

**Equity in Emergency Management, Continued** – The BRPC project will use up these funds.

**Project/s identified from COVID AAR/IP** – No project has been identified yet.

**First Responder Mental Health Resiliency, Continued** – Raine still has not heard from EOPSS about the project justification submitted in February. She has asked Amy Reilly to see if she can find out. We need to know one way or another so we are not holding up funds.

***Information/Dis-information Management for Public Messaging*** –

No project has been identified yet. Raine reminded the subcommittee that during the planning process, Carolyn had proposed this topic as a way to combat fake news. Discussion ensued. Though no one has a solution to the problem of disinformation, one mitigation strategy may be to become a trusted source of information ahead of time. Sandra noted that this is also relevant to the equity project and could perhaps be worked into Task 3 of that project. Carolyn suggested a project to come up with some tools or PIO trainings with the idea of trying to establish oneself as a vetted source of information.

**Budget Review**

Raine reported. For the Conex boxes project we have \$26,000 set aside in FFY21 and just over \$43,000 in FFY20. Also in FFY21, \$107,609 is still available in the NPI budget line, \$100,000 for a children and disasters project, and just over \$15,000 for first responder mental health, for a total of about \$123,000 in FFY21 that is not allocated to any specific project. We are anticipating an extension of FFY21 through the end of June, 2024, which will help. In FFY22 there is

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\$65,000 for public health mobile response options, \$40,000 for additional Covid AAR/IP projects, \$40,000 for information/dis-information management, and over \$100,000 for cybersecurity. For first responder mental health, we put aside \$34,700 for the tasks we want to do, but that still leaves almost \$29,000 without identified tasks. We will likely use the cybersecurity funds, but this means there is about \$175,000 in FFY22 for which we do not yet have plans.

**Requests** – None.

**Old Business**

*WesternMassReady website* – This remains on the agenda as a placeholder.

*Shower Trailer* – Raine found some quotes online, but that entity does not work with purchase orders. However, we can pull information from their website to help put together details about what we are looking for. Raine reached out to the folks who built the two public health trailers. The design and quote they came up with is in today's meeting packet. The design is for a 6.5x18' trailer with two showers, with a bathroom and sink in each. One of those is ADA compliant. The estimate is \$90,000-\$110,000 per trailer, depending on whether it has a generator. Discussion about generators followed. There was agreement that procurement could be run with two options, with and without generator, rather than needing to make a decision now.

We have two interested hosts for trailers. We have a little over \$122,000 in FFY21 and a little over \$175,000 in FFY22. Things like soap dispensers would be included in the specifications. Raine could pull ideas from other websites but would need people to review it. There are also questions that need to be answered such as what type of water heater to seek. Sandra noted that she knows people who may be able to help answer some of the questions that arise. Carolyn wondered if we should include things like an initial supply of towels. Raine noted that there are challenges with disposable items because someone will have to restock them, which gets tricky. For example, we can put soap dispensers in the unit, but whoever borrows them has to make sure they are full.

There was consensus for Raine to move ahead in developing a project justification, which may take several months. Raine needs an estimate for next phase of the BRPC cybersecurity project to know how much we have available for this project. Sandra will get that info for next month.

**New Business** – None.

**Items unforeseen by the chair** – Jeanne announced that she wants to step down as Chair of the subcommittee. Communicate with Raine if you are interested in stepping up. The Chair should be someone who is a member of the Council.

**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, June 6, at 9:00 am, on Zoom.

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**Motion:** Carolyn Ness moved to adjourn the meeting. Sandra Martin seconded the motion. A roll call vote was held. Sandra Martin, Jeanne Galloway, Larry Holmberg, Monica Wynne, Carolyn Ness, Allison Egan, and Nick Licata voted in favor. The motion was approved.

The meeting adjourned at 10:24 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee May 6, 2023 Meeting Agenda
- All Hazards Subcommittee April 4, 2023 Meeting Minutes (draft)
- Berkshire Cybersecurity Monthly Update – April 28, 2023
- WRHSAC Equity in Emergencies Project – Phase II Proposal, dated 4/18/23
- WRHSAC FFY20 All Hazards Budget Report through 4/28/2023
- WRHSAC FFY21 All Hazards Budget Report through 4/28/2023
- WRHSAC FFY22 All Hazards Budget Report through 4/28/2023
- Shower Trailer design and estimate from Evan Kushner / Don Brown Bus Sales

Respectfully submitted by:

Rachel Mason  
WRHSAC Program Assistant  
Western Region Homeland Security Advisory Council  
Franklin Regional Council of Governments