

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, January 21, 2020, 9:00 am
Hatfield Fire Department
3 School Street, Hatfield, MA**

Present: Bob Barry (MEMA), Raine Brown (FRCOG), Allison Egan (BRPC), Tom Grady (BCSO), Jeanne Galloway (LDH), Mary Kersell (PIO), Bob Laford (UMass), Rachel Mason (FRCOG), Carolyn Shores Ness (Deerfield BOS/BOH), Marty O'Shea (Longmeadow schools, Tracy Rogers (FRCOG), Brian Rust (CDH), Martin Spellacy (EOPSS), James White (Granby PD), Monica Wynne (Baystate)

This meeting was audio recorded.

Chairman Tom Grady called the meeting to order at 9:00 am.

A round of introductions followed.

Minutes

The committee reviewed the minutes from the December 17, 2019 meeting.

Motion: Bob Barry moved to approve the minutes from the December 17, 2019 meeting as submitted. Monica Wynne seconded the motion. The motion passed, with Tracy Rogers abstaining.

Budget Review

Raine Brown reviewed the budget. There is currently about \$108,000 remaining in T&E funds for FFY18, which runs through the end of July. Last month the subcommittee approved \$14,200 for a hazmat anhydrous ammonia training, but there are no hazmat funds remaining in the FFY18 budget so we will draw from other parts of the FFY18 T&E budget and reduce the FFY19 hazmat allocation by that amount. That leaves \$94,450 in FFY18. The FFY19 contracts are now on board. This committee has \$257,000 in FFY19 that we can start using now. It needs to be spent by the end of July 2021. We might need an extension on the FFY18 budget because we have a significant amount to use by the end of July and several planning projects that could benefit from more time. There is also a significant sum of money for the entire Council to use in FFY18, over \$18,000, which was identified during the FEMA audit. The Council also has \$48,000 unallocated for FFY19 from that audit. FFY17 was extended until the end of March because Motorola couldn't finish the CMED project at Hovey Hill by end of December. Raine spoke with MAPC and EOPSS to get an extension, but all FFY17 funds should be spent down to \$0 by next month.

FFY17 & FFY18 Training and Exercise

Debris Management Chainsaw Safety Training – After the Storm – Spring Session

This was approved for the spring. Raine hasn't yet gotten in touch with the facilitator but will soon.

ATRIRC

The ATRIRC course was held January 8-10 at Amherst College. It was successful and well attended, and the site worked out well.

Faith Community Active Threat/Shooter Conference

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The conference will be held in late spring 2020. Raine is working on the logistics. She has confirmed with Brad Orsini that he will be the speaker. Possible dates that work for UMass are May 20, 21, or 27. Raine needs to go through procurement to finalize the location, but it is likely to be UMass. Mr. Orsini is now no longer the security director at Tree of Life Synagogue and has now moved up to be National Security Advisor for the Jewish Federation, so he will bring in more of a national scope of experience as well. We're also trying to get members of the Pittsburgh Rescue Task Force to come as well, to speak to that aspect of it. Tom Grady has Anti-Defamation League contacts that he will share with Raine as possible additional speakers. Raine will hopefully have more solid dates by next month.

Inner Resilience – Winter 2020

Raine hopes to do this at the end of February and will start working on it soon.

Great Flood of 2020 TTX

This was approved and the contract given to the FRCOG.

Hazmat Teams Ammonia Response Training

This was approved by the subcommittee last month but needs a full Council vote today, as there was not a quorum present last month.

Old Business:

All Hands on Deck & Tactical Communication Training

This is still on the agenda as a placeholder; Raine will start thinking about what this might look like.

Enhancing Response, Protecting Dignity

Done; Raine gave the update last month.

New Business:

Training Tourniquets

Tom contacted Raine to inform her that the training tourniquets that are being used in Berkshire County are stretched out and need to be replaced. They are doing many Stop the Bleed courses and the tourniquets are getting a lot of use, so it's getting difficult to show people how to properly use them. The Council previously purchased 50 CAT-T training tourniquets, at about \$30 each. Those are stored at FRCOG and could be distributed, but others could use more, too. Bob Laford made a motion to purchase 75 new ones, to keep 25 in reserve and distribute 50. Carolyn Shores Ness seconded the motion. Tracy Rogers asked if there is a need for SWAT-Ts as well. Tom replied that they do indeed want to continue training with SWAT-Ts for elementary and middle schools, as they are more appropriate for smaller appendages. The SWAT-Ts are also cheaper. Discussion led to an amendment to the motion to add 25 training SWAT-Ts to the request. SWAT-Ts are what most police officers in Berkshire County carry because they are smaller than other options and because of the length of the tourniquet, which can be cut to use on multiple people if working on small children.

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Motion: Bob Laford made an amended motion to approve the purchase of 75 CAT-T and 25 SWAT-T training tourniquets. Carolyn Shores Ness seconded the motion. The motion passed.

Dive Team Training

Raine added this to the agenda as something for the subcommittee to think about. At least two separate dive teams came to Raine this fall asking for money for equipment and/or training. Tom asked them to come to the Council with a more regional request, but they are at very different stages, so it is hard to come together for an equipment request. One team (Northfield) is a non-profit so we can't buy equipment for them with Homeland Security funds, but we could put on trainings that everyone could attend if there are gaps that can be identified. Tom pointed out that dive equipment is very person-specific, so purchasing regional equipment is impractical and purchasing individual equipment is not sustainable. Regarding training, Tom tasked the Tech Rescue team with getting more information on a swift water rescue training, and he wants to wait until they come back to us with a regional concept, because they are the ones who deploy regionally and elsewhere in the Commonwealth.

Bob Laford recalled that when he was a training officer for several fire departments, one of the things that was always well received was working with dive teams for them to provide training to small fire departments on how to support them. A broader reach for the Council could be something that fits the needs of fire departments that might be calling dive teams. Tom replied that most fire departments now have cold water suits so by the time they call dive team it's usually for recovery. So even though there may be some benefit to shore tending support, it would require a deeper discussion about trust. Tom wouldn't feel comfortable doing generic trainings because you really need people who are committed to responding with the teams and providing the technical support that they need and understanding how underwater communications work. There may be some benefit, but he wants to see what the Tech Rescue team comes up with regarding a proposal for the Council.

Bob Barry noted that towns could individually purchase equipment through EMPG funds. He also asked about training standards. Tom explained that there are a number of different groups that do certifications, so there are some differences, but most trainings should follow the ERDI standards. Carolyn noted that there is constant increased use of rivers, and less preparation.

Tom was called to Chicopee for the rescue event last month and set up the inflatable warming tent for responders. He suspects we might be getting a request for another tent in the future. The tent was able to be moved and positioned at the water's edge, with heaters going, and it worked out well. Bob Barry asked if we should just get another one, since we only have one for the whole region. Tom doesn't mind driving out and setting up when there is an incident, but it would be quicker response if there was one in Hampden County or Hampshire County too. Dive teams are tight-knit groups, trust is important, so supporting them appropriately is challenging. Chicopee has own dive team, and state police was there too so there was good support, but for smaller towns that could be a challenge.

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Granby Request for C3 Pathways Counterstrike System

James White from the Granby Police Department took part in the ATIRC training at Amherst College, which included C3 Pathways tabletop exercise boards that he found very effective as a method of training. He spoke with Raine about getting this to have as a regional asset. C3 Pathways gave him quotes for two options; one lets you send blueprints and they can create customized boards for tabletop trainings, and the other comes with generic buildings. The quote for the generic set is \$3,455, and the quote for customized buildings is \$5,522. Both come with boards, chips, carrying cases, incident command vests, flash drives with instructions, and everything else needed to run the trainings, in a small enough unit to travel to other departments for use. Granby would house and maintain it.

Carolyn made a motion for purchase of the customized set for \$5,522, and Monica Wynne seconded the motion. Raine explained more about how the exercise works. The board contains a map that folds out to lay across tables, and chips represent things to be encountered, including “bad guys.” It makes a tabletop much more interactive. Mary Kersell added that she participated at the training and thought it was more effective than other tabletops. You can see which areas will get clogged up with response vehicles, encourages thinking of all aspects such as where to set up command area, who is going in first, etc. Mary wondered if purchasing the generic boards might be better than the customized board, so they can be useful for everyone. Tom agreed because if we purchase a set customized for Granby other towns might insist they get their own personalized version too. We would be treating this as a regional asset, so the stock maps make more sense. However, if the Council buys the kits with all of the other pieces, towns can buy customized boards to go with it using their EMPG funds.

The motion was thereby amended to reflect that change. Jeanne Galloway suggested purchasing two generic kits instead of one so that they can be used by two groups at once. Carolyn offered an amendment to the motion to purchase two of the “Counterstrike CCA” systems with generic boards, and one of each of the other add-on components, also with generic boards. Mary suggested doing a demonstration or presentation at EMD or REPC meetings to increase awareness and utilization of the equipment, and to encourage towns to purchase customized boards with EMPG or private funds.

<p>Motion: Carolyn Shores Ness made an amended motion to approve the purchase of two Counterstrike CCA systems, one stock school environment board, one stock business environment board, two carrying boxes, and one reunification kit add-on for \$5,350. Monica Wynne seconded the motion. The motion passed.</p>

Raine will follow up with James White.

Business Unforeseen by the Chair

Raine reported that she has spoken with the Statewide Fiduciary team about the Multi-Year Training and Exercise Plans (MYTEP) to get a sense of what the other regions are doing. The FFY19 plan calls for an updated MYTEP. Over recent years, we have done a simple update which continued what we’ve done in previous years. We might want to consider a more in-depth update

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this year. Martin Spellacy recommended that as the committee is assessing its trainings, we can update the MYTEP based on that. Tom suggested having a separate meeting designed to update the MYTEP and to include both the Planning and T&E subcommittees together. Tracy Rogers suggests linking it to the THIRA, so we can focus on the areas we identified as needing more support. Raine also mentioned that the state is currently updating the Homeland Security strategy. Martin says it should be out within the next few weeks but that nothing dramatic is changing. They are expanding the priorities to 10 instead of 3. Raine will put it on next month's agenda.

Next Steps/Future Meetings

The next meeting will be held on Tuesday, February 18, 2020 at 9:00 am, Hatfield Fire Department, 3 School Street, Hatfield, MA.

There being no further business,

<p>Motion: Carolyn Shores Ness moved to adjourn the meeting. Monica Wynne seconded the motion. The motion passed.</p>
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The meeting adjourned at 9:50 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for January 21, 2020
- T&E Subcommittee Meeting Minutes from December 17, 2019 (draft)
- WRHSAC FFY17 T&E Budget Report through 1/17/20
- WRHSAC FFY18 T&E Budget Report through 1/17/20
- Granby PD request letter and quotes for C3 Pathways Counterstrike System

Respectfully submitted by:

Rachel Mason

Homeland Security Program Assistant

Western Region Homeland Security Advisory Council

Franklin Regional Council of Governments

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, February 18, 2020, 9:00 am
John W. Olver Transit Center, 12 Olive Street, Greenfield, MA**

Present: Bob Barry (MEMA), Raine Brown (FRCOG), Mike Cantrell (MEMA), Allison Egan (BRPC), Tom Grady (BCSO), Jeanne Galloway (West Springfield Public Health), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Carolyn Shores Ness (Deerfield BOS/BOH), John Paciorek (WMLEC / Deerfield PD), Norene Pease (Shutesbury BOH / MAPHCO), Tracy Rogers (FRCOG), Barry Ross (Hampden County Sheriff's Office), Brian Rust (CDH), Mark Williams (Greenfield PD)

Chairman Tom Grady called the meeting to order at 9:02 am.

A round of introductions followed.

Minutes

The committee reviewed the minutes from the January 21, 2020 meeting.

<p>Motion: Carolyn Shores Ness moved to approve the minutes from the January 21, 2020 meeting as submitted. Bob Barry seconded the motion. The motion passed.</p>
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Budget Review

Raine Brown reviewed the budget. For FFY2018, which currently ends at the end of July 2020, we still have \$87,000 and we need to come up with projects on which to spend it. We will likely seek an extension from EOPSS for FFY18, because we have active projects in the planning committee that need more time. The FFY19 contracts are active now; we have almost \$257,000 in that budget to spend by the end of July 2021.

FFY17 & FFY18 Training and Exercise

Debris Management Chainsaw Safety Training – After the Storm – Spring Session

This will probably be in April and May. Raine is beginning conversations with Mike Smith to plan them. One will be in Turners Falls, and the other will likely be in Lanesboro or Wilbraham.

Faith Community Active Threat/Shooter Conference

Raine ran procurement for location. We have three possible dates: Weds, May 20; Thurs, May 21; or Weds, May 27. Tom pointed out that the National Stop the Bleed day is May 21st. There was agreement on Wednesday, May 27th.

Inner Resilience – March/April 2020

Raine is aiming to hold this in March or April.

Great Flood of 2020 TTX

Tracy reported that FRCOG recently got the contract and are now putting the team together.

Hazmat Teams Ammonia Response Training

This was just approved by EOPSS on Friday.

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Training Tourniquets

This was just approved by EOPSS on Friday.

Tabletop Exercise Board Systems

This was just approved by EOPSS on Friday.

Raine explained that things are moving slowly at EOPSS right now because Martin Spellacy has left and they are very short on staff now. As a result our requests are taking longer than usual.

Old Business:

MYTEP Update

Raine reminded the committee that there had been some discussion last month about doing a MYTEP update (Multi-Year Training and Exercise Plan), and she asked if the committee wants to plan something more formal. This could include a meeting with the Planning and Pan/Flu committee, since there is often overlap. Tom noted that we are supposed to be receiving guidance on the statewide Homeland Security strategy, so he feels that we should look at that before proceeding with the MYTEP update. Raine responded that we received a list of “top ten priorities” (to be discussed in the full Council meeting today), but that the list was not particularly useful as guidance. However, more detailed 2020 guidance might still be coming. Tom would like to wait for that before proceeding. Raine suggested that we wait for that and do the MYTEP as part of the 2020 planning.

All Hands on Deck & Tactical Communication Training

This is still on the agenda as a placeholder.

New Business:

Franklin County SRT Training Request

Mark Williams from Greenfield PD came before the committee with a request from the Franklin County Regional Special Response Team. They have identified a conference and a training to enhance the team’s capabilities and professionalism and are seeking the Council’s support. The first is a Crisis Negotiators Conference. Mark was approached by John Paciorek about a year and a half ago with a suggestion to add David Johnson to the team as a negotiator. David is a psychologist and part-time Police Officer in Conway. He has been enthusiastically helping out the Special Response Team for over a year now, volunteering his time. Mark met with him a few weeks ago and David brought up the conference. Mark would like to invest in him and give him this support and training. The conference would be roughly \$740, plus mileage.

<p>Motion: Carolyn Shores Ness made a motion to support up to \$1,000 for David Johnson to attend the New England Crisis Negotiators Association 2020 Annual Conference. Bob Barry seconded the motion. The motion was approved.</p>

The second request involves a Hostage Rescue Training. The team has no current capability in hostage rescue, and team leaders want training in this area. They want to send team leaders to help assess what further training and equipment they would need. The NTOA is hosting the training in Maine in May. The total cost would be just under \$2000. Discussion on the second

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motion centered on concerns about capability and liability. Carolyn wondered if training the team leaders would affect the team's liability in this area. Mark acknowledged that this is a valid concern, but noted that they are not currently asking to send the entire team right now, just two people. He explained that in a hostage rescue situation they would be calling for additional assets, but that they would be duty-bound to do something anyway, whether or not they are trained in it. He is aware, however, that training would bring the team up a tier in NTOA standards. However, as Tom explained, the team would not be considered to have capability unless the entire team is trained. Sending two team members would be more of a fact-finding mission rather than making the team capable or liable in this area. Tom added that when the SRT was initially established, there was lots of discussion in the CBRNE committee and this area was identified as a gap. There are other Special Response Teams in the region training the same way and they are tied together through mutual aid via Law Enforcement Councils. They can share regional resources and deploy elsewhere (except Springfield).

<p>Motion: Carolyn Shores Ness made a motion to support up to \$2,000 for the two FCSRT Team Leaders to attend the May 2020 NTOA Hostage Rescue Training in Augusta, Maine. Tracy Rogers seconded the motion. The motion was approved.</p>

Tactical EMS Training

Raine explained that there has been some interest in the region about tactical EMS training. The Council has supported this in the past, but it has been a long time.

Barry Ross of the Hampden County Sheriff's Department came to the meeting to put a request before the T&E committee. He explained that much like what was done in Franklin and Berkshire County, Hampden County is currently in the process of regionalizing a Special Response Team. Hampden County has larger cities, some of which already had their own SWAT teams. However, these teams are expensive and they weren't sharing resources. There was a meeting between the Sheriff and the Chiefs less than a year ago to start a regional Special Response Team and they have come a long way in that time.

There are now 40 operators on the regional team and some cities such as Ludlow and Chicopee have been able to cut down to save on budget. They have learned from Franklin and Berkshire Counties and expect to be fully operational by summer time with two 20-person teams that can rotate being on call. They are also planning to add a hostage negotiation team and a Tactical EMS team, each with a team leader who will report to an executive commander, who will report to the Board of Directors. They are working on training the hostage negotiation team, and departments have supported footing the bill for that and for the other trainings, but they are asking the Council for help with the Tactical EMS team. These would be tactically trained EMS personnel who would be able to go in with the Special Response Team so that medical assistance can be provided faster. They want to train up to 24 people from Hampden, Franklin, and Berkshire Counties. Mark added that the Franklin SRT is in the process of adding a team of medics and would be hoping to train 6 or 7. Barry explained that this would be joint training for the region. Dr. Beltran from Baystate is leading the effort, along with Eric Stratton.

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A question clarified that this would be to train paramedics who work for other agencies. Another question was asked about where the equipment is coming from, and Barry explained that they will be submitting a request to CBRNE committee for body armor and med kits.

Carolyn brought up the issue of liability again, wondering about the liability to the sending agency and whether there is an MOU that protects that agency. Tom replied that the MOU doesn't protect the agency; in fact, the MOU says that the sending agencies own the liability. Under mutual aid agreements, resources cross jurisdictional lines and operate under requesting agencies' guidelines, but the liability is for the sending agency.

The training requested would be about \$24,000-\$26,000, and including food it would be approximately \$30,000.

<p>Motion: Carolyn Shores Ness made a motion to support up to \$30,000 for the training. Tracy Rogers seconded the motion. The motion was not voted on.</p>
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Mary asked if a person who is trained and has this equipment would also be activated locally, without the team; i.e., is this now a trained single resource? Tom replied that under OEMS guidelines paramedics have to be affiliated with a service and respond with the service, but if only one person is trained, the agency would not have that person respond individually. There are many questions about this right now because the medics are not allowed to carry the drug kits that they want to carry. Drugs are heavily regulated and are not deployed to individual operators, but instead stay with the emergency vehicle.

Barry added that they have talked to many EMS services in Hampden County and they have all agreed to send people. They would be attached to the SRT team, but they have regular duty jobs during the day, and they would not be prohibited from responding to an incident with their advanced training. Tracy asked if this is similar to the Hazmat set up, where people work for different agencies but if there is a Hazmat incident they work for DFS when they come in. Tom replied that it is different, because the communities that employ those individuals and allow them to train to those levels and be assigned to the team own the liability. This is a similar challenge to the one faced by the Tech Rescue team.

Tom's biggest concern is that we have also received an inquiry from South Deerfield for a MedEvac armored vehicle. It's an informal request for now, but they indicated that they were the regional team that would respond to anything in the region. Tom is nervous when we get requests from teams and then ask them if they have talked to others in the region and they say no. He would like the four counties to get together and come up with a cohesive presentation that everyone buys into. He worries that if we approve this today, we are going to keep getting requests from different groups. He would rather have a single proposal that we can support for all four counties. It is a needed resource, but we need more information. Allison agreed, suggesting that strategic planning is needed over the next year or two to identify goals, trainings that are needed now, future steps, etc.

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Barry replied that they are hoping to do this in the next few months, not years. Allison clarified that there could be first steps sooner, and also strategic plans going out several years. Tom noted that each county has a medical director who would have to agree to support this level of training, because it is outside of standard skills and equipment for paramedics. He suggested getting Dr. Beltran to attend the meetings with the groups. Bob Barry reiterated that this Council supports regional concepts, and we should put the onus back on communities to work together regionally. Carolyn suggested that any agency that participates should take a formal vote to ensure that they are aware of the liability piece. Tom added that we also need the buy-in of the fire chiefs, because most of the EMS services that are not private are under the purview of the fire chiefs.

<p>Motion: Jeanne Galloway moved to table this discussion to another meeting. The motion was not seconded.</p>

Raine suggested that we draft a letter of response to this request and ask that all parties have a meeting and run their request first past the Western Mass Fire Chiefs and Western Mass Police Chiefs so that we know everyone is aware of these efforts and is ok with things moving forward, whether or not they are agreeing to participate. Raine could send the letter out to everyone making similar requests. Tom agreed to this idea, and suggested that we also discuss it under “new business” at the full Council meeting. He reiterated his support for expanding out embedded resources into teams, which is an identified gap, but feels it needs to be fleshed out more. Tom agreed that Raine will write a letter, and we will table this for now. Barry agreed with this approach, and acknowledged that although they have already talked to many people, they were not even aware of the South Deerfield group.

BOSAR Trainings

Raine explained that this topic is coming before the T&E Committee as an outcome of a planning conversation for the Planning/Pan Flu subcommittee FFY19 project that is starting to take shape, to help with whole community efforts in schools. One idea that emerged was to see if Behavioral Observation and Suspicious Activity Recognition (BOSAR) trainings could be appropriate for school resource officers, and possibly for teachers, school administrators, and others who work with high risk kids. Rachel Mason is doing some initial research on the trainings and learned that NERAC sponsored BOSAR trainings conducted by Mass State Police a few years ago at Logan airport. The cost at that time was \$22,000 for three 2-day trainings, but she is still trying to track down current information and find out whether the trainings might be appropriate in this context.

Jeanne mentioned that she has been hearing of a movement among schools to not traumatize students with active shooter drills anymore, and she wonders how this would affect that. Tom explained that he has done this training before and is the one who suggested it. It’s a non-invasive process that builds capability to look for indicators of unusual behavior or activity. He reported that it had value, including unexpected consequences at Tanglewood such as helping to identify kids separated from school groups. He believes it to be beneficial not just for law enforcement, because it makes you more aware of your surroundings in general, not necessarily just to identify criminal intent.

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Raine explained that this is a piece of a bigger project, not the entire project, but because it is a training it is coming to this committee. Carolyn would like to see us pursue it, not just with SROs but also perhaps community wide.

Tom responded to Jeanne's point about traumatizing students, explaining that in Berkshire County there was a lot of push from parents to get a vacant SRO position filled, but then they had a meeting and there was even more push from parents *not* to fill that position. People's opinions change as things evolve.

John Paciorek recommended that we facilitate a meeting with Western Mass SROs to ask them what they need. They know the kids and their needs better than we do, and maybe we could put some funding toward that. Maybe eventually look toward a subcommittee of school resource officers. Raine asked if they have a regular meeting. John replied that in Franklin County, yes, but there are only 5 or 6 of them; he does not think there are any regional meetings. Raine asked if we did something like that during April vacation, would they come? John will go back to the Chiefs group and ask about it.

Business Unforeseen by the Chair

None.

Next Steps/Future Meetings

The next meeting will be held on Tuesday, March 17, 2020 at 9:00 am, Hatfield Fire Department, 3 School Street, Hatfield, MA.

<p>Motion: Carolyn Shores Ness moved to adjourn the meeting. Tracy Rogers seconded the motion. The motion passed.</p>
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The meeting adjourned at 9:57 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for February 18, 2020
- T&E Subcommittee Meeting Minutes from January 21, 2020 (draft)
- Letter of request from Deputy Chief Mark Williams, Greenfield PD, dated 2/13/20
- Letter of request from Chief William Jebb, Chicopee PD, dated 1/15/20
- Supporting emails from Eric Stratton, Zachary Smith, and Ryan Pease
- WRHSAC FFY18 T&E Budget Report through 2/14/20
- WRHSAC FFY19 T&E Budget Report through 2/14/20

Respectfully submitted by:

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

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Tuesday, March 17, 2020, 9:00 am**

Present: Raine Brown (FRCOG), Tom Grady (BCSO), Jeanne Galloway (West Springfield Public Health), Steve Gaughn (EMS/Amherst Fire), Larry Holmberg (HREPC), Mary Kersell (NWMIMT), Bob Laford (UMass), Sandra Martin (BRPC), Rachel Mason (FRCOG), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO), David Schwarz (SMART), Tammy Spencer (HCHC/Southwick HD)

**This meeting was conducted as a conference call due to COVID19 gathering restrictions. The meeting was recorded.*

Chairman Tom Grady called the meeting to order at 9:00 am.

Minutes

The committee reviewed the minutes from the February 18, 2020 meeting.

<p>Motion: Carolyn Shores Ness moved to approve the minutes from the February 18, 2020 meeting as submitted. Bob Laford seconded the motion. The motion passed.</p>
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Budget Review

Raine Brown reviewed the budget. For FFY2018, which currently ends at the end of July 2020, we still have over \$86,000. For FFY19 we have almost \$257,000 to spend by the end of July 2021.

FFY17 & FFY18 Training and Exercise

Debris Management Chainsaw Safety Training – After the Storm – Spring Session

Raine is working with Mike Smith to plan these. We may be able to proceed with these trainings even with the COVID-19 restrictions in place because they are limited to 12 people and are mostly conducted outdoors. There is tentatively one session scheduled for April 30-May 1 in Turners Falls. The other will likely be in Lanesboro on the weekend of May 16-17.

Faith Community Active Threat/Shooter Conference

This is currently scheduled for the end of May, but it might make sense to postpone it. Raine spoke with UMass and we can postpone it without penalties. COVID-19 is the main reason to consider postponing it, but Raine also mentioned that she has not heard from Brad Orsini since the end of February, at which time he was not sure he would be available on May 27. Bob Laford said that everything on campus has been canceled through the end of the semester, and even though May 27 would be just after the end of the semester, it might be more prudent to wait.

<p>Motion: Carolyn Shores Ness moved to postpone the Faith Community Active Threat/Shooter Conference until the fall of 2020. Bob Laford seconded the motion. The motion passed.</p>

Inner Resilience – March/April 2020

Raine was planning to hold this at the end of April but will probably need to postpone it. She may try to make it a virtual training and will explore that further. She will send out more information

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about it by email or at the next meeting. Carolyn expressed her enthusiasm for virtual sessions, noting that people are stressed out and could probably use the support.

Great Flood of 2020 TTX

Tracy Rogers was unable to attend the meeting but spoke with Raine in advance. HMCC is overwhelmed with COVID-19 response, so the development of the tabletop exercise has been interrupted. They would like to push it to the fall. Raine is in conversation with MAPC and EOPSS about getting an extension of the FFY18 funds so that this, and other projects, can be postponed.

Hazmat Teams Ammonia Response Training

This is scheduled for the end of May and will probably be able to proceed as scheduled.

Training Tourniquets

All items have been ordered.

Tabletop Exercise Board Systems

The purchase order has been issued. Once they are in Granby, they can hopefully be used or demonstrated at an EMD meeting.

Old Business:

MYTEP Update

The Council has to do a MYTEP (Multi-Year Training and Exercise Plan) update as part of the 2020 investment plan, but we will hold off on this for now until we can do a combined meeting with both the T&E committee and the Pan Flu/Planning committee.

All Hands on Deck & Tactical Communication Training

This is still on the agenda as a placeholder.

BOSAR Training

Rachel Mason explained that she has not yet been able to speak directly with anyone about BOSAR trainings, but that it might not be appropriate for SROs because it is designed for observing large crowds of people who the officers do not know, which is not the case for SROs.

Tactical EMS Training

Raine explained that this was tabled last month. The letter that was sent to parties seeking funds from WRHSAC for SRT activities is included in today's handouts.

New Business:

SMART Large Animal Rescue Training

David Schwarz from SMART came before the committee to request support for two large animal rescue trainings. They have offered Basic Animal Rescue Trainings for free across the state, but have gotten feedback that first responders would like large animal training. Partnering with the MSPCA they ran two courses last year in Lenox and Southampton, with attendees from various disciplines. Larry Holmberg added that this is important training for MSP, because if there is an

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animal trailer accident on 91, they would often be the first on the scene and there are liability concerns if an animal is injured. He pointed out that these incidents are rare, but they do happen. SMART intends to host two trainings this summer and fall. The details have not been nailed down yet, but he will report back when they are.

Motion: Carolyn Shores Ness moved to approve \$2,600 to support the two large animal rescue classes. Bob Laford seconded the motion. The motion was approved.

Cybersecurity Awareness recommendations from Mass Cyber Center

Raine explained that EOPSS pulled together a meeting with the Mass Cyber Center and the HS Council chairs. Stephanie Helm of the Mass Cyber Center (MCC) made a couple of recommendations for upcoming trainings. She referenced the cybersecurity conference that WRHSAC held about a year and a half ago and recommended doing this every year. With regard to Cyber Incident Response Plans, they are in the process of hiring a consultant to conduct up to two meetings in each region: one to help build a template, and a follow up to review and discuss the populated plans. As a follow up to this project, MCC recommends the Councils further assist the towns by holding tabletops to test those plans in calendar year 2021.

COVID-19 WRHSAC meetings and events

Future WRHSAC meetings will be conference calls until further notice. Raine reported that we are going to have T&E funds left for FFY18. She is in conversation with EOPSS and MAPC about extending the time. How do we want to move forward? One idea is to explore virtual platforms for trainings. Sandra Martin suggested that developing capabilities for virtual trainings is useful even if we are not in a crisis, as it would make many trainings more accessible. She believes that if we have money for that, we should do it.

FFY2020 Investment Planning

The WRHSAC award for FFY2020 is \$1,246,662, with funds to be spent between January 2021 and July 2022. Usually about 24% goes to T&E, so that would be \$299,188. We have a tendency to focus more in some areas than others. See the PowerPoint slides in today's handouts for Homeland Security priorities and goals and the suggested breakdown of the funds totaling \$239,000 for the T&E committee.

Bob Laford mentioned that the MEMA PIO program was excellent, and now that Peter Judge is retired, maybe we could build a program around him as a keynote. Norene Pease added that from a public health perspective, public info sharing has been critical, and it would be good to be better prepared next time. Sandra added that being able to do work virtually, share info, and coordinate collectively has become crucial and needs more training. Tom noted that right now we are not trying to develop specific trainings, just work on the investment planning, but that this conversation is worth returning to in the future.

Motion: Carolyn Shores Ness moved to approve the proposed budget of \$239,000 for the FFY2020 Investment Plan. Bob Laford seconded the motion. The motion passed.

Business Unforeseen by the Chair

None.

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Next Steps/Future Meetings

The next meeting will be held on Tuesday, April 21, 2020 at 9:00 am, as a virtual meeting unless otherwise advised. Details about the meeting platform will be emailed and posted to the website when they are finalized.

<p>Motion: Bob Laford moved to adjourn the meeting. Carolyn Shores Ness seconded the motion. The motion passed.</p>
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The meeting adjourned at 9:32 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for March 17, 2020
- T&E Subcommittee Meeting Minutes from February 18, 2020 (draft)
- WRHSAC FFY18 T&E Budget Report through 3/13/20
- WRHSAC FFY19 T&E Budget Report through 3/13/20
- Letter of request from SMART/David Schwarz, dated 3/9/20
- MSPCA outline for One Day Rescue Training Course
- Letter of support from Lawrence Holmberg, dated 3/10/20
- WRHSAC T&E FFY2020 Investment Plan Considerations PowerPoint slides

Respectfully submitted by:

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

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, April 21, 2020, 9:00 am**

Present: Dale Brown (HCC), Raine Brown (FRCOG), Allison Egan (BRPC), Tom Grady (BCSO), Jeanne Galloway (West Springfield Public Health), Mary Kersell (NWMIMT), Bob Laford (UMass), Rachel Mason (FRCOG), Jeff McDonald (MSP), Carolyn Shores Ness (Deerfield BOS/BOH), Alex Wiltz (GCC PD), Monica Wynne (Baystate)

**This meeting was conducted as a Zoom virtual meeting due to COVID-19 gathering restrictions. The meeting was recorded.*

Chairman Tom Grady called the meeting to order at 9:01 am.

Minutes

The committee reviewed the minutes from the March 17, 2020 meeting.

Motion: Bob Laford moved to approve the minutes from the March 17, 2020 meeting as submitted. Jeanne Galloway seconded the motion. The motion passed, with Allison Egan abstaining.

Budget Review

Raine Brown reviewed the budget. We are seeking an extension for FFY18 as we don't know what will happen with in-person trainings. After speaking with Tom and MAPC, Raine shifted all remaining T&E projects into FFY19 and moved equipment projects to FFY18 to keep them moving along and assist with spending down FFY18 in a timely manner. The total funding for T&E now in the FFY19 budget, which currently goes through the end of July 2021, is \$341,494, broken out into the usual categories. All projects that had been allocated in FFY18 are still there, but those not allocated yet have been flipped to FFY19. A question arose: if funds were allocated for a T&E project in FFY18 but we are not able to hold the training before the end of the fiscal year, would we lose the funds? Raine replied that we are seeking an extension of FFY18 through the end of March 2021, so we will have time to figure out if the trainings will go forward and how.

FFY18 & FFY19 Training and Exercise

Debris Management Chainsaw Safety Training – After the Storm – Spring Session

Raine reported. We were almost set to run this course at the end of April and mid May, but now we are likely holding off until June or later. The class is small, so if meetings of up to 25 are allowed again we can do it. It consists of 4 hours of classroom time, and the rest takes place outside. A question that Raine wonders about is: if masks remain a requirement, would we require people to bring their own or would we provide them?

Faith Community Active Threat/Shooter Conference

This has been postponed, possibly to be held in the fall or possibly to be delivered online, e.g. as a webinar.

Inner Resilience – March/April 2020

Raine is likely going to return most of these funds to the committee because there will no longer be expenses for room and food. She is now focused on delivery online, in pieces instead of all day. Raine is exploring online learning management systems, and has identified one possibility

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that seems robust and is a plug-in to Wordpress, which we use for our site. She will continue to explore options.

Great Flood of 2020 TTX

We will seek an extension for this project, now hoping for delivery in fall or early winter. Carolyn noted that they are still working on evacuation plans for non-profits, moving forward with some aspects that should be done by the end of summer.

Hazmat Teams Ammonia Response Training

The team is hoping to conduct this the end of May. Raine is in conversations with the facilitators.

Training Tourniquets

The CAT-Ts are in. The SWAT-Ts have not arrived, but it's possible that they might have been shipped and just not received due to low office staffing. Raine will look into it. The committee will need to figure out how to distribute them, but no tourniquet trainings are happening now so this is not an immediate need.

Tabletop Exercise Board Systems

These have arrived and are with the Granby PD.

Franklin County SRT Training – Crisis Negotiator & Hostage Rescue

Both trainings have been canceled, and the funds have been returned to the budget.

Old Business:

MYTEP Update

We will need to do the MYTEP (Multi-Year Training and Exercise Plan) update at some point, but we can figure out over next few months how to proceed.

All Hands on Deck & Tactical Communication Training

This has remained on the agenda as a placeholder, but it might be able to translate well to webinar format. Raine will connect with the facilitator.

BOSAR Training

This has been tabled for now.

Tactical EMS Training

We are waiting to see if the people who came forward with request will return with more details as requested by the Council.

New Business:

ResilientFirst App

We've been putting out notices about different webinars and resources for first responders. One was from First Watch, which has an app called ResilientFirst. Raine looked into it and talked to them, and was given a trial account. She has now been interacting with it for about a week. It is an app to build resilience in about 3-5 min a day. It gives you a resilience score and helps you build

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in areas where you are weaker. Given our limited ability to do things in person, this might be a way we can help immediately. There is more information in today's packet regarding the app.

Jeanne Galloway asked Raine about her experience using it so far. Raine replied that it is easy to use. It has an artificial intelligence bot that you communicate with through chat or videos. It is set up to check in with you every day by asking "how are you doing" and you can choose to interact with it or not. Depending on your response, it gives you different options, e.g. talk about it further, try an exercise, or go on to the activity of the day. Raine has found that she has learned a few things from it, though a few times it has also felt canned or frustrating, but overall she has found it helpful and easy to use. She noted that you need a smart phone to use the app.

Several pricing options were discussed. Raine pointed out that a year's subscription for a single person is usually \$84, so the trial rates for groups are a good deal per person even if they sound expensive. She added that if we chose to extend it after the 90 day trial, we could either subtract the trial cost from the year cost, or add on a full year afterward for a total of 15 months.

Questions around the usefulness of the app were also raised. Raine explained that they provide aggregate data so we can track whether it is having a positive effect. A question arose as to whether there is data regarding how often users who sign up actually log in or use the app. Raine replied that we could get that data. Another concern was expressed that this might be like a New Year's resolution, and once the novelty wears off people will stop using it. A question also arose about whether it would be more appealing to women than men, and Raine replied that it seems to be geared more to men. The target population is the first responder community. A question arose about whether it is offered in multiple languages; Raine is not sure but will check. People who want to participate would have to register the same way they would for a training or conference, and then Raine would give the info to First Watch. We need to monitor who it goes to because the funding would come from Homeland Security. Several people expressed their support for the concept and their interest in starting with a fairly small trial subscription to see if it gets utilized.

<p>Motion: Bob Laford moved to approve \$7,500 for a 90-day ResilientFirst subscription for 500 people. Carolyn Shores Ness seconded the motion. The motion passed.</p>
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GCC Portable Training Facility Request

Alex Wiltz, director of public safety at GCC, and Dale Brown of HCC introduced themselves and presented a request to the committee. They asserted that one of their biggest struggles in firearms trainings for active shooters is finding appropriate locations to hold the trainings. The solution they have identified is a portable training facility that they would use a few times a year with their teams and lend out to others in Western MA. See the proposal in today's packet for more details. They believe that this would be a major asset for police and others. One problem with firearms training at a range is the focus on linear targets, when in the real world threats are all around us. This facility would give more realistic training settings in a safe environment without risking property damage. Alex also pointed out that the unit can be set up for firefighters to move through with smoke simulations, and SRT teams could practice working with medics. Another potential benefit is that departments that have small staff sometimes can't spare anyone to send them to trainings elsewhere, but with this facility the trainings could come to them.

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Alex and Dale are asking for two units because they can be joined to make a bigger course to work through, or they can be set up as two courses to run people through them more quickly. The ceiling package would allow for trainings in low-light scenarios.

In discussion, Bob Laford said that he likes the versatility of the portable unit but wonders about durability. Alex explained that he has seen similar products but not this one, as it is a fairly new product, so there is not a lot of information about long term durability yet. However, he has not heard of any issues with tearing, and he explained that it is constructed with Velcro to give way under high wind. Mary Kersell asked about the small size, wondering if two units would be big enough to accomplish an active shooter drill. Alex responded that they believe this is sufficient, as it would be enough to allow for a basic house set up as well as other patterns, and that they can add to this in the future if two turns out not to be enough. He pointed out that a lot of active shooter trainings happen in large facilities with more space than might be encountered in a real world situation, and this would be good practice for working in smaller spaces. These are also small enough to be set up in parking lots near buildings with facilities and heat, which many training facilities lack easy access to.

Alex and Dale explained that they would invite chiefs and firearms instructors from different disciplines to show them the units once they are set up, and they would make it available for every department in Western Mass. Alex and Dale would be able to help others set them up or give advice.

Tom commented that he has no problem with the proposal, but he prefers to have groups like WMA Chiefs send letters of support for requests like this to make sure that we are not duplicating efforts. He pointed out that we have the MPTC training facility, so he wonders if there is support for this.

Raine asked if there was a warranty. Alex and Dale agreed to find out, and later in the meeting Alex posted in the “chat” box that there is a 12 month warranty.

<p>Motion: Bob Laford moved to approve up to \$22,000 for the purchase of two portable training facilities with ceilings. Carolyn Shores Ness seconded the motion. The motion passed.</p>
--

Raine will be in touch with Alex and Dale about next steps.

Business Unforeseen by the Chair

None. Tom expressed his gratitude to everyone for their responses to the challenging situation and noted that he has been seeing the impact of everyone’s efforts to keep people healthy and get communities through this. He encouraged people to take time to relax, too.

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Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, May 19, 2020 at 9:00 am, location to be determined pending COVID-19 restrictions.

<p>Motion: Carolyn Shores Ness moved to adjourn the meeting. Allison Egan seconded the motion. The motion passed.</p>
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The meeting adjourned at 9:44 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for April 21, 2020
- T&E Subcommittee Meeting Minutes from March 17, 2020 (draft)
- WRHSAC FFY18 T&E Budget Report through 4/16/20
- WRHSAC FFY19 T&E Budget Report through 4/16/20
- ResilientFirst Proposal
- Proposal for Purchase of Portable Training Facility

Respectfully submitted by:

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

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, May 19, 2020, 9:00 am**

Present: Raine Brown (FRCOG), Tom Grady (BCSO), Jeanne Galloway (West Springfield Public Health), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Norene Pease (Shutesbury BOH/MAPHCO), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

**This meeting was conducted as a Zoom virtual meeting due to COVID-19 gathering restrictions. The meeting was recorded.*

Chairman Tom Grady called the meeting to order at 9:01 am.

Minutes

The committee reviewed the minutes from the April 21, 2020 meeting.

Motion: Tracy Rogers moved to approve the minutes from the April 21, 2020 meeting as submitted. Jeanne Galloway seconded the motion. The motion passed, with Tracy Rogers abstaining.

Budget Review

Raine Brown reviewed the budget. For FFY18, all projects are on track except for the Inner Resilience project. Raine will return \$3,000 to the Council for that project because it will be moving online, and those funds were for food and facility costs which are no longer necessary. This means that there is now \$3,000 in FFY18 available for spending. For FFY19 we have a total of \$279,758 in T&E to be spent by the end of July 2021. We need to think about creative ways to use T&E funds since we are unlikely to be able to hold in-person trainings for a while.

FFY18 & FFY19 Training and Exercise

Debris Management Chainsaw Safety Training – After the Storm

Raine reported. We are keeping this training on the books, though it is postponed for now. If we get back to being allowed to have more than 10 people in a room, we can do it. The training is mostly conducted outside. Tom asked if we need to add any additional funds to the budget to cover new PPE requirements for participants. Raine responded that we probably have enough in the project budget to cover PPE, but we should start thinking about ordering those supplies.

Faith Community Active Threat/Shooter Conference

Raine reported. This was going to be a big conference, so it might need to move online in order to proceed. We need to start thinking about how to do that. For example, would we want to have some of it pre-recorded, or have it be a live, interactive webinar? Subcommittee members should start thinking about ideas and next month we can have an in-depth conversation about it. Jeanne mentioned that a summit that she was supposed to attend in April in Nashville was moved online in a mixed format; it was held live but also recorded, and if you did an evaluation of each course afterward you could get credit for it. Some participant questions were submitted in advance so there was also an interactive feeling. Norene asked if we would need to hire additional people or tech savvy vendors to reformat a training like this. Raine replied that it depends on what we decide to do. Zoom has a lot of functionality built in that we could probably figure out how to use in-house, though we might need to upgrade to the level that allows webinars.

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Inner Resilience

As previously mentioned, Raine is going to return the funds to the Council and move this online.

Great Flood of 2020 TTX

We are waiting on the extension of FFY18 for this project. Raine heard from Amy Reilly that they got the ok from EOPSS but are still waiting for the paperwork. Tracy reported that Dan will start getting back into the planning process for this project again now that other demands are starting to subside. Tracy would prefer that it still be conducted in-person, but they are not sure yet how they will proceed.

Hazmat Teams Ammonia Response Training

This has been delayed. Jon Davine is in contact with the vendor to figure out when it will happen.

Training Tourniquets

All tourniquets are in. We need to figure out how to distribute them or store them, but there are no trainings happening right now so this is not urgent.

Large Animal Rescue Training

This has been approved, but we don't know how or when it will happen.

Resilient First App

This was approved last week by EOPSS, but the price discussed last month did not include a set-up cost of about \$1,000 that would have to be added to the budget.

<p>Motion: Jeanne Galloway moved to approve an additional \$1,000 for the Resilient First App set up fees. Monica Wynne seconded the motion. The motion passed.</p>
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GCC Portable Training Facility

This was approved last week by EOPSS. Raine will start working on the specifications.

Old Business:

MYTEP Update

We will need to do the MYTEP (Multi-Year Training and Exercise Plan) update at some point. We have previously talked about holding a joint meeting with the planning/pan flu committee, but nothing has been scheduled.

All Hands on Deck & Tactical Communication Training

This has remained on the agenda as a placeholder, but it might be able to translate well to webinar format. Raine will contact the facilitator.

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BOSAR Training

This training had been suggested as a possible component of the Planning / Pan Flu 2020 project. An initial search for instructors was not successful, but the training may not be appropriate for school resource officers anyway. Tom agreed that this should be taken off the agenda.

Tactical EMS Training

We are waiting to see if the people who came forward with request will return with more details as requested by the Council. This can be taken off the agenda for now.

New Business:

LearnDash Learning Management System for WRHSAC Website

Raine has done research into online learning systems, and has found one called LearnDash that would work with our website. Eric Amlee, who works with Raine on the web hosting, suggested setting it up on a subdomain so we would have a specific paid page for training. The Mental Health Resiliency project would have online modules that would stay on the website, as well as live meetings on Zoom. This is a plug-in with a yearly fee of \$200.

<p>Motion: Tracy Rogers moved to approve \$200 for a one year LearnDash subscription. Jeanne Galloway seconded the motion. The motion passed.</p>
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Bernardston Police Department Simunition Rifles

Raine reported that the Bernardston PD has been in touch with her regarding simunitions conversion kits. Raine asked them to provide more information, and specifically to communicate with Greenfield PD and GCC as their proposal is building off of regional equipment that is being housed and maintained by these two entities. Raine explained to them that as the project is becoming bigger, we want to make sure all elements are communicating with each other.

She noted that the request itself is pretty straightforward, consisting of things that we have purchased before for other projects. She asked if there is anything else the committee wants Bernardston to provide.

Tom reiterated the need for coordinated communication. He would like to know if we really need additional training equipment. He added that we need to know who holds the responsibility for this sort of equipment, and we need to know where things are. Having a host agency is helpful. Tom also noted that we don't know what weapons they carry, explaining that you have to train with simunitions that match what you carry. A regional cache might not be useful for everyone. Raine noted that we did not purchase rifles for Greenfield PD. She asked if Tom would rather see conversion kits for multiple types of rifles. Tom replied that he would like them to coordinate with Greenfield PD, and find out if they are all using the same handguns and rifles. It does not make sense to purchase equipment that does not work for everyone. We need to make sure that what we purchase has a benefit not just for Bernardston.

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Planning / Pan Flu Recommendation

Raine explained that at this month's Planning / Pan Flu subcommittee meeting, one of the topics discussed concerned adjusting the Non Pharmaceutical Interventions project to meet current needs. The subcommittee is looking into creating signage reminding people about social distancing and other NPIs, but they are also recommending that the T&E subcommittee consider adding de-escalation training for law enforcement and first responders for when people refuse to comply with social distancing or mask wearing, or for when citizens take it on themselves to police others. There have been a few stories in the country of things going poorly when people have tried to enforce NPIs.

Tom suggested that we try to reach out to taskforce members, maybe through DPH, to see what their need is. He suggested that it should be a statewide initiative with all the Councils. He noted that Boards of Health are the enforcement arms, though they can task Law enforcement with it. In Berkshire County they are going to enforce with ordinances and fines.

Jeanne added that a lot of calls that DPH has had with Boards of Health have revealed frustration in Western Mass with regard to lack of personnel and lack of uniformity across towns. BOHs don't usually handle difficult people, and don't necessarily have the skills to handle situations that arise. Monica added that it's a nationwide problem.

Jeanne suggested that the best way to reach the re-opening taskforce is through Kelly Driscoll or Lt Gov office. Tom offered to talk to Pat Carnavale, who talks to the Lt Gov. He will keep Raine in the loop. Mary added that the mayor of Easthampton is on the taskforce and she can reach out to her.

Business Unforeseen by the Chair

None.

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, June 16, 2020 at 9:00 am, location to be determined pending COVID-19 restrictions.

<p>Motion: Jeanne Galloway moved to adjourn the meeting. Monica Wynne seconded the motion. The motion passed.</p>
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The meeting adjourned at 9:33 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for May 19, 2020
- T&E Subcommittee Meeting Minutes from April 21, 2020 (draft)
- WRHSAC FFY18 T&E Budget Report through 5/15/20
- WRHSAC FFY19 T&E Budget Report through 5/15/20
- Bernardston PD Proposal for Purchase of Patrol Rifle Simunition Conversion Kits 20-1

Respectfully submitted by:

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

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, June 16, 2020, 9:00 am**

Present: Raine Brown (FRCOG), John Dearborn (Longmeadow FD), Allison Egan (BRPC), Jeanne Galloway (West Springfield Public Health), Steve Gaughan (Amherst Fire), Mary Kersell (NWMIMT), Sandra Martin (BRPC), Rachel Mason (FRCOG), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO), John Richardson (Bernardston PD), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

**This meeting was conducted as a Zoom virtual meeting due to COVID-19 gathering restrictions. The meeting was recorded.*

John Dearborn called the meeting to order at 9:02 am.

Minutes

The committee reviewed the minutes from the May 19, 2020 meeting.

Motion: Carolyn Shores Ness moved to approve the minutes from the May 19, 2020 meeting as submitted. Tracy Rogers seconded the motion and proposed an amendment on page 4 to fix a typo. The motion to approve the amended minutes passed.

Budget Review

Raine Brown reviewed the budget. We have \$2,775 in FFY18 that is not allocated for a project. In FFY19, we have almost \$311,000 for T&E to spend by the end of July 2021. There are a few projects still on hold in FFY18, including the Faith Community Active Threat Conference, but we probably will not be able to do that in a large venue. Even if we convert it to a virtual format and move ahead with it, it will not take the amount of money we have allocated for it. Raine suggested moving that project into FFY19 and moving some active projects into FFY18 to move them along.

Motion: Jeanne Galloway moved to switch the Faith Community Active Threat Conference to FFY19 and to allow Raine Brown to move other projects from FFY19 into FFY18 in accordance with the budget. Steve Gaughan seconded the motion. The motion passed.

FFY18 & FFY19 Training and Exercise

Raine reported on the status of each project.

Debris Management Chainsaw Safety Training – After the Storm

We are still waiting to be able to have gatherings of more than ten people in a room. The majority of this training happens outside, but the first four hours take place inside.

Faith Community Active Threat/Shooter Conference

Raine asked the committee if there was a desire to work towards converting this into a virtual format. Carolyn responded that it would be more practical than waiting to do it in person, as we are unlikely to get a vaccine out and distributed between now and next spring. She suggested that we aim to hold it virtually any time in early November, or in January, February, or March.

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Following discussion, the recommendation is to hold the event in late winter, likely February 2021. In response to a question about the online format, Raine clarified that the LearnDash platform gives us the ability to host trainings live, record them, and then put them online for people to access any time.

Great Flood of 2020 TTX

Raine explained that we will be doing an amendment to this project to extend the timeframe for deliverables. Tracy added that there will be a planning meeting soon.

Hazmat Teams Ammonia Response Training

This was going to be conducted at the end of May, but is currently on hold. Raine will check with the facilitators to see if it could be set up entirely outside.

Training Tourniquets

All SWAT-Ts and CAT-Ts are in. If you need them, talk to Raine.

Large Animal Rescue Training

This project is on hold until in-person trainings resume. It is only designed for 20-25 people, so it may be possible to proceed later in the summer.

Resilient First App

Procurement was done and the purchase order is in place.

GCC Portable Training Facility

This is out for procurement now.

LearnDash Learning Management System

The request for this is at EOPSS for approval.

Old Business:

MYTEP Update

Eventually we will need to do this as part of FFY19 and FFY20 planning. We will aim for September to hold a joint meeting with the T&E and planning/pan flu subcommittees.

All Hands on Deck & Tactical Communication Training

Raine reached out to the facilitator and included her response in today's packet, with a summary of the trainings that she offers. The first is a 2-2.5 hour sign language training for first responders, for up to 25 people, at a cost of \$45 per person or up to \$1,125 per training. This can be done virtually. She also does tac com training, for law enforcement only, to help agencies develop signs that can be used internally. This is a 1-1.5 hr training, \$42/officer. However, the facilitator is currently revising this program and it is not yet ready. For the sign language training, she would be able to do police, fire, and EMS together; she could also do a separate training for public health and hospital staff.

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Jeanne replied that she would like to see it happen, both for first responders and also for public health. Allison noted that this could be useful at Emergency Dispensing Sites or flu clinics. Tracy asked if the facilitator also does TTY services, for help with contact tracing. Raine will check. Mary asked if the trainings could be put online. Raine replied that they could be done live virtually, but they might not be able to be recorded because the facilitator needs to be able to assess how people are signing and give feedback. Mary thinks it will be popular among first responder groups. If we could put it on LearnDash for ongoing use, that would be helpful. This might require getting a license with the facilitator to use her materials in that way. Raine will discuss with her. Jeanne added that we should also stay in touch with her regarding the tac com training that is still in development.

Motion: Jeanne Galloway moved to allocate up to \$10,000 for multiple sessions of basic ESL trainings for first responders and public health. Carolyn Shores Ness seconded the motion. The motion passed.

Bernardston Police Department Simunition Rifles

Sergeant John Richardson from the Bernardston Police spoke to the committee, following a written proposal submitted last month regarding simunition rifle conversion kits. They would like the Council to purchase the upper receivers of the simunition rifles. Borrowing agencies would have to already have the compatible lower halves. Sgt. Richardson explained that most officers only get this training in the Academy setting, so this project would enable agencies to keep training levels high.

Several questions were asked by committee members, including how this would impact the region, what resources are already available in Western Mass, and whether there are other rifles being used by other departments. Sgt. Richardson replied that the kits would be available to any agency meeting the criteria, and would allow the entire region to train and work together. Most agencies in Western Mass use the AR15 rifles, so these would be compatible with most departments. To the best of his knowledge, there are not currently any available for regional use, only for SRTs. Raine confirmed that the Council has funded some for SRTs, and that St. Richardson is correct that those are just for SRT members.

Other questions arose regarding housing, trainings, and whether the funds requested are sufficient. Sgt. Richardson replied that they would be housed in Bernardston and he would be responsible for examining them. He noted that these are not emergency response supplies, but rather training items that can be requested in advance and available with notice. The kits have a five year warranty, and the number requested was relatively small because the training involves working in smaller teams. They would order an initial cache of rounds that could be lent out, which borrowing agencies would be responsible for replenishing. Sgt. Richardson is already involved in running trainings and is working on developing trainings for force-on-force. He has been a firearms instructor for years and is making sure trainings are in compliance with regulations.

Raine noted that this is also building on other projects funded by the Council, namely the active threat cache in Greenfield and the portable training facility at GCC. She asked Sgt. Richardson to talk to them prior to submitting this request to ensure all are aware of all the equipment and

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willing to coordinate together when agencies would like access to all of the equipment. WRHSAC can do some advertising about all of the resources available.

Carolyn suggested increasing the order to double the number of magazines available.

Norene asked if there is a component in the training for when not to use this equipment or how to de-escalate situations. Sgt. Richardson replied that the training is very good for reinforcing de-escalation and other techniques to resolve issues. He explained that officers have to be prepared to use the weapons if needed, but that the training incorporates a lot of “no shoot” scenarios to reinforce that.

<p>Motion: Carolyn Shores Ness moved to allocate up to \$13,000 for the simunitions rifles requested increasing the magazines to twenty. Steve Gaughan seconded the motion. The motion passed.</p>

Virtual Trainings – Ideas to Proceed

This agenda item was not discussed in detail, as Raine noted that it sounds like there is consensus around wanting to proceed with virtual trainings.

An impromptu off-topic discussion followed, with Carolyn returning to the issue raised by Norene around de-escalation. She pointed out that the more training you have, the more competence you have, and as such there should be more focus on de-escalation in trainings. This could be another bar for how T&E money is spent. We could be more purposely thoughtful on this. Norene agreed, and suggested that extra trainings to raise awareness would be useful. Allison agreed and noted that this ties into some of the work that the planning committee is going to talk about. It’s important to have de-escalation options outside of using deadly or painful force, and to add components to all trainings rather than have only separate trainings. Carolyn suggested not making it a requirement, but making sure it is part of the discussion every time. By having the discussion it reinforces the importance again and again. If people are aware that this is something the Council will look at before considering funding, they will start adding it to proposals and thinking about it in advance. There could be a helpful long term ripple effect. Mary added that de-escalation is important, but that we also need to consider dismantling systemic racism in our work. Raine asked that we hold this conversation for now, as the topic is scheduled for discussion later in the agenda and time is tight to cover all the remaining items.

New Business:

Cybersecurity Awareness Month Series

Raine reported that October is Cybersecurity Awareness Month, and that the MassCyberCenter and the Cyber Resilient Working Group want to partner with the Homeland Security Councils to do something for the month. Additional information is in today’s packet. They will be working with the Councils to do cybersecurity trainings with towns. They are seeking \$60,000 total for the project, with each Council putting forward \$15,000.

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Motion: Jeanne Galloway moved to allocate \$15,000 to take part in the Cybeseurity Awareness Month series. Carolyn Shores Ness seconded the motion. The motion passed.

Cyber Incident Response Plan Workshop Series

Raine informed the committee that a Cyber Incident Response Plan Workshop series is being conducted by the MassCyberCenter. Everyone will be seeing emails about this coming out soon; please distribute through towns, as they are trying to get people together who want to create plans.

Berkshire County Boards of Health Vaccination Training and Exercise

Sandra Martin presented a request from the Berkshire County Boards of Health Association. Public health realized while planning for fall flu clinics and vaccination clinics for COVID-19 next spring that they are not prepared to do this in the context of a pandemic. They are proposing developing and conducting a table top exercise to figure out how to hold vaccination clinics in the pandemic, then holding three or more clinic drills to develop best practices for how to do it. Allison also spoke in support of proposal, adding that if they are actively training and adding protocols to prevent transmission, people in the communities will feel reassured and more likely to get the flu vaccine. They have seen in preventative care practices fear of going to a clinic or ER for regular care. This would help them better prepare for clinics for the public, first responders, and school personnel.

Tracy noted that they already have to do a tabletop or three SNS drills with PHEP funds. She asked how this would be different. Allison replied that regularly scheduled flu clinics are held for different populations and in different locations, so there are different considerations, but this will also help inform EDS trainings. Sandra added that the current EDS plans did not anticipate running during a pandemic, and they do not know how to conduct mass vaccinations during a pandemic. This is different than what they are expected to do during normal PHEP EDS drills. They will start with existing EDS plans and identify what is missing, and work from there.

Mary asked if there was also interest in other counties. Sandra replied that they have not had time to check yet, but that she suspected there probably would be interest. The findings would be available to all and would be transferrable to all EDSs in Western Mass, or in the entire state. Carolyn suggested bringing this to the next Pan Flu / Planning subcommittee meeting. Sandra worried that doing so and waiting another month for approval at the full Council would cut into the time that they need for planning. Raine agreed that if we want this to move forward in a timely fashion, it should be approved now. If other counties want to join, we can come back to it later and add to the project.

Motion: Monica Wynne moved to allocate up to \$33,000 for Berkshire County Boards of Health Vaccination Training and Exercise project. Steve Gaughan seconded the motion. The motion passed, with Allison Egan abstaining.

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From Pan Flu Planning: Recommendations for Awareness Training to Address Systemic Racism

Due to time constraints, this topic was tabled until next month's meeting.

WRHSAC's Online Shelter Training

Due to time constraints, this topic was tabled until next month's meeting.

Business Unforeseen by the Chair

None.

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, July 21, 2020 at 9:00 am, location to be determined pending COVID-19 restrictions.

<p>Motion: Monica Wynne moved to adjourn the meeting. Allison Egan seconded the motion. The motion passed.</p>

The meeting adjourned at 10:06 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for June 16, 2020
- T&E Subcommittee Meeting Minutes from May 19, 2020 (draft)
- WRHSAC FFY18 T&E Budget Report through 6/12/20
- WRHSAC FFY19 T&E Budget Report through 6/12/20
- All Hands on Deck - Virtual Sign Language Training information sheet
- Bernardston PD Proposal for Simunition Conversion Kits
- Cybersecurity Month Training Series Proposal
- BCBOHA Vaccination Training and Exercise Proposal
- Education and Action to Address the Public Health Crisis of Systemic Racism

Respectfully submitted by:

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

**Western Regional Homeland Security Advisory Council
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Present: Raine Brown (FRCOG), Steve Gaughan (Amherst Fire), Tom Grady (BCSO), Mary Kersell (NWMIMT), Sandra Martin (BRPC), Rachel Mason (FRCOG), Patricia McGuirk (EOPSS), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

**This meeting was conducted as a Zoom virtual meeting due to COVID-19 gathering restrictions. The meeting was recorded.*

Tom Grady called the meeting to order at 9:00 am.

Minutes

The committee reviewed the minutes from the June 16, 2020 meeting.

Motion: Carolyn Shores Ness moved to approve the minutes from the June 16, 2020 meeting as submitted. Tracy Rogers seconded the motion. The motion passed.

Budget Review

Raine Brown reviewed the budget. In FFY18 we have just over \$1,000 left, which will likely even out as projects get moved around to spend down the budget. That leaves just over \$229,000 in FFY19 to spend by end of July 2021.

FFY18 & FFY19 Training and Exercise

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

Debris Management Chainsaw Safety Training – After the Storm

This project is on hold, waiting on locations that will let us come in and do the classroom portion.

Faith Community Active Threat/Shooter Conference

Last month we decided to switch this to a virtual project, to be held in January or February. Raine will start working on it in the next few months.

Great Flood of 2020 TTX

Tracy Rogers reported that they are planning everything for Zoom at this point. They have an initial planning meeting for creating job action sheets scheduled for the end of July. They have invited Deerfield River Emergency Management Directors and Matt Cole from Great Hydro. They aim to have the job action sheets done by Sept 3, then they will start planning for the table top Sept 9, with the intention of holding it in January or early February. The goal is to have the AAR in by the end of February. Carolyn added that Deerfield has used MVP funds (Municipal Vulnerability Preparedness) to develop evacuation plans in coordination with other towns up and down the river. They are hoping to get buy in to coordinate evacuation routes.

Hazmat Teams Ammonia Response Training

This project is on hold, waiting on locations that will let us come in and do the classroom portion.

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Large Animal Rescue Training

This project is on hold, waiting on locations that will let us come in and do the classroom portion.

Resilient First App

This is moving forward, with a rollout expected in August.

GCC Portable Training Facility

A bid was received for this last month shortly after the last WRHSAC meetings. The Council had allocated up to \$22,000 for this project, but the bid came in at \$25,080.14. Tom approved issuing the purchase order so that we could move ahead with the project, but we need to approve the allocation of the additional funds today. There is funding left from other projects that could be moved.

<p>Motion: Monica Wynne moved to allocate an additional \$3,080.14 to the GCC Portable Training Facility project. Carolyn Shores Ness seconded the motion. The motion passed.</p>
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LearnDash Learning Management System

Erik Amlee added this to the WRHSAC website on a subdomain, learning.wrhsac.org. Online trainings can now be added to it. The Planning Committee's Mental Health Resilience project is currently working on getting the modules online and working out the bugs with Erik.

Simunition Training Rifles

This project received approval from EOPSS. Raine is working on specifications and will send it to MAPC later this week.

Cybersecurity Awareness Month Training Series

This is a joint project between all four Homeland Security Councils, to put together an online series of cybersecurity trainings. They put together an RFP for an instructional designer/trainer to help take materials from the DHS/CISA Cyber Essentials Department and turn them into an interactive online training. They are also seeking their assistance to build the live events that will happen with that training. This will also be a "test run" for Raine to see how online adult learning programs are developed, which will hopefully be helpful in moving forward with other projects.

BCBOHA Vaccination Exercise Series

This has been approved and an MOU was signed between WRHSAC and BRPC. It is now at MAPC waiting for the PO to be issued.

American Sign Language for First Responders

This project was approved by EOPSS. Raine is working on the Scope of Work.

Old Business:

MYTEP Update

Last month there was discussion about holding a joint meeting in September with the Pan Flu / Planning subcommittee. The question today was whether to try to add it to a regularly monthly subcommittee meeting or do it separately. It could be a long conversation. There was general

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agreement that it should be done as a separate meeting. To choose a date, Raine will send a doodle poll to members of both committees as September approaches.

From Pan Flu Planning: Recommendations for Awareness Training to Address Systemic Racism

At the June Pan Flu / Planning subcommittee meeting there was a discussion and recommendations put forward related to systemic racism. See today's packet for more details. One part of this is a consideration for awareness and education of first responders with an emphasis on developing policies which will support cultural shift within agencies. If a person receives education on systemic racism but then goes back into a work environment that is not open to change, it can cause greater strain on that individual. There is a recommendation from the Pan Flu / Planning committee that the T&E committee start looking into this topic.

Carolyn emphasized the need to evaluate any training in advance to ensure that it will achieve what we want it to achieve. She noted that while intentions may be good, pop up programs are not necessarily effective, and inadequate programs can turn people off to a topic. We should take a lead role and make sure that programs will work. Sandra noted that research over the years has shown what does and does not work. Unfortunately, people tend to respond to crisis rather than do things proactively. She urged that we not miss this moment to begin the conversation. She agreed that it is important not to turn people off, but emphasized that we need to move forward while people are interested and ready for change.

Steve expressed concern that we do not know where the benchmarks are yet. He agreed that we can play a lead role in training, but suggested that we should wait a bit to see what comes out and what the needs are. He cautioned against moving too quickly on funding a particular program. Raine explained that at this stage the conversation is just about whether we want to pursue this topic; there is no specific program to allocate money for right now. Sandra added that this will require research into what is out there and what the data says about effective training. Norene expressed that it is critical that we continue to think about this and consult other people. She suggested that we might need to bring someone else into this group to educate us about what we need to learn and what we need to address. Norene added that she has learned a lot about her own biases, but that we might all need more insights before we can go farther.

Carolyn suggested getting in touch with Leon Andrews, director of Race, Equity, and Leadership (REAL). He consults with cities and police departments and might be able to give us some direction. Carolyn also agrees with Norene that we need more education ourselves.

Tom observed that there seems to be consensus that we want to move forward. He asked committee members to contact Raine with additional ideas and suggestions, and we can revisit the topic at the next meeting. Norene recalled that there is an excellent social justice program at UMass. She suggested that there might be experts there who will talk to us. Carolyn agreed that might be more practical because Leon Andrews might be too expensive or too much in demand. Tom noted that there will likely be state and federal mandates coming out on this topic. He would like to wait to see what comes out to ensure that our project is not in conflict with those mandates.

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WRHSAC's Online Shelter Training

The online shelter training on the WRHSAC website no longer works because the platform that it was built on, flash, is no longer supported. Raine asked Erik to see if it could be transitioned over to a new platform, but that is not going to work, so the training is basically defunct. She asked the committee if we should try to re-do it and/or revise it. It was used regularly for a while, but as our attention moved away from shelter operations, use of the training dropped off. Raine is not sure how effective it would be to just reproduce the training exactly as it was, or if we should look at doing a broader training.

Carolyn feels that we need to update it and get it back online. She pointed out that all of these things come in cycles. We have not had big events requiring shelter operations in the last few years but we're "due" for another and there are new people in key roles. Sandra liked that the training was interactive, but suggested that a PowerPoint or other format might have more longevity. She pointed to a recent MEMA pandemic shelter training that used a webinar to introduce a tool. Mary recalled that our training corresponded with our plans. She asked if we still have the documentation and scripts. Raine replied that we do. At the time of production, the project cost over \$100,000. If we want to do an interactive training now, it would probably be more like \$200,000. She suggested that it might require a longer group discussion if we want to develop a new training. Tracy noted that a PowerPoint presentation might be more stable, but not as engaging. She also suggested that we should make the new training mobile, so it can be accessed on a phone if someone suddenly finds themselves at a shelter. Sandra clarified that she meant a PowerPoint with voiceover, not a "dead" PowerPoint presentation. She reiterated that interactive presentations do not last as long, and that this is too important to lose. Tom suggested that we form a working group. We also have some lessons learned from the pandemic, and he feels that there is value to collecting lessons learned and tying them in if we create a new training. Sandra, Tracy, Tom, Carolyn all expressed interest in working on this. Raine will get a Doodle poll out next week.

New Business:

Funds for WMRIC Project

See the quote in today's packet. Through the interops committee, the Council purchased three video downlinks for the region some years ago. These allow state police helicopters to transmit video to assist with fires, search and rescue, and other situations. The downlink units needed to be upgraded this year, but when they were sent in the vendor realized that they were too old to handle the upgrade. The Council authorized the purchase of three new video downlinks. Raine told the vendor our budget, and they kept the project within the budget by leaving out the antennas. However, the old antennas will not work for the new frequencies, and there is not enough money left in the interops budget to buy new antennas until the FFY2020 funding comes online. The question before the T&E committee is whether to transfer money to WMRIC for this project. The entire cost is \$20,100 for the low band and high band antennas, of which interops can only cover a small amount. The remaining amount to be transferred would be \$16,172.

Mary noted that she saw these downlinks used in exercises, and it is important to keep up to date with this kind of equipment. Raine added that they were also used during the recent protests. Steve added that they were used in Leverett to help extinguish the fires.

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Motion: Carolyn Shores Ness moved to approve the transfer of \$16,172 from the Training and Exercise budget to the WMRIC committee for the video downlink project. Steve Gaughan seconded the motion. The motion passed.

Business Unforeseen by the Chair

Tom noted that we traditionally take August off, but since meetings are now on Zoom, we should discuss whether to hold a meeting or not. Raine noted that the Pan Flu / Planning committee will be meeting in August to focus on pertinent projects and to keep things moving. Carolyn expressed that she does not feel as much pressure for this committee to meet, as trainings are not in person and nothing imminent is happening. She suggested that we wait until September. Others agreed.

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, Sept 15, 2020 at 9:00 am, location to be determined pending COVID-19 restrictions.

Motion: Carolyn Shores Ness moved to adjourn the meeting. Monica Wynne seconded the motion. The motion passed.

The meeting adjourned at 9:42 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for July 21, 2020
- T&E Subcommittee Meeting Minutes from June 16, 2020 (draft)
- WRHSAC FFY18 T&E Budget Report through 7/17/20
- WRHSAC FFY19 T&E Budget Report through 7/17/20
- Education and Action to Address the Public Health Crisis of Systemic Racism
- IMT Quotation dated July 10, 2020

Respectfully submitted by:

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

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Subcommittee members present: Bob Barry (MEMA), Jeanne Galloway (West Springfield Public Health), Stephen Gaughan (Amherst Fire/EMS), Thomas Grady (BCSO), Robert Laford (UMass), Norene Pease (Shutesbury BOH/MAPHCO), Sandra Martin (BRPC)

Non-members present: Raine Brown (FRCOG), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Patricia McGuirk (EOPSS)

Subcommittee members absent: Allison Egan (BRPC), Bob Hassett (Springfield EMD), Carolyn Shores Ness (Deerfield BOS/BOH), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

**This meeting was conducted as a Zoom virtual meeting due to COVID-19 gathering restrictions. The meeting was recorded.*

Tom Grady called the meeting to order at 9:00 am.

Minutes

The committee reviewed the minutes from the July 21, 2020 meeting.

Motion: Steve Gaughan moved to approve the minutes from the July 21, 2020 meeting as submitted. Jeanne Galloway seconded the motion. A roll-call vote was held. Steve Gaughan, Tom Grady, Jeanne Galloway, and Norene Pease voted to approve. Bob Laford abstained. The motion passed.

Budget Review

Raine Brown reviewed the budget. In FFY18 we have a few lines with small amounts of money. As we move through equipment projects, she will flip those into corresponding spots. In FFY19, we have \$212,466 to spend by the end of July 2021. We will likely need extension in FFY19 for both the T&E and Pan Flu/Planning subcommittees because of projects that have not started yet due to the pandemic. Raine will begin discussion with MAPC about an extension.

FFY18 & FFY19 Training and Exercise

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

Debris Management Chainsaw Safety Training – After the Storm

This project is on hold, waiting on locations that will let us come in and do the classroom portion.

Faith Community Active Threat/Shooter Conference

This will be held as a virtual event, likely in February or March. Raine will reach out to Brad Orsini to see if he can join virtually.

Great Flood of 2020 TTX

The tabletop exercise will happen sometime in February. The date is not set yet. They are working on the job action sheets now, and will be reaching out to EMDs to review them. They are also working on mapping.

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Hazmat Teams Ammonia Response Training

This project is on hold, waiting on locations that will let us come in and do the classroom portion.

Large Animal Rescue Training

This project is on hold, waiting on locations that will let us come in and do the classroom portion.

Resilient First App

The app has been rolled out. It has some users, but not many. Raine is working with the vendor to do another push, and HMCC will be pushing it out through their newsletter.

GCC Portable Training Facility

The training facility has come in and is at GCC. Raine has been in contact with the chief there. They might do an outdoor demo; Raine will keep everyone informed if this happens.

LearnDash Learning Management System

The Council's online learning site has been set up at learning.wrhsac.org, still in draft form. The mental health resiliency project of the Pan Flu / Planning subcommittee is putting up a course to roll out in November. Raine is still working out kinks in the system.

Simunition Training Rifles

These have been delivered to Bernardston. They have been tested, and everything works. If we do a demo of the new training facility at GCC, these would be featured as well, along with the cache housed at the Greenfield PD.

Cybersecurity Awareness Month Training Series

The vendor is working on e-modules and shared story boards for review, which look good. Seth Bouvier (EOPSS) is working on a video to introduce the series. These will be ready for October, to be rolled out throughout the month.

BCBOHA Vaccination Exercise Series

Sandra Martin reported that the tabletop exercise will be held this Friday, and they are in the midst of scheduling the drills. Those are vaccine dependent; they have not received all of them yet. So far there has been good discussion with the planning group to figure out how they will do it. Raine asked if the tabletop is open to others. Sandra replied that she can send the invitation out through Raine for observers, but she wants to keep the players down to the core group.

American Sign Language for First Responders

The courses will likely start in November. The facilitator had originally said she would enroll 25 people per course, but she has since found that 10 is a better number for Zoom. Therefore we will offer more sessions with fewer people, still aiming for same total number of people (200), but in more intimate groups. There will be one course for law enforcement, and another for fire, EMS, and public health, as there is more crossover in messaging for these three disciplines.

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Old Business:

MYTEP Update

A group met last week and talked about shifting, combining or adding categories. In the document shared for today, Raine put a chart with the old and new categories side-by-side. Based on the discussion, she kept the same number of categories but combined a few: “active shooter” is now within the anti-terrorism category; she kept Hazmat/CBRNE as a standalone category but also created Natural Disaster/Climate Change as a new category. She added search and rescue to “Command and Control,” combined Communications/Information Sharing/Public Information into one category, and added a Public Health category.

Sandra asked Raine to add the concept of essential workers somewhere so as not to lose it, perhaps in community resiliency. She wants to keep the “essential worker” wording that she brought up in the planning workshop.

Tom said that the document looks good to him as is. Raine also added more information regarding T&E efforts, including noting that we would like to start to look towards more drills or exercises as follow ups to integrate and practice skills, and utilizing large planned events. She also included a list of potential trainings based on ideas people sent her. Sandra suggested that instead of saying we will “emphasize” trainings that lead to exercising, we should say “prioritize.” Mary disagrees, as there could be important trainings that do not lead to exercises or drills. She also asked if people proposing a training still need to fill out forms, in which case we could ask them to include something in the proposal about how it could connect to an exercise series. Raine explained that we no longer use those forms; requests now have to go through a committee member. However, we can still ask people about how proposed trainings could go forward into drills.

Regarding using large planned events, Raine asked if we should think about putting that info out somehow. Perhaps putting together some sort of announcement to the region about this emphasis. Tom replied that this would be useful, especially for COM-T and COM-U people who could get sign-off on tasks. Mary concurred, noting that the same is true for the Incident Management Team; people need experience to get their credentials. If we are able to do unit level training it would be a great opportunity for people to get that. Raine will put together a draft letter to share at the next meeting.

Norene asked if we should be thinking about adding training in data interpretation and understanding for epidemiological data or other disciplines, e.g. helping schools use data to determine when to close, or helping towns determine when to move from different levels of opening. Raine replied that the category of public health would cover that. Some projects in the Planning/Pan Flu committee are addressing some of that, including the NPI project looking at what tools might be needed to help municipal officials and school officials to work together and understand info. Sandra added that the NPI project will include that concept in the checklist and guides, but noted that the triggers are harder to define. Raine will finalize the MYTEP document and have it for review at the October meeting.

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From Pan Flu/Planning: Recommendations for Awareness Training to Address Systemic Racism

We have had this on the agenda for the last few months, but we have nothing specific. When we talked in July we said we wanted to see what comes from different state agencies regarding recommendations, but this remains on the agenda so that we keep thinking about it. Tom noted that MPTC has released training for reserve and full time police officers; implicit bias will be part of that training as a mandatory topic. Tom will share more info about it when he gets it.

WRHSAC's Online Shelter Training

Last month the committee discussed having a working group discussion about the Online Shelter Training. Raine still needs to arrange the discussion. The training was built using Flash, which is no longer used. We would need to re-create it. It would likely cost more than last time, so we need a group to look at whether or not it is worth justifying that amount of money. The original training was created in 2012-2013 and cost about \$100,000. A short discussion followed about how useful the previous training was, how much it was actually used or needed, and what we are trying to achieve with this tool. Consensus was that a deeper discussion is necessary. Tom suggested reaching out to the public health community to get their input and reaching out the REPCs to learn more about who is using the tools. Raine will pull together a meeting via a doodle poll.

New Business

None.

Business Unforeseen by the Chair

None.

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, October 20, 2020 at 9:00 am, as a virtual meeting.

<p>Motion: Jeanne Galloway moved to adjourn the meeting. Bob Laford seconded the motion. A roll-call vote was held. Steve Gaughan, Bob Laford, Tom Grady, Jeanne Galloway, Norene Pease, Sandra Martin, and Bob Barry voted to approve. The motion passed.</p>

The meeting adjourned at 9:35 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for September 15, 2020
- T&E Subcommittee Meeting Minutes from July 21, 2020 (draft)
- WRHSAC FFY18 T&E Budget Report through 9/11/20
- WRHSAC FFY19 T&E Budget Report through 9/11/20
- WRHSAC MYTEP Categories 2020 Draft

Respectfully submitted by:

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, September 15, 2020, 9:00 am**

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

DRAFT

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, October 20, 2020, 9:00 am**

Subcommittee members present: Bob Barry (MEMA), Jeanne Galloway (West Springfield Public Health), Thomas Grady (BCSO), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO), Tracy Rogers (FRCOG)

Non-members present: Gail Bienvenue (DPH), Raine Brown (FRCOG), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Patricia McGuirk (EOPSS), Alex Wiltz (GCC)

Subcommittee members absent: Allison Egan (BRPC), Stephen Gaughan (Amherst Fire/EMS), Bob Hassett (Springfield EMD), Robert Laford (UMass), Monica Wynne (Baystate)

**This meeting was conducted as a Zoom virtual meeting due to COVID-19 gathering restrictions. The meeting was recorded.*

Tom Grady called the meeting to order at 9:00 am.

Minutes

The committee reviewed the minutes from the September 15, 2020 meeting.

Motion: Tracy Rogers moved to approve the minutes from the September 15, 2020 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Jeanne Galloway, Norene Pease, Sandra Martin, Tom Grady, Bob Barry, and Carolyn Shores Ness voted to approve. Tracy Rogers and Gail Bienvenue abstained. The motion passed.

Budget Review

Raine Brown reviewed the budget. Nothing has changed since last month. There is a small amount of money left in FFY18, and there are some FFY19 projects that Raine would like to swap to spend it down, which she will discuss with the full Council. In FFY19, we have over \$212,000 to spend. We do not yet know when the FFY2020 contract will come on board, but it is likely to be in December or January. We have \$240,000 set aside for T&E in FFY2020.

FFY18 & FFY19 Training and Exercise

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

Debris Management Chainsaw Safety Training

The first session of the basic safety training was held in Turners Falls last week. The second session of basic training will be held the first week in November, and a combined single session of After the Storm training will be held November 10. There was high demand for this, and the course filled up quickly. There are some departments in Berkshire County that want to do this as well and are willing to be a host location. There are about 25 people on a waitlist, not counting the departments that are offering to host another round of trainings. It is worth considering doing another two rounds in 2021.

Bob Barry noted that chainsaws are now on the Authorized Equipment Lists for EMPG (Emergency Management Program Grants). It is EMPG season, and these are authorized tools for

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recovery, so there is likely to be more interest. Carolyn added that there seem to be many more storms with trees down now, and from a municipal level they want people to be trained because the liability is huge.

Raine explained that one complete course (two basic safety classes plus one “After the Storm” class) costs about \$4,000, so if we do two more courses it would cost about \$8,000. However, the instructor might bring on a second person, so the cost may go up. Raine was able to get box lunches for this, so we need to add money for food. She suggested that with these extra expenses, each course might cost closer to \$6,000. Carolyn Shores Ness made a motion for setting aside \$10,000 for two courses. Sandra Martin suggested that the motion be amended to plan for three courses. Norene Pease moved to increase the amount to \$12,000. Raine reiterated that if we include lunches and a second instructor, the cost of each course might be more than \$4,000. Carolyn amended the motion to allocate \$15,000 for three courses. Bob Barry seconded the motion. Tracy Rogers suggested increasing it to \$18,000 to ensure that we have enough to cover food for all three courses. Carolyn agreed and amended her motion.

Motion: Carolyn Shores Ness moved to allocate \$18,000 for three chainsaw safety training courses. Bob Barry seconded the motion. A roll call vote was held. Jeanne Galloway, Norene Pease, Sandra Martin, Tom Grady, Tracy Rogers, Bob Barry, Gail Bienvenue, and Carolyn Shores Ness voted to approve. The motion passed.

Tom added a note of caution, warning that by increasing the number of sessions we may run into scheduling challenges as we have in the past. We need to be careful to avoid overscheduling.

Faith Community Active Threat/Shooter Conference

This is moving to a virtual format, likely to be held in February or March. Raine reached out to Brad Orsini, who is still available for a virtual keynote. We need to figure out the topics and what we want to include now that we are virtual. Raine will look into DHS resources for faith communities, but she is also hoping to convene a small working group on this topic. Tom pointed out that in the presentation from the state (see today’s Council handouts), protecting houses of worship is part of Goal 5. He agrees that convening a small group is a good idea. Raine will send a doodle poll.

Norene asked if Raine has contacts in the faith community. Raine replied that she has a few, but that we might want to have an internal working group meeting before bringing them into the conversation. Norene also has contacts. Sandra suggested bringing in law enforcement as well. Carolyn agreed that it is important to have broad diversity in the planning group. Raine suggested that we start with doodle poll, and reach out to others if needed.

Great Flood of 2020 TTX

Tracy Rogers reported that they are still working on job action sheets and mapping.

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Hazmat Teams Ammonia Response Training

This project was in FFY18. We had hoped to get it in before the end of FFY18, but that is not going to happen. A new date has been set for May 2021, so it will have to be flipped to FFY19 in exchange for another project.

Large Animal Rescue Training

This was also in FFY18 but will not be completed in time. No new date has been set, so this will also be moved into FFY19 to give it a little more time.

Resilient First App

The app did not get a big response. Raine will work with the vendor to see how they will bill us, because we paid for 500 people.

GCC Portable Training Facility

Alex Wiltz of Greenfield Community College Police reported. Setup demonstrations of the portable training facility (PTF) were held in Greenfield and Monson. The vendor was presented to assist with the initial set up and demonstrate its flexibility. The simmunition rifles and active threat facilitator equipment were also displayed in Greenfield. The demonstrations provided regional law enforcement a chance to become familiar with the PTF. Franklin Count Sheriff's Office will borrow it this week and many others expressed interest.

Sandra asked some additional questions about the structure of the PTF. Alex clarified that it is heavy duty pipe and drape. They can create a structure inside, and change the set up within 5 minutes. There is a learning curve to setting it up. It took several hours to set up the first time, but about 1.5 hours to set it up the second time. Alex thinks with practice they can probably get a decent size configuration up in over an hour. The roof units can cover two 16x16 squares. It does not have heat or a floor, but Alex has heard that others have been using these facilities as outdoor classrooms during the pandemic, so there are many possibilities for use.

Simmunition Training Rifles

These are in. Raine reported that the Sgt. Richardson from Bernardston brought them to the Greenfield demo of the training facility. This project is complete.

Cybersecurity Awareness Month Training Series

This took a lot of Raine's time, but the people who worked on the e-learning modules were good consultants to work with, very responsive and patient, and they did a good job. The modules were pushed out last week, and yesterday they held a webinar open across the state with panelists who led a good discussion. This project will wrap up with one more webinar next week, and the modules will continue to be available online as an additional resource.

BCBOHA Vaccination Exercise Series

Sandra Martin reported. They held a very successful tabletop exercises and are now in clinic drills, which are going well. The planning has paid off, as everyone is now on the same page with successful models. Online registration is fabulous. Clinics used to be able to serve 100 people, but

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they can now accommodate 300-400 people. 75% of people are coming prepared with their documentation. The planners purposely had people show up without being registered. The first day it was chaos but they quickly learned how to slot people in. They are learning a lot, and Sandra expressed her gratitude to the Council. The After Action Report for the tabletop is nearly complete, and the rest will be done after the clinic drills are finished. These will go to the Council. They will have another drive-through next weekend where they hope to fix some of the remaining issues. One other large walk-in clinic remains.

American Sign Language for First Responders

Raine has been in contact with facilitator and they are working on pulling together an announcement for the class. The sessions will likely begin the week before Thanksgiving, and run into December. The classes will be small, with up to 10 people per class, but there will be multiple offerings of each class. Raine plans to get the announcement out next week.

Old Business:

MYTEP Update

The current draft is in today's meeting packet. Raine asked for feedback or adjustments. Tracy and Tom replied that it looked good. Mary asked about mentioning the principle of trying to do mentoring. Raine replied that it is in command and control, as well as in the paragraphs toward the end. Mary replied that that is sufficient.

Motion: Tracy Rogers moved to approve the MYTEP as written. Sandra Martin seconded the motion. A roll call vote was held. Jeanne Galloway, Norene Pease, Sandra Martin, Tom Grady, Tracy Rogers, Bob Barry, and Carolyn Shores Ness voted to approve. The motion passed.

Raine asked for feedback on the letter about conducting exercises around planned events. There was some discussion around how to encourage using large, planned events for mentoring, especially as many organizations do not use "senior officers" and "junior officers" as titles. Raine will work on tweaking the language. She will put together a newsletter soon to send out this and other items.

From Pan Flu/Planning: Recommendations for Awareness Training to Address Systemic Racism

This remains on the agenda as a place holder. Tom noted that we are starting to see some guidance from the state. He recommended that we hold off until there is more so that our projects are supplementary rather than redundant.

WRHSAC's Online Shelter Training

A working group discussion was held to talk about the challenges we are having and whether or not we can convert what we have into a new version. Participants felt that some sort of training regarding "Just in Time" sheltering is important, maybe with pandemic considerations. Raine did inquire with the consultants who did the cybersecurity trainings to find out if they could convert the existing training to a new platform. The new consultants can indeed convert the modules, even

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without the source files, including audio. Their rough estimate is that it would take about a week per module, for a total of about \$65,000. However, we need to act quickly because Flash is going away permanently and they might not be able to play the modules after the end of this calendar year. If we do not move forward now, we will likely lose the training. Raine would include in the contract that we get the source files so that we do not end up in a similar situation in the future.

The working group did not discuss revisions to the trainings, as the work needs to happen quickly to capture the conversions. We might want to add new modules rather than changing existing modules, and that can be done at a more leisurely pace. The old training was not set up in a way that enabled us to track usage, but we can do that with a new one. Carolyn and Sandra both recalled that the training was extensively used after it was first created, but they believe that there has not been as much usage recently.

Motion: Jeanne Galloway moved to allocate up to \$100,000 for the conversions and updates to the online shelter trainings. Carolyn Shores Ness seconded the motion. A roll call vote was held. Jeanne Galloway, Norene Pease, Sandra Martin, Tom Grady, Tracy Rogers, Bob Barry, and Carolyn Shores Ness voted to approve. The motion passed.

New Business

Enclosed trailer and equipment for Portable Training Facility request from GCC

Alex Wiltz explained that they discovered in the two days of demonstrations that the duffel bags the PTF is stored and transported in are not sufficient to protect the equipment in the long run. They are extremely heavy, needing two people to lift them, and it is difficult to keep the equipment organized or count pieces to ensure that everything is there. The solution that they are proposing is a trailer that can be pulled by a Ford Explorer. They would like to ditch the duffel bags, sort equipment into bins, and keep it in the trailer. This would also make assembly easier and would encourage more use.

Motion: Sandra Martin moved to approve up to \$6,500 for the purchase of an enclosed trailer and related equipment for the portable training facility. Tracy Rogers seconded the motion. A roll call vote was held. Jeanne Galloway, Norene Pease, Sandra Martin, Tom Grady, Tracy Rogers, Bob Barry, and Carolyn Shores Ness voted to approve. The motion passed.

Norene added that Shutesbury has a trailer available that is in great shape. Alex will work with Raine to get in touch with Norene to assess whether that might be appropriate for this project.

Business Unforeseen by the Chair

None.

**Western Regional Homeland Security Advisory Council
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Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, November 17, 2020 at 9:00 am, as a virtual meeting.

Motion: Jeanne Galloway moved to adjourn the meeting. Sandra Martin seconded the motion. A roll-call vote was held. Jeanne Galloway, Sandra Martin, Tracy Rogers, Tom Grady, Bob Barry, and Carolyn Shores Ness voted to approve. The motion passed.

The meeting adjourned at 9:48 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for October 20, 2020
- T&E Subcommittee Meeting Minutes from September 15, 2020 (draft)
- WRHSAC FFY18 T&E Budget Report through 10/16/20
- WRHSAC FFY19 T&E Budget Report through 10/16/20
- WRHSAC MYTEP 2021-2023: October 2020 MYTEP Update
- Announcement Re: Utilizing Large Planned Events as Exercise and Drill Opportunities
- Proposal for Purchase of Enclosed Trailer and Equipment for Portable Training Facility

Respectfully submitted by:

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

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, November 17, 2020, 9:00 am**

Subcommittee members present: Allison Egan (BRPC), Jeanne Galloway (West Springfield Public Health), Stephen Gaughan (Amherst Fire/EMS), Thomas Grady (BCSO), Robert Laford (UMass), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO), Tracy Rogers (FRCOG)

Non-members present: Raine Brown (FRCOG), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Patricia McGuirk (EOPSS), Michael Nelson (DPH),

Subcommittee members absent: Bob Barry (MEMA), Bob Hassett (Springfield EMD), Monica Wynne (Baystate)

This meeting was conducted on Zoom. The meeting was recorded.

Tom Grady called the meeting to order at 9:02 am.

Minutes

The committee reviewed the minutes from the October 20, 2020 meeting.

Motion: Tracy Rogers moved to approve the minutes from the October 20, 2020 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Jeanne Galloway, Stephen Gaughan, Tom Grady, Bob Laford, Sandra Martin, Michael Nelson, Carolyn Shores Ness, Norene Pease, and Tracy Rogers voted to approve. Allison Egan abstained. The motion passed.

Budget Review

Raine Brown reviewed the budget. We allocated \$100,000 for the online shelter training conversion and up to \$18,000 for new rounds of the chainsaw safety training. These allocations account for a lot of the remaining FFY19 funds, so right now we have just over \$100,000 of FFY19 T&E funds available. Those funds are currently contracted to be spent by the end of July, 2021, though there will likely be an extension. Within the next month or two we should see the FFY2020 funds come online, which will go through the end of July, 2022. There are no remaining T&E projects active in FFY18, as several projects were flipped to FFY19.

FFY19 Training and Exercise

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

Debris Management Chainsaw Safety Training

The training wrapped up last week with the “After the Storm” session. We had good turnout, with a fair number of people on the waitlist who we will contact first when we offer the next training next year. There are several locations interested in hosting this next year. Raine will start coordinating with them over the next several months.

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Faith Community Active Threat/Shooter Conference

An update from the small group discussion is included in today's packet. The idea is to develop a series of webinars that would be interactive virtual sessions but could also be recorded. Raine asked for feedback. Sandra responded that she would like to broaden the appeal beyond just the faith community. Every organization or nonprofit could be faced with similar issues, so this could be more community oriented and have a wider scope. It will be a lot of work to put into a project that is so specific to the faith community. Allison agreed, noting that faith organizations in Berkshire County sponsor events with other community organizations. It might make sense to include them as they already work closely together, especially organizations that work with seniors. Norene agreed that the idea of including nonprofits makes sense to get broader input and understanding.

Great Flood of 2020 TTX

Tracy Rogers reported that Dan Nietzsche has completed a draft plan for what to do with each warning that Great River Hydro issues. Job action sheet draft are done, and they are moving on to working on the evacuation plans. Work on the tabletop has not begun yet, but the goal is for that to be held in February or March.

Hazmat Teams Ammonia Response Training

This project was flipped from FFY18 to FFY19. It is on track to be held in May, 2021.

Large Animal Rescue Training

This was also flipped from FFY18 to FFY19. No date has been determined yet.

Resilient First App

There was less interest in the app than anticipated. The original end date for sign-ups was going to be the end of this year, but the vendor is willing to keep the sign-up period open and we can extend the time frame for people who are using it to allow them to keep using it. They have added a new element to the app that will be coming out in December. Raine is aiming to begin issuing newsletters every other month. The next one will be coming out in December and will include information about the app.

GCC Portable Training Facility

The trailer was approved by EOPSS. Raine is working with Alex at GCC on procurement.

Cybersecurity Awareness Month Training Series

The series wrapped up last month, with positive feedback. The online modules are available and will be highlighted in the December newsletter.

BCBOHA Vaccination Exercise Series

Sandra Martin reported that they have been slammed in Berkshire County, so the After Action Report is delayed. They are working on it.

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American Sign Language for First Responders

The first sessions will happen tomorrow. Sessions are 2.5 hours each, and there are 13 scheduled for Public Health and six or seven for Law Enforcement. A lot of the sessions are already full. Registration has been going well. We are getting feedback that people are interested and are looking forward to it. Raine will try to join in and provide a welcome at the start of each session when possible.

Raine had an inquiry from Chief Sammons of Pittsfield. Their firefighters have a contract that learning ASL would give them a raise, so they are wondering if there will be a refresher in the future. Raine asked if anyone had thoughts about that. Tracy suggested that we wait to see how the first round goes. Sandra voiced that she supports ongoing training. This is not something that people will use frequently, so a refresher may be appropriate. It also brings valuable awareness to the Deaf community. Raine will keep it on the agenda to look at over the next few months.

Online Shelter Training Conversion

We received approval from EOPSS to move forward with this project. It took some time because it was not part of our investment plan. The RFB is currently out and is due next Monday. Raine will be working with MAPC to get it awarded as quickly as possible because of the upcoming Flash end date. After December we can take more time to revise it and make it mobile friendly.

Old Business:

From Pan Flu/Planning: Recommendations for Awareness Training to Address Systemic Racism

This remains on the agenda as a place holder.

New Business

Request from WMRIC – Funds for Multi-Key Radio Programming

Several years ago we purchased multiband radios for the portable command pod, which is housed in Huntington. When it was recently deployed, they discovered that the radios did not have encryption that they were supposed to have. Motorola will be remedying this. They also recognized that it would be helpful to have multi-key in them. When we did the procurement we had not included multi-key in the specs, but WMRIC would like to add it. However, the subcommittee has spent all their funds for FFY18 and FFY19 and are seeking \$1,026 for this. Tom added that it would be a big help to COMLs and COMTs in larger incidents. It was overlooked on the subcommittee level when the radios were first ordered.

<p>Motion: Carolyn Shores Ness moved to approve \$1,026 for multi-key radio programming. Tracy Rogers seconded the motion. A roll-call vote was held. Tom Grady, Sandra Martin, Allison Egan, Bob Laford, Norene Pease, Michael Nelson, Jeanne Galloway, Tracy Rogers, Carolyn Shores Ness, and Steve Gaughan voted to approve. The motion passed.</p>

Business Unforeseen by the Chair

None.

**Western Regional Homeland Security Advisory Council
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Tuesday, November 17, 2020, 9:00 am**

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, December 15, 2020 at 9:00 am, as a virtual meeting.

Motion: Carolyn Shores Ness moved to adjourn the meeting. Bob Laford seconded the motion. A roll-call vote was held. Tom Grady, Sandra Martin, Allison Egan, Bob Laford, Norene Pease, Michael Nelson, Jeanne Galloway, Tracy Rogers, Carolyn Shores Ness, and Steve Gaughan voted to approve. The motion passed.

The meeting adjourned at 9:27 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for November 17, 2020
- T&E Subcommittee Meeting Minutes from October 20, 2020 (draft)
- WRHSAC FFY18 T&E Budget Report through 11/13/20
- WRHSAC FFY19 T&E Budget Report through 11/13/20
- Faith Community Active Threat Virtual Seminar - Ideas and Next Steps

Respectfully submitted by:

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

**Western Regional Homeland Security Advisory Council
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Tuesday, December 15, 2020, 9:00 am**

Subcommittee members present: Allison Egan (BRPC), Jeanne Galloway (West Springfield Public Health), Stephen Gaughan (Amherst Fire/EMS), Thomas Grady (BCSO), Robert Laford (UMass), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Monica Wynne (Baystate)

Non-members present: Raine Brown (FRCOG), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Patricia McGuirk (EOPSS)

Subcommittee members absent: Bob Barry (MEMA), Bob Hassett (Springfield EMD), Norene Pease (Shutesbury BOH/MAPHCO), Tracy Rogers (FRCOG)

This meeting was conducted on Zoom. The meeting was recorded.

Tom Grady called the meeting to order at 9:00 am.

Minutes

The committee reviewed the minutes from the November 17, 2020 meeting.

<p>Motion: Carolyn Shores Ness moved to approve the minutes from the November 17, 2020 meeting as submitted. Bob Laford seconded the motion. A roll call vote was held. Carolyn Shores Ness, Jeanne Galloway, Steve Gaughan, Tom Grady, Sandra Martin, and Bob Laford voted in favor. The motion was approved.</p>

Budget Review

Raine Brown reviewed the budget. Not much has changed since last month. There is over \$107,000 in FFY19, and we anticipate up to \$240,000 when the FFY2020 funds come online in January.

FFY19 Training and Exercise

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

Debris Management Chainsaw Safety Training

The training was completed in November.

Faith Community Active Threat/Shooter Conference

Raine had a conversation with John Warren from DHS/CISA about their resources, including a self-assessment tool for faith communities. He could do a presentation on that tool. She is continuing to explore additional items.

Great Flood of 2020 TTX

The tabletop exercise is still on target to happen in February.

Hazmat Teams Ammonia Response Training

The training is now being planned for May.

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Large Animal Rescue Training

The training is on hold due to COVID-19.

Resilient First App

We still have access to the app, and there is a new tool that is being rolled out. Raine will be distributing a WRHSAC newsletter soon, with an update on the new part of the app.

GCC Portable Training Facility

The trailer is out for procurement.

Cybersecurity Awareness Month Training Series

Ron Ford from DHS/CISA put Raine in touch with the CISA Cyber Training department while they were developing the e-learning modules for the series, and she sent them the modules and webinars when they were finished. They appreciated them and have asked if we would like to post the trainings on the federal virtual training portal. This is a free portal for government officials. Raine is working with EOPSS to get the proper wording for the introduction to be included with the posting.

BCBOHA Vaccination Exercise Series

Sandra Martin reported. They are working on the After Action Report, but the nurses are very busy right now, so they have not had time to devote to it. The pandemic response is taking precedence, and they are gearing up to do vaccinations for first responders. However, they have a draft and are working on it, so they should be able to meet the April deadline.

American Sign Language for First Responders

Raine reported that this training has been ongoing since mid-November, and it wraps up this week. It has been well received. Bob Laford remarked that he participated in the training. It is a skill that diminishes quickly if you don't have the opportunity to use it, but it was an excellent program. Tom also participated in the training and said he enjoyed it once he got over the anxiety of the practical exam. He has received at least a dozen phone calls from people who have taken it, thanking the Council for offering it. It was a well received, well needed, and well done training. Raine mentioned that Taja received a text from an EMT who took it and then two days later had a call to a house where someone was deaf. They were able to use the signs and it helped people be more relaxed, and made them feel seen. Also, someone joined in from Mass General Hospital and she wants to have more sessions in the east. Raine has a meeting Thursday with program managers from the other Councils, and she intends to recommend it to them. The training was easy to deliver via Zoom. Sandra asked if we could consider making it an ongoing training or hosting it on a regular basis. Raine replied that we may be able to do it on an annual basis. The cost was \$10,000.

Online Shelter Training Conversion

For this project we have hired the vendor who did the Cybersecurity e-learning modules. They have started the conversion process, and should be sending them to Raine as they get them converted throughout this month. In January or February we will look at them and see if we want

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to do more branding. We did not put money in this project for revisions. The project should wrap up in March or April.

Old Business:

From Pan Flu/Planning: Recommendations for Awareness Training to Address Systemic Racism

This remains on the agenda as a place holder. Tom mentioned that there has been a lot of conversation about this topic at other levels and it going to get bounced around for a while longer for certification in Commonwealth. Last week the Sheriffs had a meeting with MPTC; one of the in-service topics this year addresses implicit bias and policing, a refresher of a previous class.

New Business

COVID Vaccine Information Sessions

Raine sent a PowerPoint presentation as an attachment to today's handouts. She explained that last month Bob Hassett introduced her to Michele Keane-Moore, an immunology specialist and professor at Western New England University who is looking for ways to help with COVID-19 response. Raine met with her along with Tracy Rogers and Phoebe Walker of FRCOG, who is involved with the COVID task force. They suggested it might be helpful if she put together informational slides about the vaccines so people can be more informed about what it is and isn't, and what they might expect, to help people make the decision and increase vaccine confidence. The idea is to offer webinars with her to answer questions, not to put the slides out as a standalone presentation, though we could record the webinar and post that.

There is no cost to this, as Michele is doing it as a volunteer. However, Raine brought it to this subcommittee because the connection was made through Bob Hassett, and she wants to know if the Council would be willing to sponsor/host it without putting money towards it. We could put it out through our distribution list. EOPSS would still have to ok it if we use the WRHSAC name.

Carolyn voiced her support for this, as she has seen little information out there about the vaccines and having conversations with info is helpful. She noted that if there is an information vacuum, it will be filled with misinformation. This is good, assuming the info is correct. Sandra agreed that it looks good, though she did not fact check the slides. She asked if we could we get a medical person to also be part of the conversation if we have Q&A, as it might build more confidence than just having a professor. Jeanne asked if we should add money for the work that Raine's would be doing on this. Raine replied that it would just be her time, which is already covered.

Allison suggested that someone should fact check it. She also noted that the level of scientific info in it is high, so we not only need to make sure the science is correct but also that it can be presented in layperson's terms. The goal is to get out the message "here's why it's safe, here's why it's worth getting." We need to encourage people to get the vaccine, but we do not need to get too deep into the weeds of the science to push the public health message. Raine explained that they did a run-through with Michele. The audience was Raine and a few others from FRCOG. The slides are dense but her explanations were good, and she has already simplified some things. This would be for people in the first responder field, not the general public, though we could look at that later.

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Training and Exercise Subcommittee Meeting Minutes
Tuesday, December 15, 2020, 9:00 am**

Tom said that he shared the slides with their physician's assistant and she loved it. He also shared it with his staff. They were more interested in the slides about the side effects, but also felt they got more info from the slides than anything else they have seen so far. Sandra wondered about including data regarding the risk factors of not being vaccinated, such as the damage to heart, liver, etc. that can be caused by getting the virus. Carolyn asked if Michele would be willing to update the presentation as other vaccines become available. Raine replied that Michele is willing to stay connected with this and make edits as needed.

Motion: Carolyn Shores Ness moved to approve the subcommittee's involvement as a host/sponsor for Michele Keane-Moore's COVID-19 vaccine webinar. Sandra Martin seconded the motion. A roll-call vote was held. Jeanne Galloway, Steve Gaughan, Tom Grady, Sandra Martin, Bob Laford, Carolyn Shores Ness, Allison Egan, and Monica Wynne voted to approve. The motion passed.

Business Unforeseen by the Chair

None.

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, January 19, 2021 at 9:00 am, as a virtual meeting.

Motion: Carolyn Shores Ness moved to adjourn the meeting. Bob Laford seconded the motion. A roll-call vote was held. Jeanne Galloway, Steve Gaughan, Tom Grady, Sandra Martin, Bob Laford, Carolyn Shores Ness, Allison Egan, and Monica Wynne voted to approve. The motion passed.

The meeting adjourned at 9:26 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for December 15, 2020
- T&E Subcommittee Meeting Minutes from November 17, 2020 (draft)
- WRHSAC FFY18 T&E Budget Report through 12/11/20
- WRHSAC FFY19 T&E Budget Report through 12/11/20
- SARS-2-CoV Vaccine Candidates – Powerpoint Slides

Respectfully submitted by:

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

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, December 21, 2021, 9:00 am**

Subcommittee members present: Allison Egan (BRPC), Jon Davine (Northampton Fire/WMFCA), Jeanne Galloway (West Springfield Public Health), Stephen Gaughan (Amherst Fire/EMS), Thomas Grady (BCSO), Jay Hastings (Westfield State PD), Tom Kettle (Westfield State EMD), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

Non-members present: CJ Bartone (Hazmat), Raine Brown (FRCOG), Debbie Lynangale (Collaborative Resolutions Group), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Tricia McGuirk (EOPSS), Val Woodring (FRCOG/HMCC),

Subcommittee members absent: Bob Barry (MEMA), Scott Flebotte (MEMA), Norene Pease (Shutesbury BOH/MAPHCO)

This meeting was conducted on Zoom. The meeting was recorded.

Tom Grady called the meeting to order at 9:00 am.

Minutes

The committee reviewed the minutes from the November 16, 2021 meeting.

Motion: Jon Davine moved to approve the minutes from the November 16, 2021 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Jay Hastings, Tom Kettle, Tracy Rogers, Monica Wynne, Sandra Martin, Tom Grady, Jon Davine, and Allison Egan voted in favor. The motion was approved.

Introductions followed.

Budget Review

Raine Brown reviewed the budget. This subcommittee has about \$290,000 in FFY20, as well as a small amount in FFY19. There is a motion that will come forward in the full Council meeting to use the leftover FFY19 training funds for the second public health mobile response trailer, which came in higher than anticipated due to supply chain interruptions. Both FFY19 and FFY2020 had extensions approved; FFY19 through June, 2022, and FFY20 through December, 2022. FFY21 funds are now available to use. There are several equipment projects people are eager to get moving on, so Raine will swap some of those with T&E projects to give T&E more time to spend funds.

FFY19 and FFY20 Training and Exercise

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

GCC Portable Training Facility Trailer

This is still delayed. Raine has no news about when it might be delivered.

Online Shelter Training Conversion

All modules are loaded into the e-learning management system. Raine is in the process of turning it into a full course and making it easier to navigate.

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Tactical Emergency Casualty Care Training

We have funded two sessions of this training. One will be held in Southwick. The subcommittee asked for one session to be held in Berkshire County, but Raine is having a hard time finding an appropriate location. Berkshire Innovation Center wants to charge \$2,600. The Great Barrington Fire Department may be a possibility but would be out of the way for non-Berkshire participants. Raine spoke with Matt Wolkenbreit, who is leading the training; he said we could utilize his facility in Turners Falls. Discussion ensued regarding proceeding with trainings in Hampden and Franklin Counties versus continuing to look for a place in Berkshire County. Tom Grady offered to check with Lanesboro Fire about hosting. Jon Davine noted that the Hazmat team often uses the armory in Pittsfield for training. CJ Bartone offered to get the contact to Raine to follow up.

WMTRT Medical Specialist Training

Six team members went to Florida this month. They expressed appreciation for Council support and reported that it was a good training. Raine is processing invoices and reimbursements.

NWMIMT MGT-314 Training Hotel Accommodations

We have not had any requests for this yet. With the FFY20 extension we can give the team until October so we still have time to spend down money down that is not used for this. Mary Kersell reported that someone was just accepted into the course so there will be at least one request soon.

NWMIMT All-Hazards Incident Management Type III Team Training

This request is still at EOPSS.

Franklin REPC Full-Scale Exercise

This request is still at EOPSS.

Vehicle Stabilization Training

This training has been approved. Raine has been working with Mike Hatch on the EHP and on putting together a Scope of Work for facilitators.

Regional Hazmat Teams Air Monitoring Training

This has been approved and went out to bid for a facilitator. It will be held at the end of January.

Old Business

From Pan Flu/Planning: Recommendations for Awareness Training to Address Systemic Racism – This remains on the agenda as a place holder.

Search and Tracking training

Rachel Mason reported that she has found several camps in the region that are able to host this kind of training. Most of them are in the range of \$800-\$1,200 for lodging and use of the site on a weekday and night, with higher prices for weekends. Food costs are not included.

De-escalation training

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Tracy Rogers reported that at the monthly hospital group meeting a few months ago, people asked for help with de-escalation trainings. At the hospitals these trainings are proprietary, but many disciplines want this. Covid is making people difficult to deal with, and many are looking for skills to bring tensions down. Tracy invited Debbie Lynangale of Collaborative Resolutions Group to this meeting to gather information about what we are seeing so that she can create a custom training. Debbie explained that although they do some off-the shelf training, they also design trainings for on-the-ground needs and contexts. She asked subcommittee members to share what is going on, and what they think are the dynamics driving that. Several committee members cited lack of civility, high levels of anxiety and fear, politicization of Covid and associated impacts such as mask mandates and school closures, among other concerns. A suggestion also came up about wanting skills to handle the emotional aftermath of a Zoom bombing.

Tom Grady explained that law enforcement would not likely participate in this kind of training because MPTC is taking the lead on this and they are mandated by the new use of force policy. Steve Gaughan thought it might have potential in EMS, though DPH has their own regulations and bringing in outside training opens potential challenges. In terms of EMS/fire, they would probably be more interested in bystander and family de-escalation. Jon Davine repeated that they are seeing a rise in hostile attitudes toward paramedics and he would be open to sending folks to any training available.

New Business

Tricia McGuirk reported that the Undersecretary sent a message yesterday about T&E, encouraging projects with a focus on special events incidents response and mass casualties, as there is elevated concern and risk for these events. MEMA will be offering free trainings on special events response in 2022.

Business Unforeseen by the Chair

None.

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, January 18, 2021 at 9:00 am, as a virtual meeting.

<p>Motion: Carolyn Shores Ness moved to adjourn the meeting. Sandra Martin seconded the motion. A roll-call vote was held. Jay Hastings, Tom Kettle, Tracy Rogers, Monica Wynne, Sandra Martin, Tom Grady, Jon Davine, Allison Egan, Steve Gaughan, Carolyn Shores Ness, and Jeanne Galloway voted in favor. The motion was approved.</p>
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The meeting adjourned at 9:44 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for December 21, 2021
- T&E Subcommittee Meeting Minutes from November 16, 2021 (draft)
- Guidance from OGR re: food and beverages at events
- Thank you letter from Christopher Norris re: PHTLS training
- WRHSAC FFY19 T&E Budget Report through 12/17/21

**Western Regional Homeland Security Advisory Council
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- WRHSAC FFY20 T&E Budget Report through 12/17/21

Respectfully submitted by:

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

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