

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, January 19, 2021, 9:00 am**

**Subcommittee members present:** Allison Egan (BRPC), Michael Cantrell (MEMA), 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), Monica Wynne (Baystate)

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

**Subcommittee members absent:** Bob Barry (MEMA), Bob Hassett (Springfield EMD)

*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 December 15, 2020 meeting.

**Motion:** Bob Laford moved to approve the minutes from the December 15, 2020 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Grady, Bob Laford, Allison Egan, Sandra Martin, Steve Gaughan, and Carolyn Shores Ness voted in favor. Norene Pease, Tracy Rogers, Mike Cantrell, and Monica Wynne abstained. The motion was approved.

**Budget Review**

Raine Brown reviewed the budget. There remains a little over \$107,000 for FFY19. The FFY2020 grant is on board and we can start spending those funds. We have \$240,000 for T&E. We are seeking an extension of FFY19 through the end of December, 2021. It currently is set to end at the end of July.

**FFY18 & FFY19 Training and Exercise**

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

***Debris Management Chainsaw Safety Training***

We approved up to three sessions for calendar year 2021. Raine will contact locations that have expressed interest in hosting.

***Faith Community Active Threat/Shooter Conference***

Raine informed the committee that there is more work needed for this than she can do on her own. She does not have time to do the research, and this is not her area of expertise. She spoke with Bob Dean at FRCOG, but there is no one there with availability, nor is Rachel Mason able to take on more work at this time. We might have to hire someone to help. We originally had thought this would happen in late spring, but we might need to look at fall instead. Also, there has been a low response to virtual trainings now because of the focus on COVID. Raine asked the committee how to proceed.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, January 19, 2021, 9:00 am**

Carolyn replied that we should plan this for the fall, as no one has the bandwidth to think of anything else right now. She supports the idea of hiring someone to help Raine, and pushing it off to September at least. Sandra replied that in Berkshire County they are interested in the project but would have no time to take on anything new until at least June or July. Bob asked if this is something we should table for now, or if we should proceed with the planning stages. Raine replied that it is hard to judge how things will be received now, and we do not know when we can be in person again. It is worthwhile to put together some planning on it. If we wait until June to start planning for the fall, that is already too late. If we give the money back, we will have a the T&E in FFY2020. Or we can say the money goes to other projects this year. Sandra suggested that we could kick this down the road for two months, and see how vaccines roll out. There are too many unknowns right now.

Tom asked what we would need for a budget to hire someone to take this on. Raine replied that we have over \$40,000 for this, as it was originally conceived as an event for up to 400 people, in-person, with food. That is far more than we need for virtual event. Hiring a subject matter expert could be \$10,000-\$20,000. If we push it off two months, we are left with less time to pull it off before the grant ends. We could table it for another year until we can do it in person, but if we intend to do it as a virtual event we should start now. Bob noted that we are already not seeing much interest in virtual events; if we push it off to the fall, and face-to-face things start again, people may be even less likely to attend a virtual event. Allison suggested that we table this until next winter or spring when we can hold it in person. It will be a better event in person, and we need to give agencies breathing room before a big event. She asked if the money can be moved. Carolyn clarified that she wants it to be in person; she was not suggesting a virtual event in the fall. If the fall is too early for an in-person event, we should wait.

Tom suggested that we keep this on the agenda as a place holder, but table it for next year. It might still be some time before large events resume. Bob asked how this would affect finances. Raine replied that we have just over \$40,000 set aside for this in FFY19. If we are putting the money back in the budget, we would need to find a way to spend it. Tom noted that there was a Chairs meeting last week, and everyone is facing the same challenges with T&E. They asked the undersecretary if FEMA is amenable if the Councils could put a large chunk of T&E funds this year to other things, e.g. equipment purchases. Tom is hoping to get guidance on that soon. He is in favor of tabling this but keeping it on the agenda, and putting the money back in pot. There are people who could spend that down quickly.

**Motion:** Carolyn Shores Ness moved to table the Faith Community Active Threat Conference for now, keep it on the agenda, and put the funds back into the FFY19 budget. Bob Laford seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Grady, Bob Laford, Allison Egan, Tracy Rogers, Mike Cantrell, Sandra Martin, Norene Pease, Steve Gaughan, Monica Wynne, and Carolyn Shores Ness voted in favor. The motion was approved.

***Great Flood of 2020 TTX***

Tracy Rogers reported that the job action sheets are done, and Dan Nietzsche is reviewing injects and questions for the planning committee.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, January 19, 2021, 9:00 am**

***Hazmat Teams Ammonia Response Training***

This is being planned for May.

***Large Animal Rescue Training***

This training is on hold until can be held in person.

***Resilient First App***

We have a couple of months left with this. Raine will check in with the vendor for an update.

***GCC Portable Training Facility***

We received bids back for the trailer. They are being reviewed.

***BCBOHA Vaccination Exercise Series***

Sandra Martin reported that the AARs are out for review, but nurses are busy with vaccinations. She added that the exercise series helped with setting up COVID vaccinations.

***Online Shelter Training Conversion***

All modules have been successfully converted to new format, and Raine is reviewing them. The vendor is also doing quality control checks. They will do corrections, refresh how it looks, and make sure that it is ADA compliance. We should see the training back online 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.

**New Business**

Mike Cantrell shared the MEMA ICS training schedule, and noted that they will be adding more. Trainings will remain virtual for now, as they keep an eye on COVID. However, virtual trainings will be here to stay even when also we go back to in-person trainings.

Raine informed the committee that there is information about upcoming DHS/CISA active shooter webinars in today's packet.

**Business Unforeseen by the Chair**

Tom asked that everyone start to think about what to do with the remaining budget. Hopefully by next month's meeting we will have more guidance from FEMA on how to use T&E funds.

**Next Steps/Future Meetings**

The next T&E meeting will be held on Tuesday, February 16, 2021 at 9:00 am, as a virtual meeting.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, January 19, 2021, 9:00 am**

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

The meeting adjourned at 9:31 am.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Meeting Agenda for January 19, 2021
- T&E Subcommittee Meeting Minutes from December 15, 2020 (draft)
- WRHSAC FFY18 T&E Budget Report through 1/15/21
- WRHSAC FFY19 T&E Budget Report through 1/15/21
- DHS/CISA Active Shooter Preparedness Webinar announcement

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 16, 2021, 9:00 am**

**Subcommittee members present:** Allison Egan (BRPC), Michael Cantrell (MEMA), Stephen Gaughan (Amherst Fire/EMS), Thomas Grady (BCSO), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

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

**Subcommittee members absent:** Bob Barry (MEMA), Jeanne Galloway (West Springfield Public Health), Bob Hassett (Springfield EMD), Robert Laford (UMass), 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. A round of introductions followed.

**Minutes**

The committee reviewed the minutes from the January 19, 2021 meeting.

<p><b>Motion:</b> Tracy Rogers moved to approve the minutes from the January 19, 2021 meeting as submitted. Steve Gaughan seconded the motion. A roll call vote was held. Steve Gaughan, Tom Grady, Sandra Martin, Allison Egan, Tracy Rogers, and Monica Wynne voted in favor. Michael Cantrell abstained. The motion was approved.</p>
--

**Budget Review**

Raine Brown reviewed the budget. Not much has changed from last month other than some shifting of projects between FFY19 and FFY2020 based on which ones will need more time. We have a balance of almost \$94,000 in FFY19 for T&E, and about \$253,000 in FFY2020.

**FFY18 & FFY19 Training and Exercise**

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

***Debris Management Chainsaw Safety Training***

We are planning to run three sessions this calendar year. Before next month's meeting Raine will be running procurement to get the facilitator lined up. She will also work on getting sites set up, communicating with people who have expressed interest. Each site requires an EHP because it involves cutting down trees. The sessions will hopefully start in May or June.

***Faith Community Active Threat/Shooter Conference***

This has been tabled for now.

***Great Flood of 2020 TTX***

Tracy Rogers reported. The "Save the date" announcement is going out today for the tabletop exercise, scheduled for the evening of March 10<sup>th</sup>. Great River Hydro is on board with planning and will also play. The SitMan is done and will be proofed this week.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, February 16, 2021, 9:00 am**

***Hazmat Teams Ammonia Response Training***

This training is being planned for May.

***Large Animal Rescue Training***

This training is on hold until it can be held in person.

***Resilient First App***

This project has wrapped up. Fewer people used it than expected, so the vendor allowed the people who are using it to have access to it for a full year instead of just three months.

***GCC Portable Training Facility Trailer***

We ran procurement twice on the trailer because the first time the specs that came back were greater than we had wanted. We re-did it with clearer specs and got a trailer that matched the specs, but it ended up coming in at \$5,195 instead of at \$4,000 as expected. The ladders and wheeled carts came in a little less than anticipated, but still need to purchase a few additional miscellaneous items and decaling, so the project needs an extra \$1,000.

<p><b>Motion:</b> Carolyn Shores Ness moved to approve an additional \$1,000 for the GCC Portable Training Facility project. Sandra Martin seconded the motion. A roll call vote was held. Steve Gaughan, Tom Grady, Sandra Martin, Allison Egan, Tracy Rogers, Monica Wynne, and Carolyn Shores Ness voted in favor. Michael Cantrell abstained. The motion was approved.</p>
--

***BCBOHA Vaccination Exercise Series***

Sandra submitted the AARs. Raine sent them to this committee for review and got a few replies. Sandra remarked Berkshire County has been well organized for vaccine distribution and she attributed their successes to this exercise series. Raine will submit the AARs to EOPSS.

***Online Shelter Training Conversion***

The modules have been fully converted. They are now working out minor details and will be updating the look and feel of them. They should have something to show by next month.

**Old Business**

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

This remains on the agenda as a place holder. Tom reported that the former chief of Hampden is now on the state advisory board for police reform. They are targeting July 1<sup>st</sup> for the roll out of new trainings for conversion to full time. Implicit bias and systemic racism will be included in all of the trainings. This is the first round of new 3-year certifications. They have suspended all reserve intermittent training. Beginning in July there will be around 250 additional hours of training that people with reserve intermittent certification will have to do within 3 years. From July forward everyone will have to meet the same standard of hours as the full time academy.

**New Business**

None.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, February 16, 2021, 9:00 am**

**Business Unforeseen by the Chair**

Michael Cantrell reported that MEMA is still offering virtual courses. Keep monitoring TRS; they will have new courses posted soon. They are hoping to get back to in-person courses by summer.

Tricia McGuirk reported that the FFY2021 NOFO will be released later this month, and the FFY19 contract extension to 12/31/21 has been approved.

Sandra recalled that we talked about doing more equipment purchases this year, and she asked if there had been further discussion at the state level about that. Tom replied that they have not received final guidance from EOPSS yet, but all of the Councils are in the same position so we will probably be able to do that. Sandra noted that from a public health perspective, trainings and events that can be held outside in the summer are more likely to be permitted than indoor events.

Raine noted that we have a lot of T&E funds to expend. She will be sending out a newsletter later this week and will reiterate the announcement regarding funds being available for using large planned events for exercises or drills. People may be wanting to go forward with those but still will need to take into consideration pandemic restrictions. This might be a way to help them and would help us spend down funds. Tom noted that there is a working group looking at building shelters for existing regional cache equipment; it would require a substantial amount of money if we go forward with that project.

**Next Steps/Future Meetings**

The next T&E meeting will be held on Tuesday, March 16, 2021 at 9:00 am, as a virtual meeting.

<p><b>Motion:</b> Carolyn Shores Ness moved to adjourn the meeting. Monica Wynne seconded the motion. A roll-call vote was held. Steve Gaughan, Tom Grady, Tracy Rogers, Allison Egan, Monica Wynne, Sandra Martin, and Carolyn Shores Ness voted to approve. Michael Cantrell abstained. The motion passed.</p>
--

The meeting adjourned at 9:20 am.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Meeting Agenda for February 16, 2021
- T&E Subcommittee Meeting Minutes from January 19, 2021 (draft)
- WRHSAC FFY18 T&E Budget Report through 2/12/21
- WRHSAC FFY19 T&E Budget Report through 2/12/21
- WRHSAC FFY20 T&E Budget Report through 2/12/21
- Mass Vaccinations During a Pandemic: Drills – After Action Report / Improvement Plan
- Mass Vaccinations During a Pandemic: VTTX – After Action Report / Improvement Plan

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, March 16, 2021, 9:00 am**

**Subcommittee members present:** Bob Barry (MEMA), Jon Davine (Northampton Fire/WMFCA), Allison Egan (BRPC), Michael Cantrell (MEMA), Jeanne Galloway (West Springfield Public Health), Thomas Grady (BCSO), Robert Laford (UMass), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

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

**Subcommittee members absent:** Stephen Gaughan (Amherst Fire/EMS), Bob Hassett (Springfield EMD)

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

Tom Grady called the meeting to order at 9:00 am. A round of introductions followed.

**Minutes**

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

**Motion:** Sandra Martin moved to approve the minutes from the February 16, 2021 meeting as submitted. Bob Barry seconded the motion. A roll call vote was held. Jon Davine, Sandra Martin, Tom Grady, Monica Wynne, Norene Pease, Bob Barry, Jeanne Galloway, and Allison Egan voted in favor. Bob Laford and Michael Cantrell abstained. The motion was approved.

**Budget Review**

Raine Brown reviewed the budget. The FFY18 budget is being spent down. In FFY19, just over \$93,000 remains to spend through the end of December, 2021. In FFY2020 just over \$293,000 remains to spend through the end of July, 2022.

**FFY18 & FFY19 Training and Exercise**

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

***Debris Management Chainsaw Safety Training***

We will hold three trainings this year. Raine ran procurement for a facilitator; Mike Smith, who did the previous series, is back on board. Raine has communicated with three locations, Lenox, Lanesboro, and Erving, about hosting the trainings. She will connect Mike with the site location person in each place, then she will do EHPs for each location and set up dates. We are aiming to hold the first one in May, and possibly hold the others in June and September.

***Faith Community Active Threat/Shooter Conference***

This has been tabled for now.



**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, March 16, 2021, 9:00 am**

***Great Flood of 2020 TTX***

Carolyn reported that this was set up for March 30<sup>th</sup>, and invitations have gone out. Raine will communicate with Dan and Tracy, because the grant ends March 31<sup>st</sup>.

***Hazmat Teams Ammonia Response Training***

This training is being planned for May in Springfield and Pittsfield. The Pittsfield classroom location is asking for a COVID cleaning fee of \$343.20. This needs to be added to the allocation for the training. There are sufficient funds in the Hazmat team budget line for this.

**Motion:** Monica Wynne moved to approve \$343.20 for the Hazmat ammonia response training cleaning fee. Carolyn Shores Ness seconded the motion. A roll call vote was held. Jon Davine, Sandra Martin, Tom Grady, Bob Laford, Monica Wynne, Norene Pease, Bob Barry, Jeanne Galloway, and Carolyn Shores Ness voted in favor. Michael Cantrell abstained. The motion was approved.

***Large Animal Rescue Training***

This training is on hold until it can be held in person.

***Resilient First App***

This project wrapped up at the end of last month.

***GCC Portable Training Facility Trailer***

The trailer is on order. We anticipate seeing it next month.

***BCBOHA Vaccination Exercise Series***

This project wrapped up in the last few weeks. The AAR was submitted to EOPSS.

***Online Shelter Training Conversion***

This project is still ongoing. More fixes were needed than initially anticipated, but things are moving along smoothly.

**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**

***FFY2021 Investment Plan Project Recommendations***

Raine reported that we received guidance from EOPSS for the FFY2021 investment plan. The initial budget is due April 5, so we need to settle on it today at the Council meeting. We are anticipating about \$50,000 less than what we had in FFY2020. Over the years, T&E has used about 24% of annual budget, but we have different things to consider this time. See the document in today's handouts with the difference between T&E allocations and expenditures due to COVID. We have a lot to spend by the end of July, 2022. Raine anticipates that we will need an

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, March 16, 2021, 9:00 am**

extension on FFY2020. If we get an extension to end of 2022, that would take us to start of the FFY2022 grant, which is likely to be active as of January, 2023.

Sandra suggested that we put aside some money in case federal funding changes drastically next year, but otherwise this may be the year to put money into equipment, storage units, etc. People are too busy to focus on T&E right now.

Raine noted that there are new minimum criteria spending this year, with identified percentages that we have to spend on specific Homeland Security priorities. Cybersecurity is 7.5%. CBRNE projects meet all of the other expectations except cybersecurity. The planning subcommittee is bringing forward a cybersecurity project for \$30,000, but we would need \$59,000 more out of planning or T&E in that area. We can discuss it further at the Council meeting.

Carolyn asked about the emerging threats priority, and whether we are allowed to think about climate change, EEE, bacterial infections from ticks, or similar issues as “emerging threats.” Raine noted that we would have to be able to show dual use of any funds that we expend. Emerging threats are not natural disasters because that is not the mission of Homeland Security, but if we can show that something related to a tornado could also happen with a bomb, that could address both concerns, and the other examples cited by Carolyn might fall into public health. For this year, we do not have a concern about finding emerging threats projects because the CBRNE projects cover that category. Sandra asked for more examples of emerging threats. Raine has access to more information that she can bring to the Pan Flu subcommittee.

Tom asked about requests from other committees. Raine referred to the document in the handout. We are currently over budget because of the full request for equipment shelters, but those do not need to happen all at once. However, even if we only do one shelter this year we would still be over, so there will need to be negotiation. The categories listed in the handout are the ones we came to in the MYTEP last year.

Tom suggested that since we have a substantial amount to spend down in T&E, we should only set aside small amount for T&E this year. The other subcommittee recommendations are good, and we need to think about what we might be able to accomplish. Discussion led to an agreement for \$75,000 for T&E.

**Motion:** Sandra Martin moved to request an allocation of \$75,000 in the FFY2021 investment plan for the T&E subcommittee. Carolyn Shores Ness seconded the motion. A roll call vote was held. Jon Davine, Sandra Martin, Tom Grady, Bob Laford, Tracy Rogers, Norene Pease, Allison Egan, Monica Wynne, Bob Barry, Jeanne Galloway, and Carolyn Shores Ness voted in favor. Michael Cantrell abstained. The motion was approved.

***Hazmat Team Training***

Jon Davine reported that we have approximately \$16,000 remaining in the Hazmat budget. The team would like to bring Federal Resources in for an eight-hour, hands-on course in gasoline tank truck grounding and bonding. One session for District 5 and another session for District 4.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, March 16, 2021, 9:00 am**

Estimated price of \$15,500. Stopping leaks in gasoline tankers is a skill that we do not train in often.

**Motion:** Bob Laford moved to approve \$15,500 for the two Hazmat courses in grounding and bonding. Monica Wynne seconded the motion. A roll call vote was held. Sandra Martin, Tom Grady, Bob Laford, Tracy Rogers, Norene Pease, Allison Egan, Monica Wynne, Bob Barry, Jeanne Galloway, and Carolyn Shores Ness voted in favor. Jon Davine and Michael Cantrell abstained. The motion was approved.

**Business Unforeseen by the Chair** – Bob Laford announced that he will be retiring on April 2<sup>nd</sup>. This is his last meeting. The committee congratulated him and wished him well. Tom reported that they are working on finding a replacement. It has been a great relationship and he appreciates the effort Bob has put in over the years.

**Next Steps/Future Meetings**

The next T&E meeting will be held on Tuesday, April 20, 2021 at 9:00 am, as a virtual meeting.

**Motion:** Carolyn Shores Ness moved to adjourn the meeting. Sandra Martin seconded the motion. A roll-call vote was held. Jon Davine, Sandra Martin, Tom Grady, Bob Laford, Tracy Rogers, Allison Egan, Norene Pease, Monica Wynne, Bob Barry, Jeanne Galloway, and Carolyn Shores Ness voted to approve. Michael Cantrell abstained. The motion passed.

The meeting adjourned at 9:35 am.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Meeting Agenda for March 16, 2021
- T&E Subcommittee Meeting Minutes from February 16, 2021 (draft)
- WRHSAC FFY18 T&E Budget Report through 3/12/21
- WRHSAC FFY19 T&E Budget Report through 3/12/21
- WRHSAC FFY20 T&E Budget Report through 2/12/21
- Berkshire Innovation Center – Invoice dated 3/3/21
- WRHSAC T&E FFY2021 Investment Plan Considerations
- Email from Jon Davine re Hazmat Team Training, dated 3/15/21

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 20, 2021, 9:00 am**

**Subcommittee members present:** Bob Barry (MEMA), Jon Davine (Northampton Fire/WMFCA), Thomas Grady (BCSO), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

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

**Subcommittee members absent:** Allison Egan (BRPC), Michael Cantrell (MEMA), Jeanne Galloway (West Springfield Public Health), Stephen Gaughan (Amherst Fire/EMS), Bob Hassett (Springfield EMD)

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

Tom Grady called the meeting to order at 9:00 am. A round of introductions followed.

**Minutes**

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

**Motion:** Jon Davine moved to approve the minutes from the March 16, 2021 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Jon Davine, Sandra Martin, Tom Grady, Tracy Rogers, Norene Pease, Bob Barry, and Carolyn Shores Ness voted in favor. The motion was approved.

**Budget Review**

Raine Brown reviewed the budget. FFY18 closed out at the end of March and was zero'ed out with a split project. In FFY19, we have just over \$93,000 in T&E to spend through the end of this calendar year. In FFY20 we have just over \$329,000. That currently runs through the end of July 2022.

**FFY18 & FFY19 Training and Exercise**

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

***Debris Management Chainsaw Safety Training***

Sessions have been confirmed for Lanesboro and Lenox, and we are likely also working with Erving for the fall. The Lanesboro session will hopefully start in May, but we might have to bump the date because the EHPs were just submitted. Raine will start by contacting the people on wait list from the fall class before announcing it to new people. These trainings usually fill up quickly.

***Great Flood of 2020 TTX***

This was held at the end of March. The AAR is forthcoming.

***Hazmat Teams Ammonia Response Training***

The training will be held in May. Jon Davine reported that it is still on track. He will confirm with the Hazmat director to gather all of the needed equipment.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, April 20, 2021, 9:00 am**

***Large Animal Rescue Training***

We have contracted with the MSPCA for delivery of these trainings, aiming for the end of summer or early fall. Raine is coordinating with Dave Schwartz on locations.

***GCC Portable Training Facility Trailer***

We are still waiting on the trailer, which has encountered COVID delays.

***Online Shelter Training Conversion***

We are in the process of reviewing the modules. The contract was extended through June.

***Hazmat Teams Gas Tanker Training***

Raine did the EHPs and got approval so the next step is to procure the vendor. Raine will reach out to Jon on that. We are on target for August or September.

**Old Business**

***FFY2021 Investment Plan Review***

In today's packet is the budget that was submitted as our initial list. Cybersecurity was lumped into one sum for both Planning and T&E to make the required 7.5%. There was a question about the emerging threat conference. Raine clarified that in FFY20 there is over \$90,000 set aside for conferences, but we are waiting until it can be held in person.

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

This remains on the agenda as a place holder.

**New Business** – Tom reported that the tactical EMS groups have begun to sit down and have meetings. We had requests from various communities and there was not much consistency among the requests. Eric Stratton took the lead at a meeting in North Adams last week. Tom sat in on it and corrected some misunderstandings about what the Council was looking for. They took a sample MOU from the Council and are going to morph it to their needs. Dr. Beltran has been an advisor. Jon Davine noted that there are many agencies that would be willing to send medics to a training to have a pool of trained paramedics who could be shared if needed. His department would be willing to host a training for the region.

There was also brief discussion about doing boat trainings for cities and towns on the Connecticut River and creating a run card with boats. Tom mentioned that he had recently had a similar conversation and will inquire further about possibly putting together something for the summer. Raine noted that the Tech Rescue Team is also ramping up swift water rescue capability. They have an exercise series approved through CBRNE related to water rescue and will bring in other departments, though it will be limited. This is something we can look to spend funds on, and we might be able to do sooner rather than later if it is an outdoor training.

**Business Unforeseen by the Chair** – None.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, April 20, 2021, 9:00 am**

**Next Steps/Future Meetings**

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

**Motion:** Carolyn Shores Ness moved to adjourn the meeting. Sandra Martin seconded the motion. A roll-call vote was held. Jon Davine, Sandra Martin, Tom Grady, Tracy Rogers, Bob Barry, Norene Pease, Carolyn Shores Ness, and Monica Wynne voted in favor. The motion was approved.

The meeting adjourned at 9:26 am.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Meeting Agenda for April 20, 2021
- T&E Subcommittee Meeting Minutes from March 16, 2021 (draft)
- WRHSAC FFY18 T&E Budget Report through 4/16/21
- WRHSAC FFY19 T&E Budget Report through 4/16/21
- WRHSAC FFY20 T&E Budget Report through 2/12/21
- WRHSAC FFY2021 Initial Project List and Budget, dated 3/18/21

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 18, 2021, 9:00 am**

**Subcommittee members present:** Michael Cantrell (MEMA), Allison Egan (BRPC), Jeanne Galloway (West Springfield Public Health), Stephen Gaughan (Amherst Fire/EMS), Thomas Grady (BCSO), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

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

**Subcommittee members absent:** Bob Barry (MEMA), Jon Davine (Northampton Fire/WMFCA), Bob Hassett (Springfield EMD), 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. A round of introductions followed.

**Minutes**

The committee reviewed the minutes from the April 20, 2021 meeting.

**Motion:** Carolyn Shores Ness moved to approve the minutes from the April 20, 2021 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Sandra Martin, Carolyn Shores Ness, Tom Grady, Tracy Rogers, Monica Wynne, Jeanne Galloway voted in favor. Steve Gaughan and Michael Cantrell abstain. The motion was approved.

**Budget Review**

Raine Brown reviewed the budget. She moved some projects between FFY19 and FFY2020 to give us more time for trainings and exercises. We still have a little over \$28,000 total for FFY19 to use by the end of the calendar year, but Raine will try to move additional projects to FFY2020 if possible to give us more time. In FFY2020, we now have almost \$388,000 in T&E. We will likely need an extension for FFY2020, and/or we will need to flip some projects to FFY2021.

Carolyn asked about the timeline for the AAR, as she would like to spend money on trainings to address the gaps reflected in it. Raine projected that the AAR may not even begin until January, 2022. We will eventually be able to address gaps identified in an AAR, but not at this time. However, she pointed out that there are AARs that have already been done, including the one from the Berkshire clinics, so we might be able to do trainings based on those findings.

Sandra replied that there was a lot of confusion around command and control. A lot of people did not know what ICS was, or had done the trainings many years ago. She suggested that we need more in-person trainings. Raine noted that we have heard that the ICS 300 and 400 classes have been doing well online. Mike Cantrell explained that the 200 can be done in person on special request, especially if there are a lot of supervisory personnel that need the course. They are going to continue with the virtual platform as well as holding in-person classes. For ICS 300 and 400, they will be doing in-person classes in July and August. Carolyn asked if yearly refreshers are available for people who took the courses a long time ago. Mike replied that they generally are not, but he can bring it up. If it has

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, May 18, 2021, 9:00 am**

been over five years, he suggested signing up again. Mary Kersell recalled that the committee had discussed including ICS components in exercises with mentoring aspects as well so that people are practicing what they learn. We could do that with all trainings, even the chainsaw training. We need to consider how to get people using ICS, because if they don't use it they will not have a clear understanding of how it works in practical terms. We should consider it every time we fund an exercise. Tom reminded everyone of the importance of getting people involved in pre-planned events even if they are not directly related to the discipline they are in, as opportunities to shadow/mentor.

**FFY19 Training and Exercise**

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

***Debris Management Chainsaw Safety Training***

This is waiting on EHP approval. DHS is concerned about the northern long eared bat. We expecting to hear on June 7 at the earliest. The dates are now set for Lenox, with the basic sessions on June 21-22, and July 12-13, and the advanced session on July 30. Raine has not pushed this out yet because she is in communication with people who were on the waitlist in the fall. She is also holding some seats for Lenox DPW and Fire. The dates are not set yet for Lanesboro and Erving, but will likely be between late August and October.

***Great Flood of 2020 TTX***

Raine received feedback on the AAR from committee members. She will forward the AAR to EOPSS later today.

***Hazmat Teams Ammonia Response Training***

This will happen later this month.

***Large Animal Rescue Training***

This is set for Saturday, June 19, in Williamstown and Friday, June 25, in Southampton. The trainings can hold up to 40 people. The Friday date is filling up faster. The Environmental Police has expressed interest in sending many participants.

***GCC Portable Training Facility Trailer***

This is still experiencing pandemic-related delays.

***Online Shelter Training Conversion***

The converted modules have been reviewed and the vendor will make additional changes based on feedback. We are on track for completion by the end of June. The content is the same, but the modules have a different feel.

***Hazmat Teams Gas Tanker Training***

Procurement for a facilitator is out. This will likely be scheduled for late August or September.

**Old Business**

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



**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, May 18, 2021, 9:00 am**

**New Business**

**Training Idea from Central Region: Autism Training** – Raine explained that Pete from the Central Region shared this with her. They did this training and wondered if we might also be interested. Tom replied that we have had success in Western Mass with Jason Dorval and the ALEC group that provides free training for first responder disciplines. They have been good at capturing anyone in Western Mass who wants that training. There was general consensus in the committee that we do not need to pursue this option.

**Business Unforeseen by the Chair** – Raine noted that the new COVID guidance may affect our meetings. The State of Emergency allows meetings to be virtual, but after that is lifted we will likely go back to Mass General Law which requires that a quorum meet in person. Some efforts are being made at FRCOG to accommodate video conferencing for hybrid meetings. Going forward we will likely see more of a mix, as the virtual format has been convenient for many people. Raine will do more research into portable options that include video, and she will contact locations where we used to meet. Look for an email with information about the location/format of the June meetings.

**Next Steps/Future Meetings**

The next T&E meeting will be held on Tuesday, June 15, 2021 at 9:00 am, location/format TBA.

<p><b>Motion:</b> Carolyn Shores Ness moved to adjourn the meeting. Sandra Martin seconded the motion. A roll-call vote was held. Sandra Martin, Steve Gaughan, Carolyn Shores Ness, Tom Grady, Tracy Rogers, Jeanne Galloway, Monica Wynne, and Allison Egan voted in favor. Michael Cantrell abstained. The motion was approved.</p>
--

The meeting adjourned at 9:28 am.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Meeting Agenda for May 18, 2021
- T&E Subcommittee Meeting Minutes from April 20, 2021 (draft)
- WRHSAC FFY19 T&E Budget Report through 5/14/21
- WRHSAC FFY20 T&E Budget Report through 5/14/21
- Remote Training Service Proposal – Central Region Homeland Security Advisory Council

Respectfully submitted by:

Rachel Mason  
WRHSAC 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 15, 2021, 9:00 am**

**Subcommittee members present:** Bob Barry (MEMA), Jeanne Galloway (West Springfield Public Health), Thomas Grady (BCSO), Sandra Martin (BRPC), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

**Non-members present:** Raine Brown (FRCOG), Jon Davine (Northampton Fire/WMFCA), Jay Hastings (Westfield State PD), Larry Holmberg (NWMIMT), Tom Kettle (Westfield State EMD), Rachel Mason (FRCOG), Patricia McGuirk (EOPSS), Christopher Norris (Easthampton Fire)

**Subcommittee members absent:** Michael Cantrell (MEMA), Allison Egan (BRPC), Stephen Gaughan (Amherst Fire/EMS), Bob Hassett (Springfield EMD), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO)

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

Tom Grady called the meeting to order at 9:02 am. A round of introductions followed.

**Minutes**

The committee reviewed the minutes from the May 18, 2021 meeting.

**Motion:** Tracy Rogers moved to approve the minutes from the May 18, 2021 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Jon Davine, Jeanne Galloway, Tracy Rogers, Sandra Martin, Bob Barry, and Tom Grady voted in favor. The motion was approved.

**Budget Review**

Raine Brown reviewed the budget. She is still working to move projects between FFY19 and FFY2020 to give T&E projects more time. We currently have just over \$28,000 unallocated in FFY19, and just over \$408,000 in FFY2020.

**FFY19 Training and Exercise**

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

***Debris Management Chainsaw Safety Training***

The Lenox classes are scheduled, with the basic sessions being held next Monday-Tuesday and again July 12-13, and the advanced session on July 30<sup>th</sup>. Registration is filling up for that. Raine is working with the instructor and with Lanesboro and Erving to finalize dates for those courses. EOPSS and DHS took issue with the title “debris management” because that is not the mission of Homeland Security, so we will be calling these courses “Chainsaw safety” instead. Raine has asked for more guidance about using all-hazard language.

***Large Animal Rescue Training***

Two sessions are coming up in Williamstown and Southampton. They are filling up.

***GCC Portable Training Facility Trailer***

This is still backlogged due to COVID delays.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, June 15, 2021, 9:00 am**

***Online Shelter Training Conversion***

They have almost completed the modules for our final review. We had extended this project through the end of June but might need to extend through July so we can go through the modules.

***Hazmat Teams Gas Tanker Training***

The EHP has cleared and we have a vendor on board. CJ Bartone is taking over coordination for the Hazmat teams. This will likely be held at the end of August.

**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**

***Easthampton Fire Pre Hospital Trauma Life Support Training*** –

Chris Norris brought forth a proposal for a pre-hospital trauma life support class. This was last done in the region in 2018, hosted by Northampton, and it was a great success. The focus would be to tie into Homeland Security and trauma responses by police, fire, and EMS. This will be open to all four counties and will be held on the weekend to enable others to participate. They aim to hold one training in September and one in October, for 30 students each. The cost of \$400 per student includes supplies, books, and certification for four years, but it does not include food. That would come out to \$24,000. Raine noted that \$25 per person per day would be enough to get lunch as well as coffee and pastries. For 35 people (participants plus instructors) that would come out to an additional \$3,500.

**Motion:** Jon Davine moved to approve \$27,500 for the Pre Hospital Trauma Life Support Training, including food. Sandra Martin seconded the motion. A roll call vote was held. Jon Davine, Jeanne Galloway, Tracy Rogers, Sandra Martin, Bob Barry, Monica Wynne, and Tom Grady voted in favor. The motion was approved.

***NWMIMT MGT-314 Training Hotel Accommodations*** –

Larry Holmberg presented a request from NWMIMT regarding a week-long Texas A&M TEEEX course, for which almost all funding is covered. They had two team members attend the course prior to the pandemic, with at least four more people scheduled to go to another session, but that one was canceled due to the pandemic. They are now resuming these classes and would like to send up to ten members to take advantage of this training in FY22. The team members who went last year strongly recommended staying at the airport hotel the night prior to the flight, as the flights are early and arranged by FEMA. They are looking for reimbursement at the GSA rate for ten people, though it is unclear if they all will want to go or want to stay in the hotel.

**Motion:** Sandra Martin moved to approve up to \$1,320 for hotel accommodations for ten NWMIMT members. Monica Wynne seconded the motion. A roll call vote was held. Jon Davine, Jeanne Galloway, Sandra Martin, Bob Barry, Monica Wynne, and Tom Grady voted in favor. Tracy Rogers abstained. The motion was approved.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, June 15, 2021, 9:00 am**

**Business Unforeseen by the Chair –**

Raine explained that we do not yet know if we will need to meet in person next month, as we have not heard if the Governor's request to extend the Open Meeting Law has been approved yet. Raine has been looking into technology for hybrid meetings. Procurement of an OWL will be at least \$1,000. We can cover that with fiduciary funds, though we might need to reimburse the cost later. Raine will check with Hatfield about using the space there again. Jon Davine offered the Northampton training room, which has cameras, smart board, and wireless mics, though it might be too small if more than a quorum came. Bob Barry also suggested the MEMA region 3 office as a possible meeting location.

**Next Steps/Future Meetings**

The next T&E meeting will be held on Tuesday, July 20, 2021 at 9:00 am, location/format TBA.

<p><b>Motion:</b> Tracy Rogers moved to adjourn the meeting. Jeanne Galloway seconded the motion. A roll-call vote was held. Jon Davine, Jeanne Galloway, Tracy Rogers, Sandra Martin, Tom Grady, Monica Wynne, and Bob Barry voted in favor. The motion was approved.</p>
--

The meeting adjourned at 9:27 am.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Meeting Agenda for June 15, 2021
- T&E Subcommittee Meeting Minutes from May 18, 2021 (draft)
- WRHSAC FFY19 T&E Budget Report through 6/10/21
- WRHSAC FFY20 T&E Budget Report through 6/10/21
- Letter from Christopher Norris, Easthampton Fire Department, dated 6/10/21
- Letter from Lawrence Holmberg, NWMIMT, dated 6/8/21

Respectfully submitted by:

Rachel Mason  
WRHSAC 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, July 20, 2021, 9:00 am**

**Subcommittee members present:** Allison Egan (BRPC), Michael Cantrell (MEMA), Jon Davine (Northampton Fire/WMFCA), 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), Monica Wynne (Baystate)

**Non-members present:** Raine Brown (FRCOG), Mary Kersell (NWMIMT), Tom Kettle (Westfield State EMD), Rachel Mason (FRCOG), Patricia McGuirk (EOPSS), Dan Nietsche (GCC), Jamison Reece (Hampden County MERT), Eric Stratton (Hampden County MERT)

**Subcommittee members absent:** Bob Barry (MEMA), Stephen Gaughan (Amherst Fire/EMS), Bob Hassett (Springfield EMD)

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

Tom Grady called the meeting to order at 9:00 am. A round of introductions followed.

### **Minutes**

The committee reviewed the minutes from the June 15, 2021 meeting.

**Motion:** Sandra Martin moved to approve the minutes from the June 15, 2021 meeting as submitted. Monica Wynne seconded the motion. A roll call vote was held. Monica Wynne, Jeanne Galloway, Tracy Rogers, Tom Grady, Sandra Martin, Jon Davine, and Carolyn Shores Ness voted in favor. Norene Pease, Michael Cantrell, and Allison Egan abstained. The motion was approved.

### **Budget Review**

Raine Brown reviewed the budget. In FFY19 we have about \$900 left in T&E unallocated. In FFY2020 we have about \$360,000 that will need to be spent by the end of July, 2022, though we will likely be seeking an extension on that grant. We may also need another extension on FFY19 due to some delays in equipment delivery for projects in other committees.

### **FFY19 Training and Exercise**

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

#### ***Debris Management Chainsaw Safety Training***

All sessions have been scheduled. Registration is open and the classes are filling up.

#### ***Large Animal Rescue Training***

This project went over budget on food by \$465.25. Raine has already spoken with EOPSS and got pre-approval from Tom for the amount we went over, but it needs committee approval as well. That would come out of the approximately \$900 remaining for T&E in FFY19.

**Motion:** Sandra Martin moved to approve an additional \$465.25 for the Large Animal Rescue Training. Carolyn Shores Ness seconded the motion. A roll call vote was held. Monica Wynne, Tracy Rogers, Norene Pease, Tom Grady, Carolyn Shores Ness, Sandra

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, July 20, 2021, 9:00 am**

Martin, Allison Egan, and Jon Davine voted in favor. Michael Cantrell abstained. The motion was approved.

***GCC Portable Training Facility Trailer***

The manufacturer is still experiencing difficulty getting tires and axles. Delivery is expected to be delayed at least two more months.

***Online Shelter Training Conversion***

The vendor has been sending us the modules for final review, with about 20 more yet to come. We hope to have the trainings back online by the end of August.

***Hazmat Teams Gas Tanker Training***

The training is scheduled for the end of August.

***Pre Hospital Trauma Life Support Training***

Registration opened last week. The training filled up within a few days and a waitlist has begun.

***NWMIMT MGT-314 Training Hotel Accommodations***

This was approved and will be on the books through the end of June, 2022.

**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**

***Tactical Emergency Casualty Care (TECC) Provider Courses***

Eric Stratton presented a request to bring TECC Provider Courses to Western Mass. The course is NFPA3000 approved. They have interest from each county and Eric believes that they will have no trouble filling two classes. The request for \$27,840 would cover training for 24 students per class, including manuals and a certification card. This is an approximate amount, based on average cost per student in other classes. They expect to be able to use a facility at no charge, likely either in Chicopee, Easthampton, or at the Sheriff's Department. The cost does not include food. Raine noted that at our most recent event DHS only approved food at \$20 per person.

Eric also proposed adding training of trainers component to this so that two people from each county could be certified as instructors. Further discussion led to an agreement to include this in the request, and to increase the budget to accommodate some additional funds being devoted to the training of trainers.

**Motion:** Carolyn Shores Ness moved to approve up to \$35,000 for two TECC courses, including the training of two instructors from each county. Sandra Martin seconded the motion. A roll call vote was held. Monica Wynne, Tracy Rogers, Norene Pease, Tom Grady, Carolyn Shores Ness, Sandra Martin, Allison Egan, and Jon Davine voted in favor. Michael Cantrell abstained. The motion was approved.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, July 20, 2021, 9:00 am**

***Northampton Fire Officer Training Course***

Jon Davine presented a request for a three day training program for fire chiefs and officers. It is entirely classroom based, including practical scenarios. The first two days can accommodate up to 75 people, but the third day would be limited to 30, primarily for people with higher ranks. They have secured a location at the Courtyard Marriott in Hadley. The invitation would go out to Fire Chiefs; they would decide who from their department to send.

**Motion:** Sandra Martin moved to approve up to \$20,000 for the Fire Officer Training Course. Monica Wynne seconded the motion. A roll call vote was held. Monica Wynne, Tracy Rogers, Norene Pease, Tom Grady, Carolyn Shores Ness, Sandra Martin, and Allison Egan voted in favor. Jeanne Galloway voted against the motion. Michael Cantrell and Jon Davine abstained. The motion was approved.

**Business Unforeseen by the Chair –**

Raine reported that she received information about a tracking training for law enforcement and fire that the Southeast Region hosted, e.g. searching for someone who may have been an active shooter. Raine has not yet put it together into something to bring to committee. There was interest in her doing so; she will work on it for the next meeting.

**Next Steps/Future Meetings**

The next T&E meeting will be held on Tuesday, September 21, 2021 at 9:00 am, virtual.

**Motion:** Jeanne Galloway moved to adjourn the meeting. Carolyn Shores Ness seconded the motion. A roll-call vote was held. Allison Egan, Jon Davine, Carolyn Shores Ness, Sandra Martin, Tom Grady, Norene Pease, Tracy Rogers, Jeanne Galloway, and Monica Wynne voted in favor. Michael Cantrell abstained. The motion was approved.

The meeting adjourned at 9:36 am.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Meeting Agenda for July 20, 2021
- T&E Subcommittee Meeting Minutes from June 15, 2021 (draft)
- WRHSAC FFY19 T&E Budget Report through 7/16/21
- WRHSAC FFY20 T&E Budget Report through 7/16/21
- Letter from Eric Stratton, Hampden County Regional MERT, dated 6/26/21
- Proposal from Jon Davine, Northampton Fire Rescue, dated 7/6/21

Respectfully submitted by:

Rachel Mason  
WRHSAC 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, September 21, 2021, 9:00 am**

**Subcommittee members present:** Allison Egan (BRPC), Michael Cantrell (MEMA), Jon Davine (Northampton Fire/WMFCA), Jeanne Galloway (West Springfield Public Health), Stephen Gaughan (Amherst Fire/EMS), Thomas Grady (BCSO), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

**Non-members present:** Raine Brown (FRCOG), Bob Dean (FRCOG), Tom Kettle (Westfield State EMD), Rachel Mason (FRCOG), Patricia McGuirk (EOPSS), Ben Podsiadlo (EOPSS), Daryl Springman (WMTRT)

**Subcommittee members absent:** Bob Barry (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. A round of introductions followed.

### **Minutes**

The committee reviewed the minutes from the July 20, 2021 meeting.

**Motion:** Tracy Rogers moved to approve the minutes from the July 20, 2021 meeting as submitted. Jon Davine seconded the motion. A roll call vote was held. Tom Grady, Jon Davine, Tracy Rogers, Sandra Martin, Jeanne Galloway, and Steve Gaughan voted in favor. Allison Egan and Mike Cantrell abstained. The motion was approved.

### **Budget Review**

Raine Brown reviewed the budget. We have requested an extension on FFY19 through the end of June, 2022, mostly due to delays with equipment projects. For FFY19 we have almost \$10,000 left to spend in this subcommittee. She may be able to do some partial payment on the Fire Officer training or another project to spend it all down. In FFY2020 we have \$330,939 to spend by end of July, 2022, though Raine has asked for an extension through the end of December, 2022.

### **FFY19 Training and Exercise**

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

#### ***Chainsaw Safety Training***

Sessions were completed in Lenox and will wrap up this week in Lanesboro. The sessions in Erving begin in October.

#### ***GCC Portable Training Facility Trailer***

This continues to be delayed, with no clear arrival date from the vendor due to production challenges.

#### ***Online Shelter Training Conversion***

All modules have been converted and reviewed. They are adding a certificate to each module for use as proof of completion. We hope to have the modules back online by the end of October.



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

***Hazmat Teams Gas Tanker Training***

Jon Davine reported that this was an excellent training and well attended by members of both the District 4 and 5 teams.

***Pre Hospital Trauma Life Support Training***

The first session was held last weekend and went well. The second session is coming up in October. The class is full, with an extensive waitlist. We could consider holding it again, as both sessions filled up quickly. Raine also noted that since resuming in-person events we seem to have a higher cancellation and no-show rate than in the past, up to about 30-40% recently compared with about 20% before the pandemic.

***NWMIMT MGT-314 Training Hotel Accommodations***

We have not had any member of the team submit reimbursements for this, but the funding is available through the end of June, 2022. Tracy Rogers explained that NWMIMT applications have been rejected by TEEX recently. They have raised the bar to require 10 years of experience.

***Fire Officer Training***

The training is scheduled for next week. Registration has gone well, but there have been some challenges with budgeting on this, as the facilitator's fee was higher than anticipated and there were additional costs for the projector, as well as unforeseen food costs in the form of linens and staffing. Jon Davine and the WMFCA have stepped up to cover the cost of the food, as EOPSS declined to cover this expense. They also encouraged Raine to find free venues, but there are no free facilities in Western Mass that can accommodate 75 people.

A discussion followed in which Raine explained that even though the adjusted cost was not unprecedented for past events, a back-and-forth exchange with EOPSS led to their refusal to cover any food or associated costs, as food was deemed unnecessary for the success of the training. Raine disagreed with this conclusion, as did multiple subcommittee members who spoke about the benefits to providing coffee, breakfast/pastries, and lunch at our trainings. Among the reasons given by Raine, Sandra, Carolyn, Allison, Steve, Tracy, and Tom to support the value of food dollars were:

- Providing food helps the Western Mass first responder community feel seen and appreciated.
- Western Mass is a large region and some people drive a couple of hours to these events and cannot go home for breakfast and lunch.
- Asking 75 people to leave, find something to eat, and come back at a specified time is unrealistic and would impact the afternoon session as people return late or not at all.
- We sometimes have even larger trainings and in areas without many restaurant options.
- Meal times provide crucial opportunities to network, build and strengthen relationships.
- There is research that learning is more successful when people are fed.
- Providing food helps get busy people in the door to trainings, especially as many of them are coming on their day off or after a long overnight shift.
- Many people attending our trainings are volunteer or part-time staff and they incur costs to attend these trainings.

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

- As a Council we have always been fiscally responsible and we have brought economy to scale for small communities and small agencies that cannot afford to host these trainings themselves.
- We have worked hard to create inviting environments conducive to learning, and our trainings have helped to develop strong relationships across disciplines that have made our first responder community more resilient and better able to do their jobs.
- We have made this our working standard and we consider these working lunches part of what we do.

Tom also expressed concern that we have not received this new guidance in writing addressed to all Council Chairs across the Commonwealth. He asked that EOPSS coordinate a statewide meeting of Chairs to determine if we have written guidance on this, and to enlighten people as to why we do what we do. Ben Podsiadlo replied that he was taking notes and will make sure committee members' comments are relayed.

***Tactical Emergency Casualty Care Training***

This is currently out for procurement. We had originally thought about holding the training in November or December, but we learned that Wilbraham might be doing a session too, so Raine will coordinate with the instructors to make sure we are not overlapping.

**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**

***WMTRT Medical Specialist Training***

Daryl Springman presented a request from the Western Mass Tech Rescue Team to send some members to a training in Florida. The team has a hole in medical coverage, and this training will help them develop better medical capabilities in the Western Mass region and facilitate their ability to become a deployable team. He noted that there was an error on the request that was included with today's meeting packet; the cost was missing a \$200 fee so the total amount requested is \$21,616. Steve Gaughan expressed concern about starting projects that we cannot continue to support if continuous funding would be needed. Daryl explained that although the team's current fiduciary is WMFCA, about two years ago the Governor appointed a committee to take over tech rescue for the state, and they are slowly moving in that direction, so in the long term the state will be responsible for sustainability. He added that part of the goal for this training is not only to get two doctors and four techs up to FEMA level standards but also to come up with a master plan for how the team will operate and what equipment they will need.

**Motion:** Tracy Rogers moved to approve \$21,616 for the WMTRT Medical Specialist Training. Sandra Martin seconded the motion. A roll call vote was held. Tom Grady, Jon Davine, Tracy Rogers, Sandra Martin, Jeanne Galloway, Steve Gaughan, Monica Wynne, Carolyn Shores Ness, and Allison Egan voted in favor. Mike Cantrell abstained. The motion was approved.

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

**Business Unforeseen by the Chair**

None.

**Next Steps/Future Meetings**

The next T&E meeting will be held on Tuesday, October 21, 2021 at 9:00 am, virtual.

**Motion:** Jon Davine moved to adjourn the meeting. Jeanne Galloway seconded the motion. A roll-call vote was held. Steve Gaughan, Tom Grady, Jon Davine, Tracy Rogers, Sandra Martin, Jeanne Galloway, Monica Wynne, Carolyn Shores Ness, and Allison Egan voted in favor. Michael Cantrell abstained. The motion was approved.

The meeting adjourned at 9:54 am.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Meeting Agenda for September 21, 2021
- T&E Subcommittee Meeting Minutes from July 20, 2021 (draft)
- WRHSAC FFY19 T&E Budget Report through 9/17/21
- WRHSAC FFY20 T&E Budget Report through 9/17/21
- WMTRT Medical Specialist Training proposal

Respectfully submitted by:

Rachel Mason  
WRHSAC 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, October 19, 2021, 9:00 am**

**Subcommittee members present:** Bob Barry (MEMA), Allison Egan (BRPC), Jon Davine (Northampton Fire/WMFCA), Jeanne Galloway (West Springfield Public Health), Thomas Grady (BCSO), Tom Kettle (Westfield State EMD), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

**Non-members present:** Raine Brown (FRCOG), Jay Hastings (Westfield State), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Patricia McGuirk (EOPSS)

**Subcommittee members absent:** Michael Cantrell (MEMA), Stephen Gaughan (Amherst Fire/EMS)

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

Tom Grady called the meeting to order at 9:00 am. A round of introductions followed.

**Minutes**

The committee reviewed the minutes from the September 21, 2021 meeting.

**Motion:** Jon Davine moved to approve the minutes from the September 21, 2021 meeting as submitted. Carolyn Shores Ness seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Kettle, Jon Davine, Tom Grady, Carolyn Shores Ness, Tracy Rogers, Monica Wynne, Sandra Martin, and Allison Egan voted in favor. Norene Pease and Bob Barry abstained. The motion was approved.

**Budget Review**

Raine Brown reviewed the budget. This committee has just over \$9,000 left in FFY19. We have requested an extension through the end of June, 2022. In FFY2020 we have just over \$330,000 left. We have requested an extension through the end of December, 2022.

**FFY19 and FFY20 Training and Exercise**

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

***Debris Management Chainsaw Safety Training***

Following the most recent training in Erving, Raine and Linda Dunlavy received an email from the town administrator in Erving expressing concerns that the course was not safe. Those concerns did not reflect what Raine knows about the course, and we have done more than 10 sessions already without similar feedback. Raine followed up with the instructor and the town administrator and worked out an arrangement in which Erving will permit the remaining sessions there to take place if someone from FRCOG attends to keep an eye on things. Raine will attend the basic training next week, but the advanced training session in November happens same day as the WRHSAC meetings, so we will need to find someone else to attend.

***GCC Portable Training Facility Trailer***

This is still delayed.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, October 19, 2021, 9:00 am**

***Online Shelter Training Conversion***

The conversions are done and Raine now has the links to put on the learning management system.

***Pre Hospital Trauma Life Support Training***

The second session will be held this weekend in Easthampton. The class is full. This is a training that we should consider offering again, as both sessions filled up within two days.

***NWMIMT MGT-314 Training Hotel Accommodations***

We have not received any requests from the team for this yet. Tracy Rogers reported that Larry Holmberg just got accepted for a March training, so we will see a request from him.

***Fire Officer Training***

The training went well and was well attended. WMFCA took care of food expenses. Jon Davine noted that a WMFCA survey showed people want it again or to continue with additional trainings.

***Tactical Emergency Casualty Care Training***

This was awarded to Matt Wolkenbreit. Raine will connect with him and Eric Stratton to figure out dates and locations.

***WMTRT Medical Specialist Training***

This was approved by EOPSS. The team is getting registered for it.

**Old Business**

Sandra Martin asked for an update on the issue of food at trainings. Raine replied that she followed up with Ben Podsiadlo to see if there was any movement on the request for a meeting on this topic, and he informed her that it is under consideration. Raine submitted a Project Justification for the First Responder Mental Health Conference with very detailed expenditures for food and facilities, but she has not heard back yet.

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

– This remains on the agenda as a place holder. Tom Grady noted that MPTC has released the training topics for this year and many are related to cultural competency. Under the new police reform, MPTC is focusing a lot on this.

***Search and Tracking training***

Raine reported that the Southeast Council offered this training and it was well received. Raine reached out to the instructor about cost and details; they will have a call tomorrow. One of the trainings does overnight tracking. The Southeast Council held it at a YMCA camp so people had a place to stay. Sandra noted that there are a lot of camps in Berkshire County.

**New Business**

***ASL for First Responders / Non-verbal de-escalation training***

Raine reminded the committee that we had discussed last year doing ASL refresher courses and/or new signs. The instructor also offers non-verbal de-escalation training mostly for law enforcement, teaching them how to keep in sync with each other and how to de-escalate. The cost

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, October 19, 2021, 9:00 am**

is \$50/person up to 35 people for an in-person training. Tom suggested that we float this by the police reps to see what they think. Raine will send an email.

***NWMIMT All-Hazards Incident Management Type III Team***

Mary Kersell presented a request from the NWMIMT. The team's 25 active members are highly trained in incident command and have been deployed by MEMA and nationally. They have several new members and want to bring Course 305 to Western Mass. It is designed to develop strong leadership and teamwork while helping the team figure out how to run a complex incident. Fifteen members have agreed to participate in the five day training. Members will have to take time off work. The Hampden County Sherriff's office also may be interested, and others in the region could also participate. They are looking for a vendor with highly skilled staff. The total cost would be \$37,500.

**Motion:** Sandra Martin moved to approve up to \$40,000 for the All Hazards Incident Management Type III Team course. Carolyn Shores Ness seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Kettle, Jon Davine, Tom Grady, Carolyn Shores Ness, Monica Wynne, Sandra Martin, Norene Pease, Bob Barry, and Allison Egan voted in favor. Tracy Rogers abstained. The motion was approved.

***Other***

Tracy Rogers reported that in a regional hospital meeting Baystate Franklin expressed desire for crowd control training, but DPH might not approve this. She also talked with Gail Bienvenue about de-escalation training. Monica Wynne explained that with CPI programs they cannot teach outside facility where they work. The bigger challenge is getting people freed up to attend training. Crowd control is in conjunction with the police. Every realm needs de-escalation training, or at least training how to control one's own reaction. Baystate put up "aggressive behavior will not be tolerated" signs and it made newspaper. Others expressed their agreement that this kind of training would be useful in many realms, including for public health inspectors, Boards of Health, and other municipal bodies as more meetings return to in-person. Raine explained that Homeland Security funds cannot be spent on anything related to crowd control or riots. Tom Grady added that crowd control is part of MPTC, but we could support de-escalation training. There are new guidelines from a legal perspective about how to manage crowds, so it is important to loop in local law enforcement partners. Under police reform a lot has changed.

**Business Unforeseen by the Chair**

Tom noted that he was invited to Brunelle's Marina in South Hadley. The owners of the tourist boat worked with Eric Stratton and several fire departments to run exercises with different scenarios. They also spent time talking about regional concepts and next steps. Carolyn suggested that we should reach out to Great River Hydro for exercising an incident with a release. Tom replied that this is part of the discussion to test people's capabilities.

**Next Steps/Future Meetings**

The next T&E meeting will be held on Tuesday, November 16, 2021 at 9:00 am, as a virtual meeting.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, October 19, 2021, 9:00 am**

**Motion:** Carolyn Shores Ness moved to adjourn the meeting. Sandra Martin seconded the motion. A roll-call vote was held. Jeanne Galloway, Tom Kettle, Jon Davine, Tom Grady, Tracy Rogers, Monica Wynne, Sandra Martin, Carolyn Shores Ness, Norene Pease, Bob Barry, and Allison Egan voted in favor. The motion was approved.

The meeting adjourned at 9:43 am.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Meeting Agenda for October 19, 2021
- T&E Subcommittee Meeting Minutes from September 21, 2021 (draft)
- WRHSAC FFY19 T&E Budget Report through 10/14/21
- WRHSAC FFY20 T&E Budget Report through 10/14/21
- Tracking Course Announcement
- NWMIMT All-Hazards Incident Management Type III Team Course Proposal

Respectfully submitted by:

Rachel Mason  
WRHSAC 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 16, 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), Norene Pease (Shutesbury BOH/MAPHCO), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

**Non-members present:** Raine Brown (FRCOG), Mike Hatch (Northampton Fire), Mary Kersell (NWMIMT), Rachel Mason (FRCOG)

**Subcommittee members absent:** Bob Barry (MEMA), Michael Cantrell (MEMA)

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

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

**Minutes**

The committee reviewed the minutes from the October 19, 2021 meeting. Mary Kersell requested a minor amendment to reflect that the Sheriff's office is unable to join the All-Hazards Training.

**Motion:** Sandra Martin moved to approve the minutes from the October 19, 2021 meeting as amended. Jon Davine seconded the motion. A roll call vote was held. Jon Davine, Tom Grady, Tom Kettle, Steve Gaughan, Monica Wynne, Norene Pease, Jeanne Galloway, Allison Egan, Sandra Martin, Tracy Rogers, and Carolyn Shores Ness voted in favor. The motion was approved.

Introductions followed.

**Budget Review**

Raine Brown reviewed the budget. This committee has just over \$9,000 in FFY19 and just over \$290,000 in FFY20. We are still waiting to hear on the FFY19 extension. That grant is currently set to end at the end of December, 2021; the extension would take it through end of June, 2022. For FFY2020 we received extension to the end of December, 2022. We will likely see FFY21 funds coming on line next month. We did not put much in there for T&E because we knew we had an excess of funds in FFY2020, but we can flip some equipment projects with T&E projects to give us more time to spend the T&E funds.

**FFY19 and FFY20 Training and Exercise**

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

***Debris Management Chainsaw Safety Training***

The last session is happening today in Erving. The challenges discussed last month seem to have been resolved.

***GCC Portable Training Facility Trailer***

This is still experiencing supply chain delays. Raine has debated pulling it and going out to bid again, but that would put us farther behind.



**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, November 16, 2021, 9:00 am**

***Online Shelter Training Conversion***

The vendor has been loading the modules into our learning management system, and we should be able to push them out again soon.

***Tactical Emergency Casualty Care Training***

Raine spoke with Matt Wolkenbreit and Eric Stratton to begin working on logistics. One session will be held in Berkshire County and the other likely in Southwick, likely in January-February.

***WMTRT Medical Specialist Training***

The Purchase Order is ready to go to the school offering the training. It includes the cost for course and on-campus lodging and meals. Travel expenses will be paid through reimbursements.

***NWMIMT MGT-314 Training Hotel Accommodations***

There has been no movement on this.

***NWMIMT All-Hazards Incident Management Type III Team Training***

The Training Review Request is at EOPSS.

**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***

Raine spoke to the potential facilitator to get more info about the training. There are two components of the training: an extended 24 hour training with overnight component that would require Homeland Security funding, and also ongoing monthly sessions that Phil Deroches leads for free so people can continue honing their skills. The 24 hour course could accommodate up to 30 students and would cost \$27,750, not including food and location/lodging, so the total cost would likely be closer to \$35,000 or \$40,000, which is a lot for 30 students. The earliest we could do this would like be May-June, assuming non-weatherized accommodations. Raine offered to do more research if people are interested.

***De-escalation training***

Tracy Rogers reported that she reached out to contacts who might have leads on trainings, but she has not gotten anywhere. DPH has some upcoming trainings but they are more about your own brain. Sandra Martin reported that she took the DPH training yesterday and thought it was fabulous, but it focused on self-care. Tracy asked that if anyone has leads on de-escalation trainings to let her know. Sandra offered to inquire with DPH and nudge them to develop this sort of training. Steve Gaughan noted that in the past DPH has not wanted to be involved with de-escalation trainings, and that they sent a memo some years ago to that effect. Sandra noted that times are different now and they might be willing to revisit that topic. Mary Kersell suggested look into mediation groups. Tom Grady suggested that me may need to look at more discipline-specific trainings for each discipline within the first responder community.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, November 16, 2021, 9:00 am**

**New Business**

**Franklin REPC Exercise Request** – Tracy Rogers presented a request on behalf of the Franklin County REPC. It is time for them to do their annual exercise, and they want to do a full-scale exercise this year instead of their usual tabletop, but they do not have the funds for that. A recent incident in Orange involving a compressed natural gas tanker revealed gaps, as locals and hazmat teams had not seen that before, and there is a different way to release the contents of that truck. They would like to give everyone more awareness of what it would look like. The exercise would focus on operational coordination, operational communication with the 800 system, situational assessment to get info to hazmat team, and identification of hot zones and the need to evacuate.

**Motion:** Sandra Martin moved to approve \$10,000 for the Franklin REPC Exercise. Carolyn Shores Ness seconded the motion. A roll call vote was held. Jon Davine, Tom Grady, Tom Kettle, Steve Gaughan, Monica Wynne, Jay Hastings, Norene Pease, Jeanne Galloway, Allison Egan, Sandra Martin, and Carolyn Shores Ness voted in favor. Tracy Rogers abstained. The motion was approved.

**Hazmat Air Monitoring Training Request** – Jon Davine presented a request on behalf of the D4 and D5 Hazmat team for an air monitoring course using the team’s current RAE instruments. The estimate is from Brandon Gayle, a certified RAE instructor. They have new people on the Hazmat teams and this would be a great opportunity for everyone to get hands-on training and experience with the meters.

**Motion:** Sandra Martin moved to approve \$4,000 for the Hazmat Air Monitoring Training. Carolyn Shores Ness seconded the motion. A roll call vote was held. Jon Davine, Tom Grady, Tom Kettle, Steve Gaughan, Monica Wynne, Jay Hastings, Norene Pease, Jeanne Galloway, Allison Egan, Sandra Martin, Tracy Rogers, and Carolyn Shores Ness voted in favor. The motion was approved.

**Business Unforeseen by the Chair**

Raine reported that there was a late night request from Northampton Fire for a commercial vehicle stabilization and lifting class. Deputy Chief Mike Hatch presented the request to the committee. Local agencies are not as prepared as they want to be or need to be for this type of incident. The proposal is for a two-day class for 32 participants, including both classroom and drill yard components. Red’s Towing and the DPW will support the training with vehicles and equipment, and they have a location secured. The training would be open to everyone in the region, with priority to fire departments that are more likely to respond to highway accidents. The quote of \$4,509.13 includes the cost for the class, site, and to rehab water onsite. It does not include food. Raine explained that if we stay at \$20/person for food it should be allowable.

**Motion:** Sandra Martin moved to approve up to \$6,500 for the vehicle stabilization and lifting class, including food. Allison Egan seconded the motion. A roll call vote was held. Jon Davine, Tom Grady, Tom Kettle, Steve Gaughan, Monica Wynne, Jay Hastings, Norene Pease, Allison Egan, Sandra Martin, Tracy Rogers, and Carolyn Shores Ness voted in favor. Jeanne Galloway voted against the motion. The motion was approved.

**Western Regional Homeland Security Advisory Council  
Training and Exercise Subcommittee Meeting Minutes  
Tuesday, November 16, 2021, 9:00 am**

Raine noted that this will require an EHP. Jon Davine will get her the necessary information.

**Next Steps/Future Meetings**

The next T&E meeting will be held on Tuesday, December 21, 2021 at 9:00 am, as a virtual meeting.

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

The meeting adjourned at 9:41 am.

**List of Documents Reviewed at the Meeting**

- T&E Subcommittee Meeting Agenda for November 16, 2021
- T&E Subcommittee Meeting Minutes from October 19, 2021 (draft)
- WRHSAC FFY19 T&E Budget Report through 11/15/21
- WRHSAC FFY20 T&E Budget Report through 11/15/21
- Request from Tracy Rogers/Franklin County REPC, dated 11/10/21
- Request from C.J. Bartone/District 4 Hazmat, dated 11/15/21

Respectfully submitted by:

Rachel Mason  
WRHSAC 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.

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

***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 facilitating 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 Deputy Chief 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.

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

***De-escalation training***

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><b>Motion:</b> 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>
--

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

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

- WRHSAC FFY19 T&E Budget Report through 12/17/21
- 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

DRAFT