

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, January 18, 2022, 9:00 am**

Subcommittee members present: 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)

Non-members present: Raine Brown (FRCOG), Michael Cantrell (MEMA), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Val Woodring (FRCOG/HMCC)

Subcommittee members absent: Bob Barry (MEMA), Allison Egan (BRPC), Scott Flebotte (MEMA), Stephen Gaughan (Amherst Fire/EMS), Jay Hastings (Westfield State PD), Tracy Rogers (FRCOG), Monica Wynne (Baystate)

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 December 21, 2021 meeting.

<p>Motion: Sandra Martin moved to approve the minutes from the December 21, 2021 meeting as submitted. Jeanne Galloway seconded the motion. A roll call vote was held. Tom Grady, Sandra Martin, Jeanne Galloway, and Jon Davine voted in favor. The motion was approved.</p>
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Introductions followed.

Budget Review

Raine Brown reviewed the budget. She moved FFY19 funds to other projects. T&E now has \$269,824 in FFY20, but a lot of that will move into FFY21. There are several equipment projects moving; flipping these with T&E projects will give T&E more time. Raine will have more details next month.

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 and Raine has no updates to report.

Online Shelter Training Conversion

This project is complete. Updated modules are on the learning management system.

Tactical Emergency Casualty Care Training

The facilitator asked if we could bump this to March because of Covid.

WMTRT Medical Specialist Training

Six team members attended the training; reimbursements are now in process.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, January 18, 2022, 9:00 am**

NWMIMT MGT-314 Training Hotel Accommodations

No requests for these funds have come in yet.

NWMIMT All-Hazards Incident Management Type III Team Training

This project is still awaiting approval from EOPSS.

Franklin REPC Full-Scale Exercise

This project is still awaiting approval from EOPSS.

Vehicle Stabilization Training

This project has been approved. Raine has information to complete the EHP and create a Scope of Work for a facilitator. The intention is to hold the training in April or May.

Regional Hazmat Teams Air Monitoring Training

This training is scheduled for next week.

Old Business

Law Enforcement/First Responder Awareness Training to Address Systemic Racism – This remains on the agenda as a place holder.

Search and Tracking training

Raine will put together a cost estimate for next month.

De-escalation training

Debbie Lynangale is working on a proposal for the subcommittee to look at in February.

New Business

Chief Davine brought forth a proposal to fund another round of the 3-day fire officer training that was held in the fall in Hampshire County. The training was very well received and Hampden County expressed interest in running it again in Chicopee at the Knights of Columbus. Raine cautioned that food was unlikely to be approved by EOPSS because the first two days are lecture based trainings. Nevertheless, several committee members asked to include a budget for food at \$20 per person, because trying to get 75 people back within an hour is very challenging.

<p>Motion: Carolyn Shores Ness moved to approve up to \$22,500 for the fire officer training. Sandra Martin seconded the motion. A roll call vote was held. Tom Grady, Sandra Martin, Jeanne Galloway, Jon Davine, Carolyn Shores Ness, Tom Kettle, and Norene Pease voted in favor. The motion was approved.</p>
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Business Unforeseen by the Chair

Tom Grady noted that they have a tentative date for a Chairs meeting with the Undersecretary the first week in February, and he intends to bring up the food issue again.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, January 18, 2022, 9:00 am**

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, February 15, 2022 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. Tom Grady, Sandra Martin, Jon Davine, Jeanne Galloway, Carolyn Shores Ness, Tom Kettle, and Norene Pease voted in favor. The motion was approved.

The meeting adjourned at 9:18 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for January 18, 2022
- T&E Subcommittee Meeting Minutes from December 21, 2021 (draft)
- WRHSAC FFY19 T&E Budget Report through 1/13/22
- WRHSAC FFY20 T&E Budget Report through 1/13/22

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, February 15, 2022, 9:00 am**

Subcommittee members present: Allison Egan (BRPC), Jeanne Galloway (West Springfield Public Health), Thomas Grady (BCSO), Jay Hastings (Westfield State PD), Stephen Gaughan (Amherst Fire/EMS), 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), Michael Cantrell (MEMA), Chris Greene (Greenfield PD), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Chris Norris (Easthampton Fire)

Subcommittee members absent: Bob Barry (MEMA), Jon Davine (Northampton Fire/WMFCA), Scott Flebotte (MEMA), Tom Kettle (Westfield State EMD)

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 January 18, 2022 meeting.

Motion: Tracy Rogers moved to approve the minutes from the January 18, 2022 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Jeanne Galloway, Jay Hastings, Tracy Rogers, Sandra Martin, Steve Gaughan, Monica Wynne, Carolyn Shores Ness, Tom Grady, Norene Pease, and Allison Egan voted in favor. The motion was approved.

Introductions followed.

Budget Review

Raine Brown reviewed the budget. FFY21 is on the books. Some equipment projects that were in the FFY21 investment plan were moved to FFY20 and have already started; in their place, several T&E projects were moved into FFY21 including the active shooter regional symposium and cybersecurity. All T&E funds out of FFY19 have been spent down, and we have just over \$80,000 left for FFY20. In FFY21 this committee has \$327,729 to spend by end of July 2023.

FFY19 and FFY20 Training and Exercise

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

GCC Portable Training Facility Trailer

This has been on order for a year. The vendor keeps blaming the supply chain, but he has a 6x12 ft single axle trailer in stock that he can substitute. Raine put an inquiry in to MAPC and GCC about this change. We purchased some totes and wheeled carts that were going to fit into the trailer so need to make sure loss of one foot from the trailer will not impact the ability to fit them in.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, February 15, 2022, 9:00 am**

Tactical Emergency Casualty Care Training

We had been hoping to do this in February but bumped it to March due to the Covid surge; however, the facilitator had other things come up now asked if we can bump it to April or May.

NWMIMT MGT-314 Training Hotel Accommodations

We have not received any requests for reimbursements.

NWMIMT O305 All-Hazards Incident Management Type III Team Training

EOPSS did not accept the request as written, which was for the training to happen at UMass to accommodate the need for multiple rooms and lunch. EOPSS asked Raine to search for a free location. EOPSS connected with Westfield State and they have the ability to host the class for free during two weeks in July or in August. However, that would pose a number of challenges for the team. Raine is trying to coordinate with the team and with EOPSS. Mary Kersell added that they are trying to negotiate with GCC, and exploring a couple of other possibilities.

Tom Grady explained that the pushback around food and venue costs is coming from FEMA. The Homeland Security grant is one of the few federal grant programs that allows for paying for space or food, but those expenditures should be few and far between. The Undersecretary tried to push back and was told to issue guidance. FEMA is going to continue to push back and we will not have much flexibility. The State is asking for an increase in funding for Homeland Security money and was getting questioned on the need. All of the Council chairs were at the meeting and explained that the Councils are good stewards of the money, but that is not the issue.

Sandra asked if can we pay mileage if the training was held at Westfield State. Raine replied that for reimbursement a trip has to be over 80 miles one way, and the same is true with lodging.

Franklin REPC Full-Scale Exercise

This was approved, with food, because it is a full-scale exercise. Once the Purchase Order is issued, Tracy will have updates regarding dates. This project requires an EHP.

Vehicle Stabilization Training

This was approved and Raine put together a Scope of Work to obtain an instructor. The training will likely be held in April/May. It requires an EHP, and DHS is saying it will take 30 days to get that approved, so we need to leave time for that process.

Regional Hazmat Teams Air Monitoring Training

This was held at the end of January. It was a successful training and there is a thank you note in today's meeting packet.

Fire Officer Training

This is another training impacted by the new guidance. Raine submitted the request with the additional funding for food that the committee asked for but has not heard back yet.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, February 15, 2022, 9:00 am**

Old Business

Law Enforcement/First Responder Awareness Training to Address Systemic Racism – This remains on the agenda as a place holder.

Search and Tracking training

Raine put together a budget based on information Rachel found from camps, but for 30 people it would be over \$30,000 total. It is an overnight training so we would need to provide lodging and meals. The cost of the camp plus food would be over \$5,000, which might not be approved. Several committee members said that it is worth pursuing anyway. Raine will put something together for next month.

De-escalation training

The consultant has been delayed with health problems and will put together something for March.

New Business

Franklin Special Response Team Special Operation CQB Training

Chris Greene of Greenfield PD presented a request for funding from the Franklin County SRT to send the team to a CQB (Close Quarters Battle) training in Mansfield and Newton in April. The request and brochure for the training are in today's meeting packet. They are looking to send 17 operators. Last year they added 7 new operators and they have prerequisite for training so especially want to send the new people, but they are asking for all 17 because due to Covid they have not had many training opportunities recently and this would bring them all together.

Discussion centered around the request for backfill/OT funds, which the Council has not been approving recently except for the Tech Rescue Team. Several committee members expressed that although they support the training, they cannot support changing the policy toward backfill and overtime with the current grant allocation. Tom suggested inquiring about bringing the training to Franklin County or somewhere else in the region to reduce costs.

<p>Motion: Carolyn Shores Ness moved to approve the request. Monica Wynne seconded the motion. A roll call vote was held. Jeanne Galloway, Tracy Rogers, Sandra Martin, Steve Gaughan, Monica Wynne, Carolyn Shores Ness, Norene Pease, Tom Grady, and Allison Egan voted against the motion. Jay Hastings abstained. The motion was not approved.</p>

There was also interest in having the full Council reconsider why are we still providing backfill and overtime for Tech Rescue Team, especially as FEMA is questioning how funds are used.

Business Unforeseen by the Chair

None

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, March 15, 2022 at 9:00 am, as a virtual meeting.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, February 15, 2022, 9:00 am**

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

The meeting adjourned at 9:40 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for February 15, 2022
- T&E Subcommittee Meeting Minutes from January 18, 2022 (draft)
- WRHSAC FFY19 T&E Budget Report through 2/11/22
- WRHSAC FFY20 T&E Budget Report through 2/11/22
- WRHSAC FFY21 T&E Budget Report through 2/11/22
- Thank you letter from C.J. Bartone / Hazmat, dated 1/31/22
- Request from Sargent Christopher Green re SWAT QCB training, dated 2/2/22

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, March 15, 2022, 9:00 am**

Subcommittee members present: Bob Barry (MEMA), Jon Davine (Northampton Fire/WMFCA), Allison Egan (BRPC), Jeanne Galloway (West Springfield Public Health), Thomas Grady (BCSO), Jay Hastings (Westfield State PD), Stephen Gaughan (Amherst Fire/EMS), Sandra Martin (BRPC), Norene Pease (Shutesbury BOH/MAPHCO), Tracy Rogers (FRCOG), Brian Rust (CDH)

Non-members present: C.J. Bartone, Raine Brown (FRCOG), Chris Greene (Greenfield PD/Franklin SRT), David Johnson (Franklin Regional SRT), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Chris Norris (Easthampton Fire), Val Woodring (FRCOG/HMCC)

Subcommittee members absent: Scott Flebotte (MEMA), Tom Kettle (Westfield State EMD), Carolyn Shores Ness (Deerfield BOS/BOH), Monica Wynne (Baystate)

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 February 15, 2022 meeting.

<p>Motion: Tracy Rogers moved to approve the minutes from the February 15, 2022 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Tracy Rogers, Tom Grady, Sandra Martin, Jay Hastings, Jon Davine, Steve Gaughan, Brian Rust, Jeanne Galloway, Allison Egan, and Norene Pease voted in favor. The motion was approved.</p>
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Introductions followed.

Budget Review

Raine Brown reviewed the budget. Some of the equipment on order for the Tech Rescue Team in FFY19 will be delivered beyond the end date of the grant, so Raine swapped those projects with two trainings which will conclude in time: the fire officer training and the tactical emergency casualty care trainings. Just over \$73,000 remains in FFY20, which runs through December, 2022. In FFY21, which runs through July, 2023, we have over \$282,000, for a total of \$356,239.32 for this committee.

FFY19 and FFY20 Training and Exercise

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

GCC Portable Training Facility Trailer

We are still waiting on this due to supply chain issues. Raine might need to flip it to FFY20.

Tactical Emergency Casualty Care Training

Raine spoke with the facilitator and dates are set for May and June. We need to touch base with the SRTs to make sure they get priority. Trainings will be held in Southwick and Turners Falls.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, March 15, 2022, 9:00 am**

NWMIMT MGT-314 Training Hotel Accommodations

Raine has not received any requests from the team. She asked Mary and Tracy if anyone will be using these funds or if we can release the money. Mary and Tracy will take that question back to the team. Some team members have gone to the training but not sought hotel reimbursement.

NWMIMT O305 All-Hazards Incident Management Type III Team Training

This training was approved. The team negotiated with GCC for a location and is working with them to find appropriate dates. The scope of work for the facilitator is at MAPC. The request had originally included food, but based on the new guidance food was not approved for the training.

Franklin REPC Full-Scale Exercise

The contract is in process. The exercise will likely be held in September or October.

Vehicle Stabilization Training

This will be held in April or May. Raine got the quote from the vendor and developed the purchase order. She will connect the facilitator with Deputy Chief Hatch in Northampton.

Fire Officer Training

The training was approved and will be held in May. The food request was not approved, but they did approve the facility costs. Raine will coordinate with Knights of Columbus in Chicopee. Procurement for the facilitator is done and the purchase order is in process.

Old Business

Law Enforcement/First Responder Awareness Training to Address Systemic Racism – This remains on the agenda as a place holder.

De-escalation Training

The proposal from the Collaborative Resolutions Group is in today's meeting packet. Also in the packet is the flier from the CSO trainings, which are grant funded for five years. We could partner with this effort and help first responder communities access it at no cost to the Council.

Val Woodring reported that she had a conversation with director of community education at CSO. They offer a plethora of trainings that can be designed to tailor specific needs. The director recommended the Mental Health Awareness Training or Building a Trauma-Informed Community training. She has been reaching out to first responder communities, too. The Mental Health Awareness training is like mental health first aid. It is a full day training capped at 20 participants, or 40 if there are trainers. Tom asked if she could attend next month's meeting to talk about it. Val will ask her.

Tracy noted that part of our target audience was Boards of Selectmen or others who probably cannot devote a whole day to a training. She asked if it would be possible to create a shorter session. Val is not sure how much they can alter the MHAT because it is a prescribed curriculum.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, March 15, 2022, 9:00 am**

Search and Tracking Training

The proposal is in today's packet. Sandra expressed that it sounds like a good training. Jeanne wondered if the food and lodging costs would be allowed. Raine replied that there is some flexibility in the guidance around food when talking about an exercise that engages an operational period. Due to the uniqueness of the training, if we could not provide lodging and food we would be unable to deliver the training. Steve asked about the target audience. Raine replied that it is mostly for law enforcement personnel, but could be applicable for fire, EMS, WMTRT, and SRTs, or any unit that might be involved in any sort of search.

Motion: Sandra Martin moved to approve \$32,750 for the search and tracking training. Tracy Rogers seconded the motion. A roll call vote was held. Tracy Rogers, Tom Grady, Sandra Martin, Jon Davine, Steve Gaughan, Jeanne Galloway, Norene Pease, Jay Hastings, Brian Rust, Allison Egan, and Bob Barry voted in favor. The motion was approved.

Franklin Special Response Team Special Operation CQB Training

Chris Greene reported that following the recommendation of the committee at last month's meeting, he went back to Blue Tier and also to local school systems to inquire about bringing the training here. They will be able to hold it at Greenfield Middle School or Franklin Tech. This has reduced last month's request by about \$9,000.

If it goes forward, he would also like to reach out to the Hampshire and Hampden county SRTs. Sandra asked how many people they would expect other teams to send, and how much that would cost. Sgt. Greene replied that he would reach out to Blue Tier once he knows who is interested.

There was discussion about whether to vote on the motion for the \$9,000 requested and allow them to return to the committee to ask for more if needed, versus holding the motion until they know how many people could attend. Sgt Greene did not know the maximum number the class can hold, but had the price of \$1,000 per extra instructor. There was agreement to amend the amount in the motion to \$18,000 with the goal of covering the cost of up to 30 people.

Motion: Sandra Martin moved to approve \$18,000 for an SRT Special Operation QCB Training open to all of the region's counties. Jon Davine seconded the motion. A roll call vote was held. Tracy Rogers, Tom Grady, Sandra Martin, Jon Davine, Steve Gaughan, Jeanne Galloway, Norene Pease, Jay Hastings, Brian Rust, Allison Egan, and Bob Barry voted in favor. The motion was approved.

Backfill Overtime discussion

As requested last month, information was included in today's packet about what the other Councils are doing with regard to backfill and overtime.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, March 15, 2022, 9:00 am**

New Business

SRT Crisis Negotiator Conference

David Johnson presented a request for funding to send 14 Western Mass crisis negotiators to the annual SRT Crisis Negotiator Conference. The conference is 2.5 days and includes 20 hours of training, provided in part by the FBI. This year's conference will be in Hyannis. The total cost is \$12,091.88. Tom noted that the request includes meals and under new guidance that would not be approved. Raine replied that because meals are included in the tuition fee of conference, EOPSS said it could be approved.

Motion: Sandra Martin moved to approve \$12,100 for 14 people to attend the SRT Crisis Negotiator Conference. Jon Davine seconded the motion. A roll call vote was held. Tracy Rogers, Tom Grady, Sandra Martin, Jon Davine, Norene Pease, Jay Hastings, Steve Gaughan, Brian Rust, Allison Egan, and Bob Barry voted in favor. Jeanne Galloway voted against the motion. The motion was approved.

Advanced Medical Life Support Training

Chris Norris presented a proposal for two sessions of Advanced Medical Life Support Training to be held September 17-18 and October 22-23. They could accommodate 25 participants per class, for a total cost of \$18,750.

This training will dovetail with the successful Pre-Hospital Trauma Life Support class funded by the Council last fall and will fill gaps left by that course including pharmacology and other tools.

Jeanne asked if it would be open to public health personnel. Chris replied that it would be open to anyone who meets the criteria, which includes EMTs, paramedics, nurses, physician assistants, nurse practitioners and physicians.

Motion: Steve Gaughan moved to approve \$18,750 for two sessions of AMLS training. Jon Davine seconded the motion. A roll call vote was held. Tracy Rogers, Tom Grady, Sandra Martin, Jon Davine, Jeanne Galloway, Norene Pease, Jay Hastings, Allison Egan, Steve Gaughan, Brian Rust, and Bob Barry voted in favor. The motion was approved.

Hazmat Teams HAZMAT Education Seminar

C.J. Bartone presented a request to fund the participation of six Hazmat techs from District 4 and six from District 5 in the annual Hazmat training and seminar in Baltimore. This is a great opportunity for technicians in our area to get in-depth, hands on training over three days. See the meeting packet for more details. The request for \$18,000 includes the conference fee, lodging, and flight.

Jeanne Galloway noted that LEPCs and REPCs can spend MEMA money on this. Bob Barry confirmed that and also asked if DFS gets a portion of HMEP money for this purpose for a certain number of slots. CJ was not sure but explained that they are hoping to send more people than could be sent by individual departments. Steve Gaughan explained that the DFS allotment is for

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, March 15, 2022, 9:00 am**

leadership and command. Raine noted that the lodging rate may be higher than what we can approve, as we are limited to the Baltimore GSA rate of \$150/night.

Motion: Sandra Martin moved to approve up to \$18,000 to send 6 Hazmat techs from each district to the HAZMAT Education Seminar. Tracy Rogers seconded the motion. A roll call vote was held. Tracy Rogers, Tom Grady, Sandra Martin, Jeanne Galloway, Norene Pease, Jay Hastings, Brian Rust, Allison Egan, and Bob Barry voted in favor. Jon Davine and Steve Gaughan abstained. The motion was approved.

JHIRT Bomb Suits expense

Raine reported that the FFY21 investment plan included two new bomb suits for JHIRT team. However, the dollar amount previously approved, around \$81,000 based on last year's quote, is no longer sufficient. We ran procurement and the cost is now more than \$14,000 higher. Procurement for the tactical armor came in almost \$2,000 less than allocated, so we can utilize those funds for the shortage, but the bomb suit project is still \$12,362.55 short. The only money not allocated is in T&E.

Motion: Jeanne Galloway moved to approve the allocation of \$12,362.55 to cover the remaining cost of the JHIRT bomb suits. Sandra Martin seconded the motion. A roll call vote was held. Tracy Rogers, Tom Grady, Sandra Martin, Jeanne Galloway, Norene Pease, Jay Hastings, Steve Gaughan, Brian Rust, Allison Egan, and Bob Barry voted in favor. Jon Davine abstained. The motion was approved.

Business Unforeseen by the Chair

None. Tom asked committee members to please review the info in the packet about BF/OT.

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, April 19, 2022 at 9:00 am, as a virtual meeting.

Motion: Jon Davine moved to adjourn the meeting. Sandra Martin seconded the motion. A roll-call vote was held. Tracy Rogers, Tom Grady, Sandra Martin, Jon Davine, Jeanne Galloway, Norene Pease, Jay Hastings, Steve Gaughan, Brian Rust, and Allison Egan voted in favor. The motion was approved.

The meeting adjourned at 9:58 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for March 15, 2022
- T&E Subcommittee Meeting Minutes from February 15, 2022 (draft)
- WRHSAC FFY19 T&E Budget Report through 3/11/22
- WRHSAC FFY20 T&E Budget Report through 3/11/22
- WRHSAC FFY21 T&E Budget Report through 3/11/22
- Proposal for Tracking Training for First Responders
- Proposal for Collaborative Resolutions Group Trainings

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, March 15, 2022, 9:00 am**

- CSO Mental Health Awareness Training brochure
- Proposal from Franklin Regional SRT for QCB Training
- Backfill Overtime Reimbursement Policies of other Homeland Security Regions
- Proposal from Franklin Regional SRT to send crisis negotiators to NECNA
- Proposal from Easthampton Fire for AMLS classes
- Proposal from Hazmat to send members to HAZMAT Education Seminar

Respectfully submitted by:

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

DRAFT

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, April 19, 2022, 9:00 am**

Subcommittee members present: Jon Davine (Northampton Fire/ WMFCA), Allison Egan (BRPC), 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: C.J. Bartone (Hazmat D4), Raine Brown (FRCOG), Michael Cantrell (MEMA), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Chris Norris (Easthampton Fire), Val Woodring (FRCOG/HMCC)

Subcommittee members absent: Bob Barry (MEMA), Scott Flebotte (MEMA), Stephen Gaughan (Amherst Fire/EMS), Jay Hastings (Westfield State PD), Tom Kettle (Westfield State EMD), Brian Rust (CDH)

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 March 15, 2022 meeting.

Motion: Carolyn Shores Ness moved to approve the minutes from the March 15, 2022 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Jeanne Galloway, Monica Wynne, Tracy Rogers, Tom Grady, Sandra Martin, Val Woodring, Carolyn Shores Ness, Jon Davine, and Allison Egan voted in favor. The motion was approved.

Introductions followed.

Budget Review

Raine Brown reviewed the budget. This committee allocated a lot of funds last month. Raine moved some projects around between FFY20 and FFY21 to spend down the FFY20 grant sooner. All T&E funds for FFY19 and FFY20 are now allocated. In FFY21, to spend by the end of July, 2023, \$69,921 remains for cybersecurity and \$63,000 for Hazmat. General T&E funds available total \$111,355.

Current Training and Exercise Projects

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

GCC Portable Training Facility Trailer

We are still waiting on this due to supply chain issues.

Tactical Emergency Casualty Care Training

The trainings will be held May 23-24 in Turners Falls and June 9-10 in Southwick. Both sessions are full, with waitlists. More than half of those who signed up are SRT members.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, April 19, 2022, 9:00 am**

NWMIMT MGT-314 Training Hotel Accommodations

Raine has not received any requests from the team. Mary Kersell reported that the team discussed it and decided that could be reduced to \$650 and the remaining funds could be returned to the subcommittee. There was agreement from subcommittee to proceed with that reduction.

NWMIMT O305 All-Hazards Incident Management Type III Team Training

This will be held in November. They are waiting for GCC to finalize exact dates.

Franklin REPC Full-Scale Exercise

Tracy Rogers reported that she will be leaving her position at FRCOG on May 6, but she still wants the exercise to go forward. She provided a Scope of Work to go out to bid for a consultant. The dollar amount remains the same.

Vehicle Stabilization Training

This training is happening today and tomorrow in Northampton, with a full class.

Fire Officer Training

The training will be held in May in Chicopee. Registration is starting to fill up.

Search and Tracking Training

EOPSS approved the training, but with only \$20 for food for the full 24 hr period. Raine talked to the facilitator and Phil Deroche from the Environmental Police and learned that the 24 hour training is actually held over three days: two days from 9-5 and one that is later into the night, ending around 9 or 10 pm. So we do not need an overnight component. The revised TRR is in today's packet. The request will drop from \$32,750 to \$30,510 as we do not need a camp facility. Jeanne has a suggestion for a location in West Springfield. She will follow up with Raine.

<p>Motion: Carolyn Shores Ness moved to accept the amended TRR. Sandra Martin seconded the motion. A roll call vote was held. Jeanne Galloway, Monica Wynne, Tracy Rogers, Tom Grady, Sandra Martin, Val Woodring, Carolyn Shores Ness, Jon Davine, and Allison Egan voted in favor. The motion was approved.</p>
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SRT Operation CQB Training

EOPSS has not yet replied regarding this training.

SRT Crisis Negotiator Conference

This was approved. David Johnson sent a list of the 16 members from the region who will attend.

Hazmat Teams Education Seminar

The Hazmat teams are set to go to Baltimore in June.

Advanced Medical Life Support

This was approved by EOPSS. Raine will conduct procurement for a facilitator soon.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, April 19, 2022, 9:00 am**

Old Business

Law Enforcement/First Responder Awareness Training to Address Systemic Racism – This remains on the agenda as a place holder.

De-escalation Training

The proposal from last month is in today's packet. Sandra suggested that we pursue it, noting that it looked very reasonably priced.

Motion: Sandra Martin moved to approve \$550 for the de-escalation training. Carolyn Shores Ness seconded the motion. A roll call vote was held. Jeanne Galloway, Monica Wynne, Tracy Rogers, Tom Grady, Sandra Martin, Val Woodring, Carolyn Shores Ness, and Allison Egan voted in favor. The motion was approved.

Backfill Overtime discussion

The subcommittee discussed practices around providing funding for backfill and overtime, particularly for the Tech Rescue Team. There was agreement that the Council should start to dial back support for this. Tom will ask Daryl Springman to come to next month's meeting for further discussion. Raine will compile information about which departments regularly submit requests.

New Business

Funds for Southwick PD Dive Team Underwater ROV

Raine reported that the bid for the underwater ROV came in \$2,066 higher than anticipated from last year's quote. T&E is the only subcommittee with funds available. Tom explained that this is an important piece of equipment for regional assets, as it allows teams to search large areas of water without putting divers in.

Motion: Jon Davine moved to approve \$2,066 in additional funding for the South PD Dive Team Underwater ROV. Carolyn Shores Ness seconded the motion. A roll call vote was held. Monica Wynne, Tracy Rogers, Tom Grady, Sandra Martin, Val Woodring, Jon Davine, Jeanne Galloway, Norene Pease, Allison Egan, and Carolyn Shores Ness voted in favor. The motion was approved.

FFY2022 Investment Planning

The draft budget is in today's meeting packet. Raine explained that we still have not received the 2022 NOFO so we do not know the exact amount, but EOPSS advised us to build the plan based on level funding. We are moving forward because EOPSS anticipates that the timeline will be very tight. We anticipate still having areas of minimum spending, but cybersecurity is removed because it is now in the critical infrastructure bill. There was agreement from subcommittee members to request \$200,000 from the Council for T&E.

Business Unforeseen by the Chair

Jon Davine announced that he put out a press release about today's training and got some media calls, so there will likely be coverage. Raine added that we now have a standing contract with

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, April 19, 2022, 9:00 am**

photographer Josh Shanley. He will be there one of the days of this training and will also do the TECC training.

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, May 17, 2022 at 9:00 am, as a virtual meeting.

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

The meeting adjourned at 9:46 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for April 19, 2022
- T&E Subcommittee Meeting Minutes from March 15, 2022 (draft)
- WRHSAC FFY19 T&E Budget Report through 4/15/22
- WRHSAC FFY20 T&E Budget Report through 4/15/22
- WRHSAC FFY21 T&E Budget Report through 4/15/22
- Revised TRR for Search and Tracking Training
- Proposal for Collaborative Resolutions Group Trainings
- Backfill Overtime Reimbursement Policies of other Homeland Security Regions
- WRHSAC FFY22 Initial Budget Planning

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, May 17, 2022, 9:00 am**

Subcommittee members present: Allison Egan (BRPC), Jeanne Galloway (West Springfield Public Health), Thomas Grady (BCSO), Jay Hastings (Westfield State PD), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Val Woodring (FRCOG/HMCC), Monica Wynne (Baystate)

Non-members present: Raine Brown (FRCOG), Meg Burch (Regional School Nurse Consultant), Michael Cantrell (MEMA), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Chris Norris (Easthampton Fire), Jesse Phelps (WMTRT), Daryl Springman (WMTRT)

Subcommittee members absent: Bob Barry (MEMA), Jon Davine (Northampton Fire/WMFCA), Scott Flebotte (MEMA), Stephen Gaughan (Amherst Fire/EMS), Tom Kettle (Westfield State EMD), Brian Rust (CDH), 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 April 19, 2022 meeting.

<p>Motion: Carolyn Shores Ness moved to approve the minutes from the April 19, 2022 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Sandra Martin, Carolyn Shores Ness, Val Woodring, Jeanne Galloway, Allison Egan, Tom Grady, and Monica Wynne voted in favor. Jay Hastings abstained. The motion was approved.</p>
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Introductions followed.

Budget Review

Raine Brown reviewed the budget. All T&E funds in FFY19 are expended. The FFY19 grant has been extended again, through the end of December, 2022, which is good for several equipment projects experiencing delays. In FFY20, we have \$120 left. The FFY20 grant was extended through June, 2023. In FFY21, which runs through July, 2023, T&E has \$111,355, in addition to almost \$70,000 for cybersecurity that is not exclusively for T&E. There is also about \$90,000 for cybersecurity in the planning subcommittee. The final report for the Regional CISO feasibility study project should be out next month and will help us plan how to use the funds.

Current Training and Exercise Projects

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

GCC Portable Training Facility Trailer

We are still waiting on this due to supply chain issues.

Tactical Emergency Casualty Care Training

The trainings will be held May 23-24 in Turners Falls and June 9-10 in Southwick. Both sessions are full with waitlists.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, May 17, 2022, 9:00 am**

NWMIMT MGT-314 Training Hotel Accommodations

Raine has not received any requests from the team. As suggested last month, the amount being held for this was reduced to \$650.

NWMIMT O305 All-Hazards Incident Management Type III Team Training

This will be held in November. They are waiting for GCC to finalize exact dates.

Franklin REPC Full-Scale Exercise

This was going to be facilitated by FRCOG and Tracy Rogers for a budget of \$10,000. With Tracy leaving FRCOG, current EPP members at FRCOG do not have capacity to manage and run the exercise. Procurement was conducted to obtain quotes from outside vendors. The least expensive one came in at \$32,000. Raine spoke with FRCOG staff working on the project and recommend they either come today's meeting to request more money or let the quote go and figure out something else. They decided it was too rushed to make a decision. They will talk with the REPC and will explore reducing it to a tabletop, or other ideas. They will probably be back next month to let us know how they want to proceed.

Vehicle Stabilization Training

This was held last month and was well received. Josh Shanley is putting together a video summary that Raine will include with the next newsletter.

Fire Officer Training

This training began yesterday and runs through tomorrow. Yesterday's session had over 60 registered and about 45 showed up, which is consistent with the rate we have seen recently.

Search and Tracking Training

The approach to this training changed based on last month's discussion, to offer it as a 3 day training at a facility where we do not have to provide lodging. Raine resubmitted it, still requesting food for each day because so much of the training is hands on, in the field. After some back and forth, EOPSS approved the training but with no food. This would put the cost of the training at just over \$28,000. Subcommittee members agreed that it was worth proceeding with the training regardless of the lack of food. Participants can bring their own lunch, go out for lunch, or chip in for a joint lunch delivery.

SRT Operation CQB Training

This was approved. Raine is working with Chris Greene of Franklin County SRT on a location.

SRT Crisis Negotiator Conference

The conference happened earlier this month and we are seeing reimbursement requests coming in.

Hazmat Teams Education Seminar

The Hazmat teams are set to go to Baltimore in June.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, May 17, 2022, 9:00 am**

Advanced Medical Life Support

This will be held in September and October. Procurement for a facilitator is in process.

De-escalation Training

EOPSS had some questions about this. Raine replied but has not yet heard if it was approved.

Old Business

Law Enforcement/First Responder Awareness Training to Address Systemic Racism – This remains on the agenda as a place holder.

Backfill Overtime discussion

Daryl Springman explained that different teams are doing different things. In Western Mass we have a slightly different situation than in the East because only a fifth of departments in our area are supporting people on the team, so it is a burden on those departments. He added that the team does not request backfill and overtime for most of what they do, but when they do request it, it is important. Discussion led to agreement among subcommittee members that the Council should stop funding backfill/overtime for the WMTRT next year.

Motion: Jeanne Galloway moved to end backfill and overtime pay for the WMTRT as of June 30, 2023. Sandra Martin seconded the motion. A roll-call vote was held. Sandra Martin, Jeanne Galloway, Monica Wynne, Val Woodring, Carolyn Shores Ness, Jay Hastings, Tom Grady, and Allison Egan voted in favor. The motion was approved.

New Business

WMTRT Trench Rescue Training

Daryl Springman presented the request. The team has basic trench rescue in their toolbox but want to send four people to an advanced symposium in Michigan. It will be held at an engineered facility; we could bring the trainers here but they would not be able to do the practice component. The request for \$12,608 does not include any backfill/overtime.

Motion: Carolyn Shores Ness moved to approve up to \$12,750 to send four members of the WMTRT to the trench rescue training. Sandra Martin seconded the motion. A roll-call vote was held. Sandra Martin, Jeanne Galloway, Monica Wynne, Val Woodring, Carolyn Shores Ness, Jay Hastings, Tom Grady, and Allison Egan voted in favor. The motion was approved.

Western Mass Regional School Nurse Consultants - PEARS Training

Meg Burch presented the request. She is the regional consultant for school nurses serving Berkshire and Franklin counties. Her partner Veronica Webb serves Hampshire and Hampden Counties. These are new positions based on DPH recognizing the need for additional support for school nurses, workforce development and investment, and reduction of inequities for more rural counties with regard to training opportunities.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, May 17, 2022, 9:00 am**

The PEARS training goes beyond CPR and first aid to build competency among school nurses for responding to medical emergencies and improving outcomes for students while waiting for first responders. It gives nurses the opportunity to practice skills they do not often get to practice. They want to offer the course once in each county and twice in Hampden county. The request for \$14,000 covers only the training cost; the regional consultants are paying for the venue.

Motion: Carolyn Shores Ness moved to approve \$14,000 for the PEARS trainings. Sandra Martin seconded the motion. A roll-call vote was held. Sandra Martin, Jeanne Galloway, Monica Wynne, Val Woodring, Carolyn Shores Ness, Jay Hastings, Tom Grady, and Allison Egan voted in favor. The motion was approved.

Business Unforeseen by the Chair

None.

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, June 21, 2022 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. Sandra Martin, Jeanne Galloway, Monica Wynne, Val Woodring, Carolyn Shores Ness, Jay Hastings, Tom Grady, and Allison Egan voted in favor. The motion was approved.

The meeting adjourned at 9:47 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for May 17, 2022
- T&E Subcommittee Meeting Minutes from April 19, 2022 (draft)
- WRHSAC FFY19 T&E Budget Report through 5/13/22
- WRHSAC FFY20 T&E Budget Report through 5/13/22
- WRHSAC FFY21 T&E Budget Report through 5/13/22
- Proposal from Daryl Springman/WMTRT
- Proposal from Western Mass Regional School Nurse Consultants

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, May 17, 2022, 9:00 am**

Subcommittee members present: Jon Davine (Northampton Fire/ WMFCA), Allison Egan (BRPC), 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), Val Woodring (FRCOG/HMCC)

Non-members present: Raine Brown (FRCOG), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Erik Ryan (Springfield Fire)

Subcommittee members absent: Bob Barry (MEMA), Scott Flebotte (MEMA), Brian Rust (CDH), Norene Pease (Shutesbury BOH/MAPHCO), Monica Wynne (Baystate)

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 May 17, 2022 meeting.

<p>Motion: Jon Davine moved to approve the minutes from the May 17, 2022 meeting as submitted. Carolyn Shores Ness seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Grady, Jay Hastings, Jon Davine, Stephen Gaughan, Val Woodring, Sandra Martin, Allison Egan, Tom Kettle, and Carolyn Shores Ness voted in favor. The motion was approved.</p>
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Introductions followed.

Budget Review

Raine Brown reviewed the budget. In FFY20 we had \$10,000 returned from the Franklin REPC because they are not able to proceed with the full scale exercise this year. All other FFY20 T&E funds are expended, though we will likely see some money back from the SRT crisis negotiator conference and the Hazmat teams seminar once all reimbursements are submitted and processed. In FFY21, we have \$87,824 in general funds, as well as \$70,000 set aside for cybersecurity training. This is a somewhat arbitrary figure because it is joined with cybersecurity planning money. Raine has not heard back from EOPSS yet about whether our FFY22 plan was accepted.

Current Training and Exercise Projects

Raine Brown reported on the status of each project. The Tech Rescue Team Water Rescue training is not included because it was funded under CBRNE, but photos are available of the functional exercise that happened in June, and a full scale exercise will be held August 2nd. Contact Raine if you want to observe.

GCC Portable Training Facility Trailer

We are still waiting on this due to supply chain issues.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, May 17, 2022, 9:00 am**

Tactical Emergency Casualty Care Training

Trainings were held in May and June. Both sessions were well attended and well received.

NWMIMT MGT-314 Training Hotel Accommodations

Raine has not received any requests from the team.

NWMIMT O305 All-Hazards Incident Management Type III Team Training

This will be held November 2-6 at GCC. Raine will coordinate with the team about registration.

Franklin REPC Full-Scale Exercise

This was cancelled.

Vehicle Stabilization Training

Video of the April training was included in the WRHSAC newsletter.

Fire Officer Training

The training was held in May and was well attended.

Search and Tracking Training

Raine will coordinate with Phil Desroches. This will likely be held late September or early October.

SRT Operation CQB Training

The original idea was to hold the training this summer, but the location fell through. Raine has been working with Chris Greene on this, but Greenfield PD is going through some turmoil and he has not been able to focus on the training. It will likely be moved to late winter or early spring.

Hazmat Teams Education Seminar

Raine is starting to receive reimbursement requests. Jon Davine reported that there was a good showing both from our districts and from the State. He and C.J. Bartone gave two presentations. C.J. will assemble a list of trainings they might want to bring up here.

Advanced Medical Life Support

We had allocated \$18,750 for two sessions to be held in September and October, but the bid came back at \$30,000 for both classes. Chief Norris had obtained the previous quote from Community911, so he asked for clarification about the marked difference in the bid price. The email response from Matt Wolkenbreit is in today's packet. Since the quote was issued, NAEMT (the certifying agency) has increased the instructor to student ratio, so he needs to bring in more instructors for each class, and he is having to reach out further to get additional instructors as there is less availability in this region. The cost of textbooks has also increased. Tom and Jon noted that there is always a need for these trainings and we fill them quickly.

Motion: Carolyn Shores Ness moved to approve an additional \$11,250 for the Advanced Medical Life Support Training. Sandra Martin seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Grady, Jay Hastings, Jon Davine, Stephen Gaughan, Val

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, May 17, 2022, 9:00 am**

Woodring, Sandra Martin, Allison Egan, Tom Kettle, and Carolyn Shores Ness voted in favor. The motion was approved.

De-escalation Training

This was approved. It will be held on three consecutive Thursdays in July. Raine will send a separate notice about it next week. The response is good so far, and we are seeing registration from a wide variety of people. Please push it out to others.

WMTRT Advanced Trench Rescue

This training request is still at EOPSS. They had questions regarding the distance of the training site from the airport and hotel. The questions were answered and we are waiting for a response.

School Nurses PEARS Training

This was approved last week. Raine will work with Meg Burch to coordinate the training, which will likely be held at the end of August.

Old Business

Law Enforcement/First Responder Awareness Training to Address Systemic Racism – This remains on the agenda as a place holder.

Backfill Overtime discussion

Raine noted that when we went from the T&E meeting to the full Council meeting last month, there seemed to be confusion about when the new policy would be enacted. The motion voted on was that BF/OT would be available to the tech rescue team only through the end of June, 2023.

New Business

Springfield Fire Vehicle Lift and Stabilization Training

Erik Ryan presented the request. He attended the training in Northampton and there is a lot of interest in holding a similar training in Springfield. It is still in the planning phase, but they already have a site at no cost and most of the materials and vehicles they need. The vendor provided an updated quote of \$4,990.50.

Motion: Carolyn Shores Ness moved to approve up to \$5,000 for the Springfield Fire Vehicle Lift and Stabilization Training. Stephen Gaughan seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Grady, Jay Hastings, Jon Davine, Stephen Gaughan, Val Woodring, Sandra Martin, Allison Egan, Tom Kettle, and Carolyn Shores Ness voted in favor. The motion was approved.

Business Unforeseen by the Chair

None.

Next Steps/Future Meetings

The next T&E meeting will be held on Tuesday, July 19, 2022 at 9:00 am, TBD virtual, hybrid or in-person.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, May 17, 2022, 9:00 am**

Motion: Carolyn Shores Ness moved to adjourn the meeting. Jeanne Galloway seconded the motion. A roll-call vote was held. Jeanne Galloway, Tom Grady, Jay Hastings, Jon Davine, Val Woodring, Sandra Martin, Allison Egan, Stephen Gaughan, Tom Kettle, and Carolyn Shores Ness voted in favor. The motion was approved.

The meeting adjourned at 9:23 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for June 19, 2022
- T&E Subcommittee Meeting Minutes from May 17, 2022 (draft)
- WRHSAC FFY19 T&E Budget Report through 6/17/22
- WRHSAC FFY20 T&E Budget Report through 6/17/22
- WRHSAC FFY21 T&E Budget Report through 6/17/22
- Letter from Matt Wolkenbreit, Community911 Training Inc, dated 6/15/22
- Proposal from Bernard Calvi, Springfield Fire Department, dated 6/9/22

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 19, 2022, 9:00 am**

Subcommittee members present: Allison Egan (BRPC), Jeanne Galloway (West Springfield Public Health), Stephen Gaughan (Amherst Fire/EMS), Thomas Grady (BCSO), Tom Kettle (Westfield State EMD), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Chris Norris (Easthampton Fire), Norene Pease (Shutesbury BOH/MAPHCO), Monica Wynne (Baystate)

Non-members present: Raine Brown (FRCOG), Mary Kersell (NWMIMT), Rachel Mason (FRCOG), Dan Nietzsche (GCC), Eric Stratton (Hampden County Sheriff's Office)

Subcommittee members absent: Bob Barry (MEMA), Jon Davine (Northampton Fire/WMFCA), Scott Flebotte (MEMA), Jay Hastings (Westfield State PD), Brian Rust (CDH), Val Woodring (FRCOG/HMCC)

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 June 21, 2022 meeting.

<p>Motion: Sandra Martin moved to approve the minutes from the June 21, 2022 meeting as submitted. Jeanne Galloway seconded the motion. A roll call vote was held. Tom Kettle, Tom Grady, Jeanne Galloway, Sandra Martin, Allison Egan, and Carolyn Shores Ness voted in favor. Norene Pease abstained. The motion was approved.</p>

Introductions followed.

Budget Review

Raine Brown reviewed the budget. For FFY19 we had a little money come back; there is now just over \$5,000 that needs to be spent. Raine might move the Springfield vehicle stabilization project to FFY19. In FFY20, we have \$5,000 left over from the negotiators conference and just over \$6,000 left from Hazmat. In FFY21 we have \$82,823, but that will be \$87,823 if the vehicle stabilization project moves to FFY19. We also have funds for cybersecurity that can be used for planning or training.

Current Training and Exercise Projects

Raine Brown reported on the status of each project.

GCC Portable Training Facility Trailer

The vendor is unable to fulfill the purchase order. We need to figure out if we want to go out to bid again, or change some things about it. The size is a little different than a standard size trailer. Pushcarts and shelving were purchased for the trailer to hold the equipment. \$5,195 was the bid. If we go out to bid again we will likely have to spend more money. Dan Nietzsche clarified that they can switch to a more standard size. There was agreement to put it out to bid again. Raine will work with Dan to go over the specs, then take it back to EOPSS for reapproval.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, July 19, 2022, 9:00 am**

Motion: Sandra Martin moved to approve up to \$8,000 and put the project out to bid again. Carolyn Shores Ness seconded the motion. A roll call vote was held. Tom Kettle, Tom Grady, Jeanne Galloway, Sandra Martin, Norene Pease, Allison Egan, Monica Wynne, Steve Gaughan, Chris Norris, and Carolyn Shores Ness voted in favor. The motion was approved.

NWMIMT MGT-314 Travel Reimbursement

Raine has not received any requests from the team.

NWMIMT O305 All-Hazards Incident Management Type III Team Training

This will be held November 2-6 at GCC.

Search and Tracking Training

Raine is working with Phil Desroches from the Environmental Police. We have secured the UMass Amherst Police Department for the classroom setting. Phil is talking to the UMass Forestry and Ag Department to see if we can use the woods there. The training will be Sept 21 through 23. Registration will open in August.

SRT Operation CQB Training

There has been no movement on this. Raine is waiting to connect with the Franklin County SRT.

Hazmat Teams Education Seminar

This already happened. Hazmat team members have some ideas for using training funds to bring additional trainings here.

Advanced Medical Life Support

Last month we received an increased quote for the course due to increased textbook cost and NAEMT changing the student-to-instructor ratio. We sent the increased budget to EOPSS and they denied approval of training. The instructor suggested we could reduce the number of participants and keep at original cost, but EOPSS would still have to approve it. Tom will reach out to Ben after the meeting to find out why it was not approved, as we fund other trainings at similar costs per person.

De-escalation Training

The training is in process. Sandra Martin reported that the first session was excellent, and predicted that there will be more demand. We may want to run it again.

WMTRT Advanced Trench Rescue

Raine spoke with the school in Michigan. The class that the TRT members wanted to take is full. They will try to squeeze four more people in, but it is likely that this will have to wait until next September unless there is another location that offers it. If they do bump it to next year, we do not yet have funds that extend to that time period.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, July 19, 2022, 9:00 am**

School Nurses PEARS Training

Procurement is out for a facilitator. The intention is to start at the end of August and continue through early October.

Springfield Vehicle Lift and Stabilization Training

Raine completed the EHP and just received approval for the location. She will coordinate with Springfield Fire for next steps.

Old Business

Law Enforcement/First Responder Awareness Training to Address Systemic Racism – This remains on the agenda as a place holder.

New Business

Regional Dive Teams Tender/Diver Training

Eric Stratton presented the request on behalf of the newly formed regional dive team. They are trying to get everyone on board as the rate of incidents on the river has increased. For an effective local response we need to know that all assets are trained similarly. The first training is tomorrow in South Hadley. Southwick Police will be bringing the new regional Underwater ROV, which WRHSAC purchased, to demonstrate its capabilities to the teams. This request is for \$6,000 for a comprehensive 2-day tender/diver training.

Motion: Carolyn Shores Ness moved to approve \$6,000 for the tender/diver training. Sandra Martin seconded the motion. A roll call vote was held. Tom Kettle, Jeanne Galloway, Sandra Martin, Norene Pease, Allison Egan, Monica Wynne, Steve Gaughan, Chris Norris, and Carolyn Shores Ness voted in favor. Tom Grady abstained. The motion was approved.

Business Unforeseen by the Chair

None.

Next Steps/Future Meetings

The committee decided to continue the tradition of not meeting in August.

Motion: Sandra Martin moved to defer the August meeting of the T&E subcommittee. Jeanne Galloway seconded the motion. A roll call vote was held. Tom Kettle, Tom Grady, Jeanne Galloway, Sandra Martin, Norene Pease, Allison Egan, Monica Wynne, Steve Gaughan, Chris Norris, and Carolyn Shores Ness voted in favor. The motion was approved.

The next meeting will be held on Tuesday, September 20, 2022 at 9:00 am, as a virtual meeting.

Motion: Jeanne Galloway moved to adjourn the meeting. Sandra Martin seconded the motion. A roll call vote was held. Tom Kettle, Tom Grady, Jeanne Galloway, Sandra

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, July 19, 2022, 9:00 am**

Martin, Norene Pease, Allison Egan, Monica Wynn, Chris Norris, Steve Gaughan, and Carolyn Shores Ness voted in favor. The motion was approved.

The meeting adjourned at 9:40 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for July 19, 2022
- T&E Subcommittee Meeting Minutes from June 21, 2022 (draft)
- WRHSAC FFY19 T&E Budget Report through 7/14/22
- WRHSAC FFY20 T&E Budget Report through 7/14/22
- WRHSAC FFY21 T&E Budget Report through 7/14/22
- Proposal from Eric Stratton / Western Region Dive Team, dated 6/24/22

Respectfully submitted by:

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

DRAFT

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, September 20, 2022, 9:00 am**

Subcommittee members present: Jeanne Galloway (West Springfield Public Health), Thomas Grady (BCSO), Jay Hastings (Westfield State PD), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO), Val Woodring (FRCOG/HMCC), Monica Wynne (Baystate)

Non-members present: Raine Brown (FRCOG), Deb Clapp (WMEMS), Mary Kersell (NWMIMT), Rachel Mason (FRCOG)

Subcommittee members absent: Bob Barry (MEMA), Jon Davine (Northampton Fire), Allison Egan (BRPC), Scott Flebotte (MEMA), Stephen Gaughan (Amherst Fire/EMS), Tom Kettle (Westfield State EMD), Chris Norris (Easthampton Fire), Brian Rust (CDH)

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 July 19, 2022 meeting.

Motion: Sandra Martin moved to approve the minutes from the July 19, 2022 meeting as submitted. Jeanne Galloway seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Grady, Jay Hastings, Sandra Martin, Val Woodring, Monica Wynne, Carolyn Ness, and Norene Pease voted in favor. The motion was approved.

Introductions followed.

Budget Review

Raine Brown reviewed the budget. For FFY19, several projects have been wrapping up under budget, leaving \$378. In FFY20, we have about \$2,000 coming back from the tracking training, and likely about \$4,000 from the pediatric training for school nurses. In FFY21, for regular exercises and trainings we have just over \$82,000; for Hazmat we have just over \$68,000; for cybersecurity we have about \$70,000.

Current Training and Exercise Projects

Raine Brown reported on the status of each project.

GCC Portable Training Facility Trailer

The trailer has arrived and is at GCC awaiting application of the decals. The last remaining piece of the project is some additional lights and shelving. We should be able to wrap up the project within the next few months.

NWMIMT MGT-314 Travel Reimbursement

Raine has not received any requests from the team. Mary Kersell will check at the next general meeting and inform the subcommittee next month whether anyone has plans to go. We need to know by the end of December.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, September 20, 2022, 9:00 am**

NWMIMT O305 All-Hazards Incident Management Type III Team Training

This will be held November 2-6 at GCC. The majority of the seats are filled with members of the IMT, but there will likely be about 5 seats left. Raine will be in touch with Butch Garrity to publicize those seats.

Search and Tracking Training

This will be held Wednesday through Friday of this week. The course is full with 30 registered.

SRT Operation CQB Training

Raine is still waiting to hear back from Chris Greene with the Franklin County SRT to coordinate. This will likely be held next spring.

Advanced Medical Life Support

As of our July meeting, EOPSS had not approved the additional cost. Tom Grady spoke with Ben Podsiadlo of EOPSS afterwards and they did approve it. It will likely be held in November or December. Raine is working on details with the instructor and Chief Norris of Easthampton.

De-escalation Training

This wrapped up in July and had good attendance. Several agencies that had people attend asked for connections to the instructor, wanting to bring the training into their agency. Sandra commented that it was an excellent training and would like to offer it again.

<p>Motion: Sandra Martin moved to approve \$550 for another round of de-escalation trainings. Monica Wynne seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Grady, Jay Hastings, Sandra Martin, Val Woodring, Monica Wynne, Carolyn Ness, and Norene Pease voted in favor. The motion was approved.</p>
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WMTRT Advanced Trench Rescue

The team is returning the \$10,000 in funds because the class they wanted to attend is full. This is not yet reflected in the budget.

School Nurses PEARS Training

The project is moving forward. The training will be delivered by GCC. Raine is working with Meg Burch and Veronica Webb to coordinate. There will be one session in each county, with two in Hampden County. It will mostly will be advertised through the school nurse network, but if spaces remain available we will also push it out through Public Health.

Springfield Vehicle Lift and Stabilization Training

The vendor is on board, EHP is approved, and dates are set for early November. Raine will work on getting notice out in the next few weeks.

Dive Tender Training

The training was approved by EOPSS. Raine is working with Eric Stratton to finalize the Scope of Work. The training will likely be held in November or December, in a swimming pool.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, September 20, 2022, 9:00 am**

Old Business

Law Enforcement/First Responder Awareness Training to Address Systemic Racism – This remains on the agenda as a place holder.

New Business

WMEMS K-9 Treatment Training Equipment Request

Deb Clapp presented the request. Every EMT is now required to have this training, and there are at least 12,000-13,000 EMTs in the State. Regional EMS directors have been issued this mandate unfunded with a six month implementation period. It requires a vet, K-9 handler, and K-9. A video will be made to take care of the didactic portion, hopefully will be funded by the Central Homeland Security Region Council. However, there is also a requirement for a 90 minute hands-on training. The proposal before the subcommittee is for WMEMS to be a central repository with equipment for the training, at a cost of between \$3,000-\$8,000 depending on how much equipment is purchased. The equipment would then be loaned to groups to do the training. Ideally they would like to have 12 of everything so they could loan equipment to two groups at a time, which would be around \$8,000.

Another situation that has arisen since this request was submitted is that regional directors need to script the video. Each region will need to host it on a learning management site, track attendance, and issue certificates of completion. This will also cost money, possibly around \$1,000, although Deb has not yet had a chance to research this cost. Raine noted that WRHSAC already has a learning management system that could host it for the Western Region. It could be developed in a way that includes a certificate.

Mary asked if there is a K9 model of the CPR mannequins and whether it might be worth the expense. Deb replied that they are expensive and need to be kept in a stable location. They would be needed for an advanced life support training, but the mandate is only for the basic training.

<p>Motion: Sandra Martin moved to approve up to \$12,000 for the purchase of K-9 treatment training equipment. Carolyn Shores Ness seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Grady, Jay Hastings, Sandra Martin, Val Woodring, Monica Wynne, Carolyn Ness, and Norene Pease voted in favor. The motion was approved.</p>
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Hazmat Teams Above Line/Below Line and Risk-Based Response to Biological Agents Training Request

No one was present to speak to the request; however, Tom Grady felt comfortable moving forward because it is a typical request from the Hazmat teams. Details are in the meeting packet. Carolyn asked if the fire services are shifting some of what they should be paying for to WRHSAC. Tom explained that they have monthly trainings that are paid for by the State; this is over and above regular monthly training. Hazmat has a sustainability model, and Tech Rescue is moving toward that.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, September 20, 2022, 9:00 am**

Motion: Carolyn Shores Ness moved to approve up to \$12,000 for the Hazmat biological agents training. Sandra Martin seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Grady, Jay Hastings, Sandra Martin, Val Woodring, Monica Wynne, Carolyn Ness, and Norene Pease voted in favor. The motion was approved.

Battery/Electric Vehicle Response Considerations

Raine explained that the Amherst Fire Dept wanted to bring this to our attention, but there is no request. Tom will reach out to the fire reps to see what they think or if this is already in progress.

Business Unforeseen by the Chair

None.

Next Steps/Future Meetings

The next meeting will be held on Tuesday, October 18, 2022 at 9:00 am, as a virtual meeting.

Motion: Carolyn Ness moved to adjourn the meeting. Jeanne Galloway seconded the motion. A roll call vote was held. Jeanne Galloway, Tom Grady, Jay Hastings, Sandra Martin, Val Woodring, Monica Wynne, and Carolyn, Norene 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 September 20, 2022
- T&E Subcommittee Meeting Minutes from July 19, 2022 (draft)
- WRHSAC FFY19 T&E Budget Report through 9/16/22
- WRHSAC FFY20 T&E Budget Report through 9/16/22
- WRHSAC FFY21 T&E Budget Report through 9/16/22
- Proposal for Nero's Law Guidance Implementation Training Equipment, dated 8/19/22
- Proposal for Hazmat Training from C.J. Bartone/D4 Hazmat, dated 9/12/22

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 18, 2022, 9:00 am**

Subcommittee members present: Jon Davine (Northampton Fire), 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), Chris Norris (Easthampton Fire), Norene Pease (Shutesbury BOH/MAPHCO), Val Woodring (FRCOG/HMCC), Monica Wynne (Baystate)

Non-members present: C.J. Bartone (Hazmat D4), Raine Brown (FRCOG), Mary Kersell (NWMIMT), Rachel Mason (FRCOG)

Subcommittee members absent: Bob Barry (MEMA), Allison Egan (BRPC), Scott Flebotte (MEMA), Brian Rust (CDH)

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 September 20, 2022 meeting.

<p>Motion: Jon Davine moved to approve the minutes from the September 20, 2022 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Monica Wynne, Jon Davine, Sandra Martin, Tom Grady, Jeanne Galloway, Val Woodring, Tom Kettle, Carolyn Ness, and Norene Pease voted in favor. The motion was approved.</p>
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Introductions followed.

Budget Review

Raine Brown reviewed the budget. In FFY19 we have \$379 left over. Raine will try to move things to zero out the budget by the end of December. In FFY20 all T&E funds are allocated. In FFY21 we have almost \$70,000 for cybersecurity, though that does not necessarily have to be spent on T&E. We also have just over \$68,000 for Hazmat and just over \$64,000 for general projects. That grant runs through end of July, 2023. The State has now received FFY22 funding from DHS, so we should see the new contract in December or January as usual.

Current Training and Exercise Projects

Raine Brown reported on the status of each project.

GCC Portable Training Facility Trailer

The trailer is there and decaling is on. There is a little work remaining on lighting and shelving.

NWMIMT MGT-314 Travel Reimbursement

We are leaving this on the books through the end of December.

NWMIMT O305 All-Hazards Incident Management Type III Team Training

This will be held November 2-6 at GCC. Registration is open.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, October 18, 2022, 9:00 am**

Search and Tracking Training

The training was held last month and was well attended. It was a very interesting training, and many who attended said they wished they had known some of this earlier in their careers.

SRT Operation CQB Training

This will likely happen in late spring. Raine has been in touch with Sgt. Chris Greene. Greenfield PD has been in a lot of turmoil recently and it has been challenging for Sgt. Greene to take on additional tasks. If he does not have the capacity to be the main contact, Raine might reach out to other SRTs.

Advanced Medical Life Support

Raine is working with the instructor, Matt Wolkenbreit. This will likely be held in early 2023.

De-escalation Training

The training request for round 2 is at EOPSS awaiting approval.

School Nurses PEARS Training

The school nurse consultants are coordinating with GCC and will manage registration themselves.

Springfield Vehicle Lift and Stabilization Training

The class is full with a long waiting list. It filled up within 48 hours.

Dive Tender Training

There was a challenge with procurement; possible vendors are having strong reactions to the scope of work. There was one response but it was not what we asked for. We will refine the scope of work and put it out again.

Nero's Law Training Equipment

EOPSS has been somewhat hesitant on approving this because it was an unfunded mandate put on Councils to fund, but we are now closer to seeing approval. Yesterday they asked to change one of the AEL numbers, which Raine did and returned the request to them.

Hazmat Teams ChemBio Response Training

Dates are set for December, with one training in Pittsfield and one likely in Deerfield.

Old Business

Law Enforcement/First Responder Awareness Training to Address Systemic Racism – This has been on the agenda as a place holder for quite some time. Noting that a lot has been coming out from the State, Tom suggested removing it from the agenda. Sandra agreed but suggested that we keep it on our radar so that if there are gaps we can try to fill them.

New Business/Requests

Jon Davine reported that he did the 8 hour lithium battery training and it was fantastic. It might be beneficial to run a class in each county. He will get a price and will come back next month with a formal request.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, October 18, 2022, 9:00 am**

Business Unforeseen by the Chair

Raine will be away the week prior to the November meeting. Cc requests to Rachel that week.

Next Steps/Future Meetings

The next meeting will be held on Tuesday, November 15, 2022 at 9:00 am, as a virtual meeting.

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

The meeting adjourned at 9:14 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for October 18, 2022
- T&E Subcommittee Meeting Minutes from September 20, 2022 (draft)
- WRHSAC FFY19 T&E Budget Report through 10/13/22
- WRHSAC FFY20 T&E Budget Report through 10/13/22
- WRHSAC FFY21 T&E Budget Report through 10/13/22

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 15, 2022, 9:00 am**

Subcommittee members present: Jeanne Galloway (West Springfield Public Health), Thomas Grady (BCSO), Tom Kettle (Westfield State EMD), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Chris Norris (Easthampton Fire), Norene Pease (Shutesbury BOH/MAPHCO), Xander Sylvain (HMCC/FRCOG), Monica Wynne (Baystate)

Non-members present: Heather Barbieri (SBREPC), Raine Brown (FRCOG), Mary Kersell (NWMIMT), Rachel Mason (FRCOG)

Subcommittee members absent: Bob Barry (MEMA), Jon Davine (Northampton Fire), Allison Egan (BRPC), Scott Flebotte (MEMA), Stephen Gaughan (Amherst Fire/EMS), Jay Hastings (Westfield State PD), Brian Rust (CDH)

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 October 18, 2022 meeting.

<p>Motion: Carolyn Ness moved to approve the minutes from the October 18, 2022 meeting as submitted. Sandra Martin seconded the motion. A roll call vote was held. Sandra Martin, Monica Wynne, Jeanne Galloway, Tom Grady, Carolyn Ness, Christopher Norris, Tom Kettle, Norene Pease, and Xander Sylvain voted in favor. The motion was approved.</p>
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Introductions followed.

Budget Review

Raine Brown reviewed the budget. We are trying to wrap up FFY19 by the end date at the end of December. We have a few remaining funds; Raine is trying to flip things around to zero out the grant. In FFY20, all T&E funds have been allocated. In FFY21, we have just over \$64,000 for general T&E projects, just over \$68,000 for the Hazmat Teams, and close to \$70,000 for cybersecurity T&E though that will likely be wrapped into another cybersecurity project that the All Hazards subcommittee is planning.

Current Training and Exercise Projects

Raine Brown reported on the status of each project.

GCC Portable Training Facility Trailer

The trailer has been decaled. We are trying to add some lighting and are running an RFQ for that.

NWMIMT MGT-314 Travel Reimbursement

We are leaving this on the books through the end of December.

NWMIMT O305 All-Hazards Incident Management Type III Team Training

This was held earlier in November at GCC. Raine heard that it was a very good training and that the team learned a lot.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, November 15, 2022, 9:00 am**

SRT Operation CQB Training

This is on hold. Raine will work with Sgt. Greene of Greenfield PD to start planning in January for a spring delivery.

Advanced Medical Life Support

Dates have been finalized for January and February and will be published to the region soon.

De-escalation Training

In communicating with the vendor, Raine learned that their prices have gone up. We had approved \$550; they are now asking for \$810.

<p>Motion: Sandra Martin moved to approve an additional \$260 for the de-escalation training. Carolyn Ness seconded the motion. A roll call vote was held. Sandra Martin, Monica Wynne, Jeanne Galloway, Tom Grady, Carolyn Ness, Christopher Norris, Tom Kettle, Norene Pease, and Xander Sylvain voted in favor. The motion was approved.</p>
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School Nurses PEARS Training

The training is ongoing. Sessions are filling up with waitlists. Meg Burch is leading the project.

Springfield Vehicle Lift and Stabilization Training

This took place last week and was fully attended and well received. Raine heard from Lt. Erik Ryan of Springfield FD that they are very interested in holding another session in the future. Both times we have run it, the class has filled up quickly and had a waitlist.

Dive Tender Training

The revised Scope of Work was put out to bid. We just received a quote but Raine has not had a chance to look at it yet.

Nero's Law Training Equipment

This was approved by EOPSS. Raine is working with Deb Clapp to finalize the equipment list. There will likely be some leftover funds, and Deb asked if it could be directed toward the veterinarians and veterinary technicians who will conduct the trainings. They are looking at three sessions of trainings for 25 people each. The vets and techs are asking for about \$410/session, or \$1,230 total, out of the funds leftover from the equipment purchase. Jeanne noted that the timeframe was tight, as the law mandated that the trainings be completed by February. Carolyn pointed out that they were given a very tight timeframe to work with and that EMS is doing everything they can to meet that deadline. Mary noted that there are benefits to establishing stronger relationships with veterinarians, as those relationships would be useful in sheltering and other scenarios. Tom added that several vets have reached out to him about this.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, November 15, 2022, 9:00 am**

Motion: Carolyn Ness moved to support the request to direct remaining funds from the Nero's Law Training Equipment purchase towards the cost of the trainings. Sandra Martin seconded the motion. A roll call vote was held. Sandra Martin, Monica Wynne, Jeanne Galloway, Tom Grady, Carolyn Ness, Christopher Norris, Tom Kettle, Norene Pease, and Xander Sylvain voted in favor. The motion was approved.

Hazmat Teams ChemBio Response Training

This is scheduled for early December, with one session in Pittsfield and one in Deerfield.

Old Business – None.

New Business/Requests

SBREPC Rescue Task Force Training – Heather Barbieri presented the request on behalf of SBREPC for two sessions of Rescue Task Force Training, with two days per session, to be held in February and in April. They ran the same training successfully in 2019. The funding request this year does not include BF/OT or food. Fairview hospital will pay for the food. They received overwhelming response to a query sent out to gauge interest. Jeanne noted that the February date might be a little tight in terms of timing; Heather replied that they were somewhat flexible and would work with the high school where the training would be held to find appropriate dates.

Motion: Carolyn Ness moved to approve up to \$25,000 for the SBREPC task force trainings. Sandra Martin seconded the motion. A roll call vote was held. Monica Wynne, Jeanne Galloway, Tom Grady, Carolyn Ness, Christopher Norris, Tom Kettle, and Xander Sylvain voted in favor. Sandra Martin abstained. The motion was approved.

NWMIMT All Hazards Incident Management Teams Association Conference – Mary Kersell presented a request from the NWMIMT for \$10,616 to send four team members to the All Hazards Incident Management Teams' annual Training and Education Symposium in California. This was highly recommended by the trainers at the O-305 training, both for the cutting edge training and also the networking opportunities. They tried to keep costs down by asking members to share a room. The flight estimates are based on what was available at the time and are not fixed costs. Several committee members suggested increasing that line item in the budget.

Motion: Sandra moved to approve up to \$13,000 for four NWMIMT members to attend the AHIMTA conference. Carolyn Ness seconded the motion. A roll call vote was held. Sandra Martin, Monica Wynne, Jeanne Galloway, Tom Grady, Carolyn Ness, Tom Kettle, and Norene Pease voted in favor. Xander Sylvain abstained. The motion was approved.

Raine noted that the budget will also change because the estimate uses GSA rates for food but EOPSS will not approve anything over \$20 a day per person. She also cautioned Mary that this would operate fully on reimbursement, which will not happen until at least 60 days after we receive reimbursement requests. Mary and Raine will discuss offline how reimbursements might

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, November 15, 2022, 9:00 am**

work and the implications of Tristate Fire putting up the initial funding and then seeking reimbursement.

Business Unforeseen by the Chair

Raine informed the committee that she will likely be going out on medical leave, pending approval, starting next week and returning on Dec 19th. Bob Dean, Rachel Mason, and Linda Gross at FRCOG will be covering for her. Raine will let everyone know once confirmed.

Next Steps/Future Meetings

The next meeting will be held on Tuesday, December 20, 2022 at 9:00 am, as a virtual meeting.

<p>Motion: Sandra Martin moved to adjourn the meeting. Carolyn Ness seconded the motion. A roll call vote was held. Sandra Martin, Monica Wynne, Jeanne Galloway, Tom Grady, Carolyn Ness, Xander Sylvain, Norene Pease, and Tom Kettle voted in favor. The motion was approved.</p>

The meeting adjourned at 9:34 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for November 15, 2022
- T&E Subcommittee Meeting Minutes from October 18, 2022 (draft)
- WRHSAC FFY19 T&E Budget Report through 11/09/22
- WRHSAC FFY20 T&E Budget Report through 11/09/22
- WRHSAC FFY21 T&E Budget Report through 11/09/22
- Request from Heather Barbieri / SBREPC for Rescue Task Force Training
- Request from NWMIMT for attendance of AHIMTA annual symposium

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 20, 2022, 9:00 am**

Subcommittee members present: Jon Davine (Northampton Fire), Jeanne Galloway (West Springfield Public Health), Thomas Grady (BCSO), Jay Hastings (Westfield State PD), Tom Kettle (Westfield State EMD), Nick Licata (HMCC/FRCOG), Sandra Martin (BRPC), Chris Norris (Easthampton Fire), Monica Wynne (Baystate)

Non-members present: Raine Brown (FRCOG), Bob Dean (FRCOG), Mary Kersell (NWMIMT), Rachel Mason (FRCOG)

Subcommittee members absent: Bob Barry (MEMA), Allison Egan (BRPC), Scott Flebotte (MEMA), Stephen Gaughan (Amherst Fire/EMS), Carolyn Shores Ness (Deerfield BOS/BOH), Norene Pease (Shutesbury BOH/MAPHCO), Brian Rust (CDH), Xander Sylvain (HMCC/FRCOG)

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

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

Minutes

The committee reviewed the minutes from the November 15, 2022 meeting.

Motion: Sandra Martin moved to approve the minutes from the November 15, 2022 meeting as submitted. Christopher Norris seconded the motion. A roll call vote was held. Sandra Martin, Jeanne Galloway, Tom Kettle, Tom Grady, Monica Wynne, Christopher Norris, Jay Hastings, Nick Licata, and Jon Davine voted in favor. The motion was approved.

Introductions followed.

Budget Review

Raine Brown reported. We are down to just over \$28,000 for general T&E in FFY21, which runs through the end of July, 2023. For Hazmat we have just over \$68,000 in FFY21. FFY22 funds are now available, with \$241,000 for general T&E and \$30,000 for Hazmat. FFY22 runs through July, 2024.

Current Training and Exercise Projects

Raine Brown reported on the status of each project.

GCC Portable Training Facility Trailer

The last remaining item was additional lighting, which has now been procured. GCC will take care of installation and the project should wrap up soon.

NWMIMT MGT-314 Travel Reimbursement

Mary Kersell reported that John Taylor is planning to use this. The rest can revert to the budget.

SRT Operation CQB Training

Raine will communicate with Chris Greene at Greenfield PD to get this rolling. The location will need an EHP.

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, December 20, 2022, 9:00 am**

Advanced Medical Life Support

This will be held in January and February at Easthampton Fire. Both sessions filled up within 12 hours. There is a double registration process, and we are working to finalize the January roster.

De-escalation Training

We got approval for the additional funds. Raine is working with the facilitator. This will probably be held on three consecutive Wednesdays in February.

School Nurses PEARS Training

This is ongoing. They are getting good turnout at the trainings, with a few more sessions to come.

Dive Tender Training

The questions about procurement were resolved and we received a successful bid from a vendor. This will likely be held in April or May.

Nero's Law Training Equipment

The State's rush to get this through and the unfunded nature of the mandate have caused a lot of confusion. Raine talked to Amy Reilly at MAPC yesterday and learned that two of the other Councils have halted their funding for this because of too much confusion. Amy is trying to pull in everyone to communicate. Committee members discussed whether to proceed or wait. There was agreement to move ahead with it. The deadline for everyone to be trained has likely been extended to the end of June

Hazmat Teams ChemBio Response Training

This happened last week and reportedly went well. Raine is processing the invoice.

SBREPC Rescue Task Force Training

Raine just received the approval from EOPSS yesterday, but with a couple of contingencies. She will follow up. We are unlikely to be able to run the first training in February as requested, because we still need to run procurement, but we should be able to do an April session.

NWMIMT All Hazards Incident Management Teams Association Conference

As Raine was working on the request, she recognized some inconsistencies with the team's request and adjusted the budget accordingly. The committee had approved up to \$13,000, but the actual cost after the adjustments is just under \$11,000. Raine amended the TRR to EOPSS for \$11,000 and told the team that if they want to go to the pre-conference sessions they would need to come back with an amended request.

Old Business – None.

New Business/Requests

Regional Dive Team training requests: Full Face Mask Certification & Dry Suit Certification

**Western Regional Homeland Security Advisory Council
Training and Exercise Subcommittee Meeting Minutes
Tuesday, December 20, 2022, 9:00 am**

Eric Stratton was not present at the meeting. Several committee members had questions that Raine will send to Eric. Jon Davine and Tom Grady were able to answer some of the questions, but a decision was made to defer a vote until Eric can be here to speak to everyone's concerns.

Business Unforeseen by the Chair

Sandra noted that as part of the All Hazards equity project BRPC has been doing interviews. They talked to a school superintendent who thought it would be useful to have pediatric mental health / behavioral health trainings. Tom Grady asked Sandra to direct them to talk to Marty O'Shea, and noted that there are a lot of people in the school community who are not aware that they have representation on the Council. We need to get the word out.

Tom Grady reported that a request came in from Westfield for an ASHER training, but they wanted reimbursement for items already purchased and OT. He asked everyone to please remind people that we cannot pay reimbursement for items already procured, and we do not fund overtime.

Next Steps/Future Meetings

The next meeting will be held on Tuesday, January 17, 2023 at 9:00 am, as a virtual meeting.

<p>Motion: Sandra Martin moved to adjourn the meeting. Jeanne seconded the motion. A roll call vote was held. Sandra Martin, Jeanne Galloway, Tom Kettle, Tom Grady, Monica Wynne, Chris Norris, Nick Licata, Jay Hastings, and Jon Davine voted in favor. The motion was approved.</p>
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The meeting adjourned at 9:30 am.

List of Documents Reviewed at the Meeting

- T&E Subcommittee Meeting Agenda for December 20, 2022
- T&E Subcommittee Meeting Minutes from November 15, 2022 (draft)
- Requests from Eric Stratton / Western Regional Dive Team, dated 11/03/2022
- WRHSAC FFY19 T&E Budget Report through 12/16/22
- WRHSAC FFY20 T&E Budget Report through 12/16/22
- WRHSAC FFY21 T&E Budget Report through 12/16/22

Respectfully submitted by:

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