

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, March 4, 2025, 1:00 pm

**Subcommittee members present:** Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Sandra Martin (BRPC), Carolyn Ness (Deerfield), Xander Sylvain (HMCC/FRCOG)

**Non-members present:** Raine Brown (FRCOG), Samantha Kittle (BRPC), Rachel Mason (FRCOG), Brian Nichols (EOPSS)

**Subcommittee members absent:** Loren Davine (HPHPC/MRC), Tom Grady (BCSO), Nick Licata (HMCC/FRCOG), Hugh O'Callaghan (Baystate)

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

**Call Meeting to Order**

Larry Holmberg called the meeting to order at 1:00 pm.

**Approval of Minutes**

The committee reviewed the minutes from the February 4, 2025 meeting.

<p><b>Motion:</b> Sandra Martin moved to approve the February 4, 2025 meeting minutes as submitted. Jeanne Galloway seconded the motion. Larry Holmberg, Jeanne Galloway, and Sandra Martin voted in favor. The motion was approved.</p>
--

Introductions followed.

**Public Health/Flu Update**

Sandra Martin reported that many people are sick. Jeanne Galloway added that flu may have plateaued. Other illnesses are also circulating.

**Current Projects**

***FFY21: Cybersecurity Spenddown*** – Raine reported that the purchase order for the Pittsfield portion of the project was issued this morning. The quotes for the MFA keys for Gateway and Hampshire Regional are due Wednesday.

***FFY22: Fairground Security Planning*** – Raine reported. The monthly report and draft template are in today's meeting packet. Larry acknowledged that he has not spent much time yet on the template, but it struck him that there is a lack of emphasis on maps. Every time the IMT goes out, they bring the GIS person because there are so many requests for mapping. They need a lot more maps, floor plans, evac plans, etc. Other than that, he thinks they are on the right track. Carolyn added that she also has not spent much time on it, but noted that she also thinks it needs more work. Sandra asked if anyone noticed anything about the number of people expected, number of staff needed, etc. No one had reviewed it thoroughly enough yet to respond. Larry suggested that everyone go through it more thoroughly and send comments to Raine to forward on to Sentinel. Larry added that he gave an update on this project at today's EMD meeting, and there was a lot of interest in the template.

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, March 4, 2025, 1:00 pm

***FFY23: Election Security*** – Raine Brown reported. We decided last month to put the money towards the portable barriers. That project is in early stages, with equipment specs at MAPC.

**Budget Review**

Raine reported. FFY21 will be spent down with the purchase of the MFA keys. In FFY22, there is just over \$6,000 left in the fairgrounds project. We will likely see an extension of that grant through December. In FFY23, the only project is election security (barriers). In FFY24 we have \$100,000 to continue with fairground security or a similar type of project.

**Old Business**

***WesternMassReady website*** – Raine reported that Eric at Yes Exactly is still working on getting a quote on what it will take to do this.

**New Business**

***Open meeting law virtual meeting allowance*** – Raine reported that the virtual allowance ends at the end of March. There are a couple of legislative bills that seek to make it permanent, but they are unlikely to go through by the end of March. If there is no extension, we will need to have a quorum in person in April and the rest can join in remotely. A room at Gateway Regional might be available. Another option would be to assemble a quorum in Greenfield at FRCOG. Carolyn is willing to do this, and Nick and Xander are already based there. This subcommittee never set a number for a quorum, but it should be a minimum of 2. Jeanne and Larry also offered to find spaces if we need them, but for April the plan will be to do a hybrid meeting at FRCOG unless the virtual meeting allowance is extended or made permanent.

**Items unforeseen by the chair**

None.

**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, April 1, at 9:00 am, meeting location/format TBD.

**Motion:** Jeanne Galloway moved to adjourn. Sandra Martin seconded the motion. Larry Holmberg, Jeanne Galloway, Sandra Martin, Xander Sylvain, and Carolyn Ness voted in favor. The motion was approved.

The meeting adjourned at 1:20 pm.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee March 4, 2025 Meeting Agenda
- All Hazards Subcommittee February 4, 2025 Meeting Minutes (draft)
- Fairgrounds Project Monthly Report for February
- Fairgrounds Event Plan Template (draft)
- WRHSAC FFY22 All Hazards Budget Report through 2/28/2025
- WRHSAC FFY23 All Hazards Budget Report through 2/28/2025

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, March 4, 2025, 1:00 pm

- WRHSAC FFY24 All Hazards Budget Report through 2/28/2025

*Respectfully submitted by:*

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