

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, January 3, 2023, 9:00 am

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

**Non-members present:** Marie Brady (BRPC), Raine Brown (FRCOG), Rachel Mason (FRCOG)

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

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

**Call Meeting to Order**

Jeanne Galloway called the meeting to order at 9:01 am.

**Approval of Minutes**

The committee reviewed the minutes from the December 6, 2022 meeting.

**Motion:** Sandra Martin moved to approve the December 6, 2022 meeting minutes as submitted. Larry Holmberg seconded the motion. A roll-call vote was held. Jeanne Galloway, Larry Holmberg, Sandra Martin, and Loren Davine voted in favor. Allison Egan and Monica Wynne abstained. The motion was approved.

Introductions followed.

**Public Health/Flu Update**

Jeanne Galloway reported that flu is well above where we have been the last few years and is increasing more quickly than Covid. Monica Wynne reiterated that flu, RSV, and Covid are all here and the hospitals are very busy. Admissions for Covid have leveled off.

**FFY19 Projects**

**Public Health Mobile Response Trailer** – The only thing left is the AED, which is stuck in the supply chain and expected mid-January. That one item is moved to FFY20, as FFY19 was closed out at the end of December.

**FFY2020 Projects**

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

**Cybersecurity Planning** – The FFY20 project is complete.

**NPI Pandemic Preparedness and Response: COVID-19 AAR** – See “Old Business,” below.

**PPE Restocking and Rotation Management: HMCC Conex Boxes** – The project is fully funded, but some funds sit in FFY21. As decided last month, procurement will be split so that the electrical work and site work will be separate. The first part, moving boxes and laying pads, will be going out for a bid soon.

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***Mental Health Resiliency Phase II***

\* **Building Healthy Workplaces update:** The next session will be held virtually in February.

\* **First Responder Mental Health Conference:** Raine is working on the videos for the website.

\* **Summary from Lillian Lennox:** See the meeting packet for details. The summary includes suggested dollar amounts. We have just over \$55,000 in FFY21 and \$30,000 in FFY22, which is now available. The committee discussed the merits and drawbacks of each of the suggestions in the summary, keeping in mind cost and potential impact. There was interest in taking a poll of potential enrollees in a Train the Trainer training to gauge interest. There was also interest in developing a first responder training based on the Crisis Intervention Training, as well as interest in mental health related articles for the WRHSAC newsletter and/or for external trade magazines or newsletters, but there was less interest in a dedicated mental health newsletter. Committee members felt that it may be time to take a break from the Building Healthy Workplaces series, as participation has been waning, but there was interest in pursuing the “expert speaker series.” Raine will take this feedback back to Lillian and come back with a proposal next month.

**FFY21 Projects**

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

***Cybersecurity Planning – BRPC Muni Regional IT/Cyber Pilot Project***

EOPSS approved the project with some contingencies regarding coordination with other committees. Raine spoke with Linda Dunlevy, who sits on the Cybersecurity Grant Program planning committee and learned that the plan is currently in development. She is not sure if this project would help or hurt that effort. Raine will talk to Stephanie Helm at MassCyberCenter as well before working on a contract. Sandra noted that this phase simply involves collecting data on the towns, so there should not be any conflict.

***Equity and Access in Emergency Response Planning*** – Sandra shared an update on the project, including the working timeline and preliminary findings. They will have drafts later this month, with one report for all of Western Mass and one for each county.

***First Responder Mental Health Resiliency*** – This was discussed earlier.

**Budget Review**

Raine reported. Depending what happens with the cyber project, we either have a lot of money left or not. Raine has not put that project on the books yet. FFY22 funds are now available. We had earmarked \$65,000 for public health mobile response options. Westfield has indicated an interest in hosting a trailer, but a new trailer would take more than \$65,000. Greenfield’s was about \$110,000. There is also \$40,000 earmarked for continuation of the equity project, \$40,000 for COVID AAR/IP projects, \$30,000 for First Responder Mental Health, and \$40,000 for disinformation management for public messaging. We will need to start planning for these. FFY22 runs through July, 2024. More will be in next month’s packet.

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**Requests** – None.

**Old Business**

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

*Review COVID AAR IP and Next Steps for projects* – See packet for the next steps identified in the report. Discussion ensued about various options and the limitations presented by the lack of coordination across towns. The message mapping tool is already available; we could push it out more, but it is not going to solve the coordination problem. Sandra will talk with HMCC to see if there is more of a role they can play, but she acknowledged that this might not be a fundable project. We currently have \$40,000 in FFY22 for next steps.

**New Business** – None.

**Items unforeseen by the chair** – None.

**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, February 7, 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. Jeanne Galloway, Sandra Martin, Allison Egan, Larry Homberg, Carolyn Shores Ness, Monica Wynne, and Nick Licata voted in favor. The motion was approved.

The meeting adjourned at 10:29 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee January 3, 2023 Meeting Agenda
- All Hazards Subcommittee December 6, 2022 Meeting Minutes (draft)
- First Responder Mental Health Resilience Project Executive Summary: Next Steps
- WRHSAC FFY20 All Hazards Budget Report through 12/29/2022
- WRHSAC FFY21 All Hazards Budget Report through 12/29/2022
- COVID AAR IP Full Report Recommendations and Next Steps

Respectfully submitted by:

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

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
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**Subcommittee members present:** Loren Davine (HPHPC/MRC), Jeanne Galloway (West Springfield), Nick Licata (HMCC/FRCOG), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH)

**Non-members present:** Marie Brady (BRPC), Raine Brown (FRCOG), Rachel Mason (FRCOG)

**Subcommittee members absent:** Allison Egan (BRPC), Chris Goshea (PVPC), Tom Grady (BCSO), Larry Holmberg (HREPC), Monica Wynne (Baystate)

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

**Call Meeting to Order**

Jeanne Galloway called the meeting to order at 9:03 am.

**Approval of Minutes**

The committee reviewed the minutes from the January 3, 2023 meeting.

**Motion:** Sandra Martin moved to approve the January 3, 2023 meeting minutes as submitted. Carolyn Ness seconded the motion. A roll-call vote was held. Carolyn Shores Ness, Jeanne Galloway, Nick Licata, Sandra Martin, Loren Davine voted in favor. The motion was approved.

Introductions followed.

**Public Health/Flu Update**

Jeanne Galloway reported. Flu and Covid are still going around. The public health emergency ends May 11. It is unclear what all of the implications of that might be. Loren Davine reported that they are still holding a monthly clinic in Hampshire County on the 3<sup>rd</sup> Tuesday every month, 12:30-4:30, at the Council Chambers in Northampton, with both Covid and flu vaccines. It is open to anyone, not only Hampshire residents. Pre-registration is great but walk-ins are accommodated as turnout has been low. Sandra Martin reported that Berkshire County nurses say Covid rates are coming down. Jeanne added that there is a need for messaging to encourage people to get the vaccine while it is still free.

**FFY2020 Projects**

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

***NPI Pandemic Preparedness and Response: COVID-19 AAR*** – See FFY22 Projects, below.

***PPE Restocking and Rotation Management: HMCC Conex Boxes*** – The bid has been split into two as discussed. It will be going out next week. Funding is split between FFY20 and FFY21.

***Mental Health Resiliency Phase II***

\* **Building Healthy Workplaces update:** A new session is underway virtually this month.

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\* **First Responder Mental Health Conference:** Raine posted the videos from October on the website and sent the link to anyone who had registered. She will also include it in the Council newsletter later this month. The project is now complete.

**FFY21 Projects**

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

***Cybersecurity Planning – BRPC Muni Regional IT/Cyber Pilot Project*** – The Purchase Order should be going to BRPC soon so that project can begin. Sandra added that BRPC has already heard that there is interest, not just from small towns but also from cities.

***Equity and Access in Emergency Response Planning*** – Sandra shared an update on the project. They will be finishing edits of the draft report after this meeting. She reviewed the recommendations for the Council spanning the topics of planning, training & exercises, outreach & education, and equipment. BRPC will get drafts of reports to committee members and coalitions by next week. Raine suggested that they do a regionwide presentation. Others agreed. They could start with a presentation to WRHSAC in April.

***First Responder Mental Health Resiliency*** – Raine put a proposal in today’s packet based on last month’s discussion. Some projects have shifted, so a majority of funds are now sitting in FFY22, which gives us some extra time. There was agreement to move ahead with the proposal. Some discussion ensued about how to go about a survey without promising anything that has not yet been approved by EOPSS.

**Motion:** Jeanne Galloway moved to accept the next stages of the FRMH project as presented. Carolyn Ness seconded the motion. A roll-call vote was held. Carolyn Shores Ness, Jeanne Galloway, Nick Licata, Sandra Martin, Loren Davine voted in favor. The motion was approved.

**FFY22 Projects**

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

***Public Health Mobile Response Options*** – Raine heard from Westfield that they would be sending a letter, but she has not received anything. Jeanne explained that their legal department had some concerns, but she believes those can likely be overcome. They are still likely the best bet for Hampden County. If they cannot make a decision now, we could release the money and put it in the next cycle. Raine noted that the project would likely take 9 or 10 months, and the current funds run through next July, so there is still time. There was also public health equipment identified by BRPC; we could use this money for some of the mobile equipment and then put aside money in the next cycle for the other trailer. Jeanne asked Loren to talk to Joe in Westfield. Jeanne will try to get an answer about Westfield by April.

***Equity in Emergency Management, Continued*** – We have \$40,000 set aside for this.

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***Project/s identified from COVID AAR/IP*** – We have talked about this but have not identified a project. There are crossovers with the equity project, so there could be some melding of funds.

***First Responder Mental Health Resiliency, Continued*** – This was discussed earlier.

***Information/Dis-information Management for Public Messaging*** – We have \$40,000 for this project and nothing specific planned. Some things identified in the equity report could fit into this category. Over the next few months we need to identify tangible steps for all of the FFY22 projects.

### **Budget Review**

Raine reported. She has concerns about spending the FFY21 funding. She already gave MAPC and EOPSS a heads up that we will need an extension, as will other Councils. We will probably receive an extension through December, 2023. However, for cybersecurity we have over \$100,000 left, including the T&E cyber funds. We are hoping to spend it on the BRPC project, but it is a lot to spend by the end of December. We also have over \$107,000 in the NPI planning line and \$100,000 that was earmarked for the children and disasters project. Discussion ensued about how to use the funds effectively. With regard to the children and disasters funds, Sandra noted that pediatric behavioral health came up a lot in the equity project as an area of great need. Since our earlier proposal did not yield responses when it went out to bid, there was agreement that a better approach might be to find people locally who are providing services for kids and find out what they could do with \$100,000 that would be relevant to the Council's mandate. Raine has a few connections she can check with. There was agreement to use next month's meeting as strategic planning session.

**Requests** – None.

### **Old Business**

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

### **New Business**

***FEMA Shelter Training Reflections*** – Sandra and Jeanne reported to the committee about the class that they took. Some of it was useful, including getting access to a shelter guide, checklists and recommendations. Sandra suggests everyone order them and distribute them. However, they feel that the Just in Time training for shelter managers is still needed. The FEMA course was set up for a different system. We need to go back to EOPSS and say that we will use FEMA's shelter guide but we still need a local, up-to-date training that does not rely on the Red Cross. Raine will update the previous project justification with this information and present it to the full Council at next meeting. There was previously \$35,000 approved for development of a training, but that did not include modules, as the intention was then to allocate more money for modules once we knew how many modules and what they would entail. There was agreement to proceed with the same budget for now.

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***Sign boards and other equipment*** – Jeanne and Raine explained that Jeff McDonald from the Hampden County Sheriff’s Department approached the Council about the need for repairs to the sign boards. Raine pointed out that when an entity says they are going to take on equipment and associated maintenance, but then they keep coming back to the Council for maintenance, there is a problem. There was reportedly miscommunication between Jeff and a vendor, who went ahead and made \$400 in repairs on one of the signboards without approval. The Council cannot pay for this. However, there are still two others that need repairs, but we do not have a quote yet and do not even know if they are repairable. A few other possible requests came to Raine as well. One was for a portable traffic signal in Colrain. Raine looked into it and found that it would cost \$73,000 for what they want, or \$62,000 for a smaller system. There was agreement that this is probably not the best investment of funds. New signboards would probably be \$12,000-\$20,000. If Hampden County comes back with a formal request, it will come to this subcommittee.

**Items unforeseen by the chair** – None.

**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, March 7, 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. Jeanne Galloway, Sandra Martin, Carolyn Ness, Nick Licata, and Loren Davine voted in favor. The motion was approved.

The meeting adjourned at 10:46 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee February 7, 2023 Meeting Agenda
- All Hazards Subcommittee January 3, 2023 Meeting Minutes (draft)
- WRHSAC FFY20 All Hazards Budget Report through 2/3/2023
- WRHSAC FFY21 All Hazards Budget Report through 2/3/2023
- WRHSAC FFY22 All Hazards Budget Report through 2/3/2023
- WRHSAC First Responder Mental Health (FRMH) Proposal for Next Steps

Respectfully submitted by:

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

Western Region Homeland Security Advisory Council  
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**Subcommittee members present:** Allison Egan (BRPC), Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Nick Licata (HMCC/FRCOG), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Monica Wynne (Baystate)

**Non-members present:** Marie Brady (BRPC), Raine Brown (FRCOG), Rachel Mason (FRCOG)

**Subcommittee members absent:** Loren Davine (HPHPC/MRC), Chris Goshea (PVPC), Tom Grady (BCSO)

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

**Call Meeting to Order**

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

**Approval of Minutes**

The committee reviewed the minutes from the February 7, 2023 meeting.

**Motion:** Sandra Martin moved to approve the February 7, 2023 meeting minutes as submitted. Carolyn Ness seconded the motion. A roll-call vote was held. Sandra Martin, Jeanne Galloway, Carolyn Ness, and Nick Licata voted in favor. Larry Holmberg, Monica Wynne, and Allison Egan abstained. The motion was approved.

Introductions followed.

**Public Health/Flu Update**

Monica Wynne reported that hospitals are holding steady. Covid is still here. Flu is decreasing, but the Baystate ED is still full with 400-450 people a day. They are still administering Covid tests to anyone who is admitted, and still testing employees. Masking is still required. Nick Licata reported that hospitals throughout the State are operating at about 90% capacity. According to DPH, hospitals have gotten used to dealing with this volume and have gotten better at it. Jeanne Galloway reported seeing positive Covid numbers going down, but noted that a lot of people are testing at home and not reporting. The percent positivity for clinical testing is also going down, numbers are still higher than at this time in the last two years. Other illnesses are also circulating.

**FFY2020 Projects**

Raine Brown reported on the status of each project unless otherwise noted. The committee is on track to spend down FFY20 funds by the end of June end date.

***NPI Pandemic Preparedness and Response: COVID-19 AAR*** – See FFY22 Projects, below.

***PPE Restocking and Rotation Management: HMCC Conex Boxes*** – This project is split between FFY20 and FFY21. Bids were supposed to come in Friday, but Raine has not heard from MAPC about them yet.

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***Mental Health Resiliency Phase II*** – The Building Healthy Workplaces training and First Responder Mental Health Conference are both wrapped up, completing this phase of the project.

**FFY21 Projects**

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

***Cybersecurity Planning – BRPC Muni Regional IT/Cyber Pilot Project*** – Sandra Martin reported that they have a mix of cities and towns interested in participating. They will do another push with the survey to get interest, but they are pretty close to their target of ten communities. From interviews, cybersecurity is a big issue. There is a progress report in today’s packet.

***Equity and Access in Emergency Response Planning*** – Allison Egan shared a presentation on the draft reports, including the new working definition of equity, and sought comments from subcommittee members on the Western Mass report. County specific reports are being reviewed by WAG members. Discussion included how equitable resource allocation could work in practice and how to include these considerations in planning processes.

***Shelter Manager Training Development*** – The Project Justification is still at EOPSS.

***Children and Long Term Disasters*** – Raine did some outreach with little success, but got one idea from a colleague at FRCOG for a possible project that is in line with ASHER. The goal would be to create some sort of toolkit to help teachers prepare students for lockdown drills and debrief with them afterward. There could also be a tool for preparing and/or debriefing students in the upsetting event of an active shooting close by or elsewhere in the nation. There could also be something available for parents. There was agreement among committee members that this would be worth pursuing, but we need more clarity on what we are looking for, what format, etc. We would also need the support of the k-12 representative to the Council, as well as buy-in from superintendents and teachers to make it a useful project. There are some resources that already exist, so we would need to look at what is out there and possibly restructure or repackage or do additional outreach as needed. Larry suggested that the CISM world might have something relevant. The first phase may just consist of research. We have \$100,000 for this project, with a likely end date at the end of December, so there is some urgency. Committee members agreed to reach out to contacts in schools for input and ideas about what is needed and in what format.

**FFY22 Projects**

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

***Public Health Mobile Response Options*** – There has been no word from Westfield, and no other potential hosts have come forward. Jeanne suggested that we may need to start looking at other options for these funds. We have \$65,000 for this project.

***Equity in Emergency Management, Continued*** – To be discussed at a future meeting.

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*Project/s identified from COVID AAR/IP* – To be discussed at a future meeting.

*First Responder Mental Health Resiliency, Continued* – The Project Justification is at EOPSS.

*Information/Dis-information Management for Public Messaging* – To be discussed at a future meeting.

**Budget Review**

Raine reported. Unallocated funds in FFY21 include \$31,500 for cyber planning and almost \$70,000 for cyber T&E, which is an arbitrary division; \$72,609 for continuing NPI / following up on AAR recommendations; \$18,500 left in the equity project; \$100,000 for children and disasters; and \$24,700 left from FRMH. This gives us a total of \$317,240 in FFY21 that is not allocated and has to be spent by the end of December, 2023. For the projects awaiting EOPSS approval, there is \$35,000 allocated for shelter manager training and \$34,700 allocated for First Responder Mental Health. There is also almost \$26,000 in additional funds for FRMH that is not allocated for a specific task, though we had discussed that it may go to the Kripalu Rise program. We will also probably see some leftover funds from the Conex box project.

Raine has been doing her best to roll projects from grant year to grant year and can try to roll more, but we have already kicked off all of the equipment projects that were in FFY22, so it will be difficult to do more of that. Allison brought up the idea of a project related to warming / cooling / reception centers, many of which currently do not have enough capacity or resources to meet needs. She was hoping to do this sort of project in the Berkshire County through a different funding source, but we could perhaps do the planning process with these funds. Sandra noted that Hampshire County had said they would be interested in a second trailer. Jeanne suggested that it could be a more simple trailer that holds supplies but is not set up with an office, etc.

Sandra noted that election security is a required priority for the next funding cycle. She talked to a town clerk for ideas and learned that they want secure ballot boxes for people to drop ballots in. The cost is about \$1,000 for a small-ish one. Carolyn suggested that we could purchase these for all towns that need one. Raine will check with EOPSS to learn if that is an allowable expense. Sandra also learned there are trainings on election security but that not all town clerks can go to them. Another idea could be to help towns make plans for election security. Even big cities often lack robust written security plans. Carolyn suggested making templates like the EDS flow charts. She noted that the Deerfield town clerk uses some of the EDS signage for elections. Sandra also noted that a number of equipment recommendations came out of the equity project, some of which could be related to ASHER.

**Requests** – None.

**Old Business**

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

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**New Business**

***Strategic Planning for Projects*** – Last month the committee discussed that we need to do this to figure out how to spend the FFY21 and FFY22 funds that are currently unallocated.

***FFY23 Investment Planning*** – There is information about this in today’s meeting packet, using an estimate for the grant total. Raine just learned that the actual award amount will be slightly different, at \$1,146,637.48. Usually this subcommittee gets 18% of the total, which would be just over \$206,000. Discussion followed about whether or not to allocate any of the FFY23 budget to this subcommittee, as there is already a lot of money to spend. There was agreement on the need for a working group meeting before the next Council meeting. Raine will send a Doodle poll.

**Items unforeseen by the chair**

There was some discussion about the UMass “Blarney Blowout,” which taxed EMS services.

**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, April 4, at 9:00 am, virtual or in-person TBD.

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

The meeting adjourned at 10:33 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee March 7, 2023 Meeting Agenda
- All Hazards Subcommittee February 7, 2023 Meeting Minutes (draft)
- WRHSAC Equity Data Project – draft report
- Berkshire Cybersecurity Services Pilot – March 2, 2023 Progress Report
- WRHSAC FFY20 All Hazards Budget Report through 3/3/2023
- WRHSAC FFY21 All Hazards Budget Report through 3/3/2023
- WRHSAC FFY22 All Hazards Budget Report through 3/3/2023
- WRHSAC Pan Flu Planning Subcommittee FFY2023 Investment Plan Considerations

Respectfully submitted by:

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

Western Region Homeland Security Advisory Council  
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Tuesday, April 4, 2023, 9:00 am

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

**Non-members present:** Raine Brown (FRCOG), Rachel Mason (FRCOG), Dan Nietsche (FRCOG)

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

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

**Call Meeting to Order**

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

**Approval of Minutes**

The committee reviewed the minutes from the March 7, 2023 meeting.

<p><b>Motion:</b> Larry Holmberg moved to approve the March 7, 2023 meeting minutes as submitted. Sandra Martin seconded the motion. A roll-call vote was held. Larry Holmberg, Sandra Martin, Monica Wynne, Carolyn Ness, and Nick Licata voted in favor. Jeanne Galloway abstained. The motion was approved.</p>
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Introductions followed.

**Public Health/Flu Update**

Monica Wynne reported that flu and Covid are declining, but hospitals remain very busy. Jeanne noted that we are approaching the May 11 end of the emergency declaration.

**FFY2020 Projects**

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

***Public Health Mobile Response Trailer*** – We are still waiting on the AED.

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

***PPE Restocking and Rotation Management: HMCC Conex Boxes*** – Nick Licata has site visits this week with the contractor who will be doing the gravel pad. The electrical/HVAC component needs to go out to bid again. FFY20 ends at the end of June. Raine has been flipping projects but is running out of options; we might need another extension for this project. Nick added that the contractor made it sound like the site work would not take long. That contractor also expressed interest in the HVAC work and may bid on it.

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

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**FFY21 Projects**

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

***Cybersecurity Planning – BRPC Muni Regional IT/Cyber Pilot Project*** – Sandra Martin reported. They are finding that most towns are happy with their IT vendors, but she noted that they don't know what they don't know. This project might shift to working with the vendors directly. Raine reported that EOTSS secretary Jason Snyder came to FRCOG yesterday and spoke about the Franklin County CoMIRS system and cybersecurity. It was a small group but they had a good conversation.

***Equity and Access in Emergency Response Planning*** – The regional report is in today's packet. Sandra reported that the WAG (Western Advisory Group) is hopefully taking up further work on the recommendations. BRPC is always looking for feedback.

***Shelter Manager Training Development*** – This was not approved and will be taken off the agenda.

***Children and Long Term Disasters*** – Raine spoke with a consultant, Joyce Hanousek, and the former superintendent of Gateway Regional, David Hopson, who were interested in submitting a proposal. Raine introduced the idea of creating a toolkit to help teachers prepare for and debrief after lockdown drills, and/or talking points for helping students in the aftermath of an active shooter event elsewhere, but they said that such tools already exist. They suggested that schools need help developing their emergency plans, and they proposed a hand-holding model to help schools with this. If we did take this approach, first we would need to develop a scope of work, then there would have to be some sort of application process for schools to apply for the assistance so we know they would be invested, then they would have to create the plan and exercise and train on it. Sandra noted that hand-holding is a key thing; people need it to keep them on track and be a champion for the project. It can be messy, but it is what RPAs do all the time.

Jeanne noted that she heard the opposite need in her conversations with her West Springfield school contacts, i.e. that they have plans but need talking points. The need might be different in each county or school. Discussion ensued, with subcommittee members expressing more interest in pursuing development of a toolkit which could have greater reach in less time and with less money. There was agreement that the next step should be to reach out to relevant professional organizations such as the Western Mass Counselors Association to learn more about what is needed. Raine will follow up.

**FFY22 Projects**

Raine had nothing to report on any of the FFY22 projects listed below, except to note that the PJ for the First Responder Mental Health project has been at EOPSS for over a month.

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***Public Health Mobile Response Options  
Equity in Emergency Management, Continued  
Project/s identified from COVID AAR/IP  
First Responder Mental Health Resiliency, Continued  
Information/Dis-information Management for Public Messaging***

**Budget Review**

Raine reported. In FFY20 the biggest concern is the Conex boxes. \$44,000 of that project is in FFY20, and \$26,000 is in FFY21. We probably will not need all of that money for that project. If we can get electrical procurement run and awarded before the next meeting we will have a clearer picture. In FFY21, \$60,000 of the cybersecurity line is allocated to BRPC, and Raine was able to flip the remainder to FFY22 with T&E projects. In FFY21 there is over \$107,000 earmarked for NPI with no specific allocation. For the equity project, there is \$18,500 left in FFY21 and \$40,000 in FFY22. The project identified next steps, so if we continue work with BRPC as the main contractor we can do an intergovernmental agreement and not run procurement; or we could buy equipment. There is also \$100,000 for a Children in Disasters project in FFY21, and less than \$5,000 remaining for first responder mental health, for a total of \$276,819.34 remaining in FFY21 that needs to be spent by the end of the year. There are no more equipment projects to flip. FFY22 has an end date of July 31, 2024, and currently has \$312,419, so there is close to \$600,000 in this committee.

Discussion followed on the best ways to use the available funds. Ideas included following up with vendors on cybersecurity, and following up with recommendations from the equity project and the Covid AAR/IP. With regard to the equity project recommendations, there was interest in pursuing two shower trailers and creating town-specific info sheets. Raine will try to get a quote for the shower trailers. The Berkshire County Sheriff's Office and Loren Davine have already expressed interest in hosting these. Subcommittee members were interested in 2-3 shower stall units that have heat, toilet, and at least one ADA-compliant shower stall.

One recommendation from the equity project concerns providing a checklist for including equity concerns in exercises such as a hazardous spill. There was interest in getting railroads involved, but they are not specifically identified in the equity project and past attempts to work with them have proven to be extraordinarily difficult. Further discussion landed on the following recommendations to pursue: Equity report T&E recommendation #5 (checklists for including equity); Outreach and Education recommendations 1&2 (concerning educating agencies and the public about 211, 988, and other services), and town-specific equity reports. Sandra will bring these back to BRPC to develop cost estimates for each. Raine noted that any proposals should take sustainability into consideration. The outreach and education proposal could also incorporate COVID AAR/IP Info Sharing recommendation #3.

Other equity report equipment that was discussed but that the subcommittee did not choose to pursue for various reasons included laundry facilities, female CPR manikins, and Narcan kits for shelters. Carolyn also suggested putting our logo on portable charger units to give out at events.

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, April 4, 2023, 9:00 am

**Requests** – None.

**Old Business**

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

**New Business** – None.

**Items unforeseen by the chair** – None.

**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, May 2, at 9:00 am, on Zoom.

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

The meeting adjourned at 10:33 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee April 4, 2023 Meeting Agenda
- All Hazards Subcommittee March 7, 2023 Meeting Minutes (draft)
- Berkshire Cybersecurity Services Pilot – March 30, 2023 Progress Report
- WRHSAC Equity Data Project – final report
- WRHSAC FFY20 All Hazards Budget Report through 3/31/2023
- WRHSAC FFY21 All Hazards Budget Report through 3/31/2023
- WRHSAC FFY22 All Hazards Budget Report through 3/31/2023

Respectfully submitted by:

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

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

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

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

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

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

**Call Meeting to Order**

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

**Approval of Minutes**

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

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

Introductions followed.

**Public Health/Flu Update**

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

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

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

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Tuesday, May 2, 2023, 9:00 am

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

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

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

### **FFY2020 Projects**

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

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

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

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

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

### **FFY21 Projects**

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

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Tuesday, May 2, 2023, 9:00 am

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

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

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

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

**FFY22 Projects**

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

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

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

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

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

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

**Budget Review**

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

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

**Requests** – None.

**Old Business**

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

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

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

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

**New Business** – None.

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

**Next Meeting**

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

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

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

The meeting adjourned at 10:24 am.

**List of Documents Reviewed at the Meeting**

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

Respectfully submitted by:

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

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, June 6, 2023, 9:00 am

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

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

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

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

**Call Meeting to Order**

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

**Approval of Minutes**

The committee reviewed the minutes from the May 2, 2023 meeting.

<p><b>Motion:</b> Larry Holmberg moved to approve the May 2, 2023 meeting minutes as submitted. Sandra Martin seconded the motion. A roll-call vote was held. Jeanne Galloway, Sandra Martin, Larry Holmberg, Allison Egan, Monica Wynne, Loren Davine, and Carolyn Ness voted in favor. Nick Licata abstained. The motion was approved.</p>
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Introductions followed.

**Public Health/Flu Update**

Monica Wynne reported that Covid numbers are staying the same. There is no RSV but there are some other viral respiratory illnesses. Jeanne Galloway reported that the flu is still out there but not in large numbers. Allison Egan noted anecdotal reports of rotovirus in children going around. Jeanne added that we are getting into mosquito season, and ticks are going to be bad this year.

**FFY2020 Projects**

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

***PPE Restocking and Rotation Management: HMCC Conex Boxes*** – We have a contract with a local vendor for the remaining pieces of work. The contract is in process of gaining all the signatures and will be in place soon. Work is expected to begin by July. There is a little over \$3,000 left, and there had been plans to get shelving. Raine will work with Nick Licata on that.

***Public Health Mobile Response Trailer*** – The AED came in last week for the Greenfield trailer, wrapping up that project.

**FFY21 Projects**

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

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, June 6, 2023, 9:00 am

**Cybersecurity Planning: BRPC Muni Regional IT/Cyber Pilot Project** – There is a report in the packet from Mark Maloy regarding the current status of the project, along with an updated Scope of Work. Items 1-5 are the same as they have been; items 6, 7, and 10 have been struck because all of the towns they are working with are happy with their current managed service provider and they are all at different stages, therefore they will not need to hire someone for the region. However, they want more help to get everyone up to a certain level. Mark can accomplish that without the additional funds that were set aside. This project will wrap up under the current contract with the current funds. Sandra Martin noted that this is a pilot project, and that Mark is willing to let other towns come in to see what happens when others join.

**Motion:** Carolyn Ness moved to accept the changes to the Berkshire cybersecurity project Scope of Work as submitted. Larry Holmberg seconded the motion. A roll-call vote was held. Jeanne Galloway, Nick Licata, Larry Holmberg, Monica Wynne, Loren Davine, and Carolyn Ness voted in favor. Sandra Martin and Allison Egan abstained. The motion was approved.

**Scanning software proposal** – Mark at BRPC submitted a request regarding a scanning software for which the town of Danvers purchased a professional license. They had some licenses left over from their region and gave access to the 10 towns in the Berkshire County pilot project. His proposal is to buy the next level package at \$30,000, which includes 500 licenses, and share them with the other Homeland Security Councils. The Danvers license already covers the entire Northeast region, but we could see if the other two regions would be willing to split the cost and make it available to all municipalities in the Commonwealth. However, we do not know how many municipalities already have it or something similar. The purchase is only good for one year. That could be enough to give towns a sense of their vulnerabilities and they could continue it on their own if see value in it. BRPC would generate reports for all municipalities and would ask FRCOG and PVPC to distribute to their municipalities.

Discussion of the proposal generated some skepticism, despite the agreement that cybersecurity is important. Several subcommittee members note that it would require a lot of outreach to educate towns on the process and get their buy in. Sandra expressed support for doing outreach as a first step, noting that the towns in the pilot are using this and they like it. Raine noted that it would also require the other Councils to be willing to spend the time to do the outreach, and coordination of this would be challenging for a year’s worth of service. Also, we do not know yet what will happen with the funds from the infrastructure bill.

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

**Equity in Emergency Management** – The FFY21 portion of this project is complete. We are waiting to hear back from EOPSS regarding the FFY22 portion of the project.

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All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, June 6, 2023, 9:00 am

*Children in Disasters* – A project proposal based on the working group is in today’s packet.

**Motion:** Sandra Martin moved to approve up to \$100,000 for the project as submitted. Carolyn Ness seconded the motion. A roll-call vote was held. Nick Licata, Sandra Martin, Monica Wynne, Larry Holmberg, Allison Egan, Carolyn Ness, Jeanne Galloway, and Loren Davine voted in favor. The motion was approved.

**FFY22 Projects**

*Public Health Mobile Response Options* – See “old business” for discussion of shower trailers.

*Equity in Emergency Management, Continued* – As discussed above, this is awaiting response from EOPSS.

*Project/s identified from COVID AAR/IP* – No project has been identified for these funds.

*First Responder Mental Health Resiliency, Continued* – EOPSS denied the Project Justification for this project, with no reason given. There was \$37,000 for the PJ that was submitted, but there was also additional money set aside, for a total of about \$75,000 between FFY21 and FFY22.

*Cybersecurity* – As discussed above, these funds will not be needed for the BRPC project.

*Information/Dis-information Management for Public Messaging* – No project has been identified for these funds.

**Budget Review**

Raine reported. FFY20 is all set. In FFY21, there is \$107,609.36 in the NPI line, just over \$3,000 remaining from the equity project, and \$21,885.19 in the first responder mental health line, for a total of \$132,978.55 that is not attached to a specific project. The FFY21 grant is being extended through next June. In FFY22, there is \$65,000 for public health mobile response, \$65,000 for equity in emergency management, \$40,000 for Covid AAR/IP, \$53,538.78 for first responder mental health, \$40,000 for information management, and \$101,421.42 for cybersecurity, for a total of \$299,960.21 available in FFY22, or a total of \$432,938.76 across the two grant years.

Discussion ensued about how to use the available funds. Suggestions included looking back at the Covid AAR/IP recommendations to come up with a project, adding additional shower trailers, conducting PIO trainings, or revisiting sheltering from an ASHER lens. There was agreement that it is time to do another round of PIO trainings, as there are new people, new information, and a new world since we did the last one. Raine recalled that the last time WRHSAC did PIO trainings they were well attended and well received, but she also noted that MEMA does a lot of PIO training so EOPSS might not approve another one. There was agreement that we need to be more specific about what we want and we need research about what is available. Sandra offered to work on a proposal. Jeanne also suggested that All Hazards pull something together with T&E around incident command trainings or tabletop trainings with an ASHER focus.

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, June 6, 2023, 9:00 am

**Requests**

***Election Security Planning and Training Proposal*** – The proposal is in the meeting packet. Raine noted that the allocation for election security is in FFY23, so if we do this project now we would also need to do something else related to election security after FFY23 funds become available. Sandra explained that the concern was brought by the Clerks’ Association in Berkshire County, as they are not feeling ready leading up to the next big election. Trainings exist but it is hard for towns in Western Mass to access them. Discussion ensued around the vulnerabilities of poll workers, who tend to be older; the need to work with constables; the idea of helping towns with election safety plans; the idea of purchasing secure ballot boxes to mount on the outside of buildings; and the importance of coordinating with the Secretary of State’s Office. There was agreement that a lot more research and groundwork needs to be done before the subcommittee can move forward with this topic.

**Old Business**

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

***Shower Trailer*** – Larry and Raine did some research on shower trailers. In the packet are some floor plans for shower trailers received from different places, and a sheet with questions about how we want to proceed. Discussion led to agreements to pursue “combo” trailers (including both showers and toilets); four-season functionality; dual fuel generators as well as shoreline hook up capabilities; and at least two units per trailer. There was additional conversation about Water Buffalos and restroom-only trailers. Regarding the latter, Larry noted that the Western Mass Fire Chiefs may be interested in submitting a proposal.

**Motion:** Sandra Martin moved to approve up to \$250,000 for the purchase of two combo shower trailers with generators, winter functionality, and two or three stalls including one that is ADA-compliant. Larry Holmberg seconded the motion. A roll-call vote was held. Nick Licata, Sandra Martin, Monica Wynne, Larry Holmberg, Allison Egan, Carolyn Ness, Jeanne Galloway, and Loren Davine voted in favor. The motion was approved.

***Committee Chair*** – Larry Holmberg agreed to fill the chair position when Jeanne steps down.

**Motion:** Sandra Martin moved to accept Larry Holmberg as the new chair of the All Hazards Planning and Equipment subcommittee, effective at the close the August meeting. Carolyn Ness seconded the motion. A roll-call vote was held. Nick Licata, Sandra Martin, Monica Wynne, Allison Egan, Carolyn Ness, Jeanne Galloway, and Loren Davine voted in favor. Larry Holmberg abstained. The motion was approved.

**New Business** – None.

**Items unforeseen by the chair** – Sandra announced that this is Allison’s last meeting and thanked her for her contributions. Allison is leaving the BRPC and assuming the position of Director of Health in Easthampton.

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, June 6, 2023, 9:00 am

There was some additional conversation about toilet trailers and Water Buffalos, and the suggestion to ask the Council if there is need for the latter. Larry will also look into what commercial entities are available in the region that provide can potable water.

**Next Meeting**

There was agreement to skip the July meeting due to the Independence Day conflict.

**Motion:** Sandra Martin moved to cancel the July meeting of the subcommittee and meet in August. Carolyn Ness seconded the motion. A roll call vote was held. Nick Licata, Sandra Martin, Jeanne Galloway, Larry Holmberg, Carolyn Ness, Allison Egan, and Loren Davine, voted in favor. The motion was approved.

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, August 1, at 9:00 am, on Zoom.

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

The meeting adjourned at 10:48 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee June 6, 2023 Meeting Agenda
- All Hazards Subcommittee May 2, 2023 Meeting Minutes (draft)
- Berkshire Cybersecurity Pilot Monthly Update – June 1, 2023
- Berkshire Cybersecurity Pilot Scope of Work
- WRHSAC IT/Cyber Security UpGuard Project 2023
- WRHSAC FFY21 School ASHER and Family Toolkit for Youth (SAFTY)
- WRHSAC Election Security Project Proposal
- WRHSAC FFY20 All Hazards Budget Report through 6/2/2023
- WRHSAC FFY21 All Hazards Budget Report through 6/2/2023
- WRHSAC FFY22 All Hazards Budget Report through 6/2/2023
- Shower Trailer Options
- Project Justification – FFY22 Shower Trailers (draft)

Respectfully submitted by:

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

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, August 1, 2023, 9:00 am

**Subcommittee members present:** Larry Holmberg (HREPC), Nick Licata (HMCC/FRCOG), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Xander Sylvain (FRCOG)

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

**Subcommittee members absent:** Loren Davine (HPHPC/MRC), Jeanne Galloway (West Springfield), Chris Goshea (PVPC), Tom Grady (BCSO), Monica Wynne (Baystate)

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

**Call Meeting to Order**

Larry Holmberg called the meeting to order at 9:00 am.

**Approval of Minutes**

The committee reviewed the minutes from the June 6, 2023 meeting.

**Motion:** Carolyn Ness moved to approve the June 6, 2023 meeting minutes as submitted. Sandra Martin seconded the motion. A roll-call vote was held. Sandra Martin, Larry Holmberg, and Carolyn Ness voted in favor. Xander Sylvain abstained. The motion was approved.

Introductions followed.

**Public Health/Flu Update**

Xander Sylvain reported that there have been a few positive cases of West Nile virus in mosquitos in the Commonwealth. HMCC is working on securing public health emergency preparedness contracts. One project is an equity project, picking up where WRHSAC funded project left off, utilizing DPH funding. Sandra Martin reported that Covid cases are rising and hospitalizations are up again.

**FFY2020 Projects**

***PPE Restocking and Rotation Management: HMCC Conex Boxes*** – Raine Brown reported that we have contractors in place. Nick Licata noted that they are having a difficult time finding storage for the current contents of the boxes so they can be moved. He has asked if they can move them with contents inside. There are two 40’ boxes that are mostly full.

**FFY21 Projects**

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

***Cybersecurity Planning: BRPC Muni Regional IT/Cyber Pilot Project*** – There is a monthly update in the packet, with the changes discussed at the June meeting. They are not seeking a consultant or managed service provider, so MAPC questioned leaving the full amount in there, even though we extended the time. Following negotiation, they reduced the amount from \$60,000 to \$50,000. If there is evidence that the project needs to continue, we can do a new PJ.

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, August 1, 2023, 9:00 am

***Equity in Emergency Management*** – EOPSS denied the second round of the equity project as written, responding that it will not receive approval unless it has a much more detailed scope and costs under \$10,000. BRPC went back through the “next steps” to figure out what they could do with that budget, and they have provided a revised proposal to create and distribute town-specific reports, along with basic media outreach. Larry agreed that as an EMD he would welcome getting data. Raine asked how it coincides with the HMCC project. Xander and Sandra explained that although both projects are based on the same research and would support each other, they do not overlap, as the HMCC initiative consists of small, targeted projects by each coalition to address one of the priority areas identified in the report.

**Motion:** Carolyn Ness moved to approve the revised Equity in Emergency Management project as written. Nick Licata seconded the motion. A roll-call vote was held. Larry Holmberg, Nick Licata, and Carolyn Ness voted in favor. Sandra Martin and Xander Sylvain abstained. The motion was approved.

***Children in Disasters: School ASHER Tool Kit*** – There has been no update from EOPSS other than that the Project Justification is being reviewed.

***Public Health Mobile Response Options*** – EOPSS did not approve the shower trailer project. Raine had a check-in with them this summer, and one thing she told them was that when a project is not approved, we would like to understand where the decision is coming from and have an opportunity to discuss it. So when they denied shower trailers, they explained that they did not see a nexus to anti-terrorism and human needs support in disasters. They added that they would recommend a move towards supporting overtime and backfill for T&E, for ASHER, CBRNE, or TRT, and equipment for response and training with a strong nexus with frontline prevention, protection, and response as priorities. Discussion ensued about alternate project ideas, recognizing that WRHSAC does not fund overtime or backfill. Xander noted that a radiation preparedness assessment at hospitals at the local and regional level found that there is not a lot of capacity for dirty bombs and nuclear fallout. He will inform hospitals that there might be funding available through the Council for a related project. There was additional discussion on the topic of radiation monitoring. Larry noted that the feds already have monitoring in place, but we do not know how extensive it is and we would only find out if there were an incident.

### **FFY22 Projects**

Raine reported. None of the following FFY22 projects are active, either because PJs have been denied by EOPSS or because the subcommittee has not yet determined how to proceed.

- *Equity in Emergency Management, Continued*
- *Project/s identified from COVID AAR/IP*
- *First Responder Mental Health Resiliency, Continued*
- *Cybersecurity, Continued*
- *Information/Dis-information Management for Public Messaging*

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All Hazards Planning and Equipment Subcommittee Meeting  
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**Budget Review**

Raine reported. The subcommittee has \$142,518.65 in FFY21, which runs through June 2024. All \$364,960.21 in FFY22 funds need a project. That is a total of \$507,478.86 to spend by the end of June and July next year. Discussion ensued on the most effective way to use the funds.

One option that interested subcommittee members would be to host a large exercise series that focuses completely on terrorism but can also incorporate some of the priorities identified in our investment plan into various components of the series. We would start with a scenario and build out from it, including everything from tabletop to functional to full-scale exercise. We would need to seek a vendor to facilitate it. Raine noted that the timeframe is short and it is doubtful that we will see another extension of the FFY21 funds, but it's possible that the FFY22 funds could be extended. If we cannot expend FFY21 funds by the end of June, we might look at giving money to other subcommittees or to the tech rescue team or regional dive team. We would need to do the exercise series in partnership with the T&E committee. Scenarios could include components related to equity and other issues, but within the context of CBRNE active threat incidents in which those issues may arise. There was agreement to continue discussion on this topic next month.

Sandra added that she would like to pitch a project on election security. The town clerks reached out to the State and found them to be extremely supportive in working with the region. Sandra will have a meeting with the person who leads the charge with town clerks on Friday to talk about how we could partner with them. Plans and templates exist, but there is a lack of capacity to fill them out. We could bring trainings to Western Mass and do some handholding. They also want secure ballot boxes. The whole project would not cost too much because the State already has the trainings. This is in the FFY23 investment plan but could be started earlier. Larry asked if EOPSS would support it; Raine replied that if it involves training folks on active threats to election security, then it should be allowable. Sandra added that we will have the State support before we apply to EOPSS.

**Requests** – None.

**Old Business**

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

*Water Buffalos* – Nick Licata reported that he started research into this topic and found that there are several companies making them. The real issue is the weight when full; heavy equipment is needed to be able to move them around. Price varies widely, with some around \$15,000 and others \$115,000, but he is not sure why. He was looking at in excess of 15,000 gallons. Larry noted that he has someone with a 5,000 gallon tanker, but that they cannot get that down some of the gravel roads and that smaller units might be better. As an equity issue, even those the farthest out need to be served. Nick is also looking at other systems, including one that specializes in disaster drinking water. He will keep looking into it.

**New Business** – None.

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**Items unforeseen by the chair** – None.

**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, September 5, at 9:00 am, on Zoom.

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

The meeting adjourned at 10:04 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee August 1, 2023 Meeting Agenda
- All Hazards Subcommittee June 6, 2023 Meeting Minutes (draft)
- Berkshire Cybersecurity Pilot Monthly Update – July 31, 2023
- BRPC Equity in Emergencies Project Phase II Proposal
- WRHSAC FFY20 All Hazards Budget Report through 7/26/2023
- WRHSAC FFY21 All Hazards Budget Report through 7/26/2023
- WRHSAC FFY22 All Hazards Budget Report through 7/26/2023

Respectfully submitted by:

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

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, September 5, 2023, 9:00 am

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

**Non-members present:** Raine Brown (FRCOG), Dennis Donehoo (FEMA), Rachel Mason (FRCOG), Tricia McGuirk (EOPSS), Brian Nichols (EOPSS), Ben Podsiadlo (EOPSS/OGR),

**Subcommittee members absent:** Loren Davine (HPHPC/MRC), Chris Goshea (PVPC), Tom Grady (BCSO)

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

**Call Meeting to Order**

Larry Holmberg called the meeting to order at 9:00 am.

**Approval of Minutes**

The committee reviewed the minutes from the August 1, 2023 meeting.

**Motion:** Carolyn Ness moved to approve the August 1, 2023 meeting minutes as submitted. Sandra Martin seconded the motion. A roll-call vote was held. Larry Holmberg, Sandra Martin, Nick Licata, Carolyn Ness, and Monica Wynne voted in favor. Jeanne Galloway abstained. The motion was approved.

Introductions followed.

**Public Health/Flu Update**

Jeanne Galloway reported that the flu is out there and Covid is on the rise. Public Health is getting ready for flu clinics. Vaccines were delivered last week. They are waiting on the new Covid vaccine, but it might not be available until next month. Monica Wynne reported that they are seeing an uptick in Covid positives at Baystate, but no flu so far. Sandra Martin noted that there are lots of mosquitos in Berkshire County. Carolyn Ness reported that they are also seeing a surge in Covid in Franklin County.

**FFY2020 Projects**

***PPE Restocking and Rotation Management: HMCC Conex Boxes*** – Nick Licata reported that the work finally started about a week ago. They should be finishing the hardscaping part today or tomorrow, and then moving on to the electrical and HVAC phase.

**FFY21 Projects**

***Cybersecurity Planning: BRPC Muni Regional IT/Cyber Pilot Project*** – Raine Brown reported that the work is ongoing as detailed, with no new updates.

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None of the following projects remaining in FFY21 were approved:

- *Equity in Emergency Management*
- *Children in Disasters: School ASHER Took Kit*
- *Public Health Mobile Response Options*

Discussion followed about whether to keep these on the agenda, as they were in the investment plan, even though the funds are now open for other uses. There was agreement to pull the projects as specific agenda items but to keep them in a list of priorities to not lose sight of them. These are needs that the Council has identified, and the needs have not gone away even if the projects have not been approved.

### **FFY22 Projects**

None of the following FFY22 projects are active, but the issues will remain on the list of priorities as discussed above.

- *Equity in Emergency Management, Continued*
- *Project/s identified from COVID AAR/IP*
- *First Responder Mental Health Resiliency, Continued*
- *Cybersecurity, Continued*
- *Information/Dis-information Management for Public Messaging*

### **Budget Review**

Raine reported. We have a lot of money that we need to figure out how to work with. The HMCC box project is split between FFY20 and FFY21. Just over \$3,000 remains, but appropriate shelving was identified as part of the expenditure and has not yet been purchased. In FFY21, the subcommittee has \$242,518.65 not allocated. FFY21 has already received a one year extension, through June, 2024. There is \$364,960.21 in FFY22, which runs through the end of July, 2024. That leaves this subcommittee with a total of \$607,478.86.

Discussion followed on possible projects. For cybersecurity, the current project changed because Berkshire County found that a regional CISO or managed service provider is not going to work. The project that is happening now is bringing underserved communities up to a place where they are on par with neighboring municipalities. The State cybersecurity plan should be coming soon, with details about what is happening with the critical infrastructure funds.

Election security was discussed in depth. Raine noted that this is part of our FFY23 investment plan, but we could start earlier if we have a solid proposal. Sandra reported on the gaps that have been identified by her and BRPC in discussions with town clerks in Berkshire County. Many are not able to go to trainings and meetings in the eastern part of the State. Many do not have emergency response plans, coop plans, etc., or their plans are old and not suited to current realities. Resources exist, but there is no mechanism to get them to Berkshire County. Small towns may not even know what resources exist, or what questions to ask, or they may need help filling out the documents and thinking through their plans. They need trainings and hand holding.

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Tuesday, September 5, 2023, 9:00 am

Many also want secure ballot boxes. Sandra has been in touch with the State elections division and they are fully supportive of working with the Council. The person who does the trainings is busy and does not have anyone assisting with Western Mass.

Larry noted that a lot of the forms and plans are similar to what EMDs complete. It may be useful to bring local EMDs and town clerks together to work on this.

Ben Podsiadlo noted that this topic is of great interest to EOPSS, even though elections is under a different division. They have been in conversations with them about the election security priority in FFY23, but it is not in their direct delivery wheelhouse. They are also working with FEMA on this. There has been talk about providing backfill/overtime, anti-ramming barricades, or other forms of support. But hearing that there is not adequate training for small or rural communities is of great interest, and Ben will bring that back to them. It is in a separate constitutional office but if there is a gap around election security, we want to make sure we are communicating that and finding a way to address it.

Larry noted that we have the funds, so the goal will be to identify a project we can do that would benefit everyone. We have the expertise to get security plans and coop plans in place, and other indirect expertise, but this is a constituency we have not worked with before and we will need some direction at the State level. Ben agreed that this is an aligned and worthy endeavor, and that with the money on the table, and election security being an NPA, there should be a way to fill the gap identified. Carolyn cautioned that we should limit our involvement to security trainings and templates, or training for poll workers or constables, but we need to make sure we are not doing work that should be done by another office. Sandra noted that town clerks know what they're doing in terms of running elections, but they are not prepared for today's realities in terms of election security and they don't even know where to begin. She has spoken with Michelle Tassinari, director at Elections Division, who was very interested.

Dennis Donehoo put into the chat a list of possible ways to address enhancing election security (see addendum). Ben suggested that the goal would not be to do someone else's job, but rather to augment what is there, which could also be done by funding BF/OT. Carolyn noted that the Council does not fund BF/OT, so that would require a change in policy at the Council level.

Larry suggested that subcommittee members delve into this over the next month, talk to our own town clerks, do our own analysis of their capabilities and awareness, and report back. If anyone comes up in interim with specific idea or task, email it out. Raine will look into existing trainings for poll workers and Constables. This will remain on the agenda. Brian Nichols wrote in the chat that "any future meetings regarding Election Security involving the SHSP grant and its NPA for this MUST include EOPSS/OGR."

**Requests** – None.

**Old Business**

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

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***Water Buffalos*** – Nick Licata reported that he found some good options depending on what gap we want to fill. There are mass watering trailers that are like 300 gallon water coolers. Others are making FDA drinking water approved insulated water buffalo trailers, which can be pre-filled. Nick will send out some links. The units are not cheap, at a minimum of \$50,000 per trailer unless we just want basic water tanks like the kind used for construction. Raine reminded the subcommittee that the shower trailer project was not approved, and she expressed concern that this project might meet a similar fate if we cannot adequately show how it meets a priority of DHS. She noted that MEMA has access to contractors and vendors who can fill drinking water gaps in emergencies. Larry suggested that we could provide links for towns to consider on their own, as residents are concerned about power failures where there is no municipal water supply. Everyone is on a pump system and there are no generators to run that.

Dennis Donehoo noted that we need to keep in mind that the basis of the SHSP grant is for prevention, protection, response and recovery to terrorism, and the Council needs to have that in mind when starting projects. He suggested that the Council move towards projects addressing crowded spaces, soft targets, active shooter training, violent domestic terrorism, community preparedness and resilience, and other national priorities. The priorities will stay the same for next year. He also added that paying law enforcement and fire service BF/OT is important.

Additional discussion followed. Ben added that priorities are now on hard homeland security projects such as training and equipment to be ready to respond to an active shooter or hostile event. Given this focus, committee members acknowledged that some of the FFY21 funds may be better spent by other subcommittees. Raine reported that the Tech Rescue Team has a list of ongoing needs, and the Regional Dive Team has more equipment they want to purchase. These are both under the purview of the CBRNE committee.

Ben reported that he also talked to Tom Grady about flooding, and wondered if there is equipment that would be helpful in the event of catastrophic flooding. Ben then had to leave the call, but further discussion ensued with committee members expressing confusion over the mixed messages around spending priorities. Water buffalos could definitely be useful in the event of catastrophic flooding. Dennis clarified that purchasing equipment for flooding can fulfill the role of terrorism prevention; for example, any jurisdiction that is requesting swift water or flood and rescue boats must agree that those boats can be used to protect critical infrastructure along the waterway. Carolyn noted that supporting Dive Team can also address flooding.

### **New Business**

***Exercise Series proposal*** – The draft proposal is in today's packet. We would first seek a consultant to help identify objectives and a scenario, then develop the exercise series, then develop a scope of work for a consultant to deliver the exercise series. This could be done with two consultants, or we could go out for one consultant to take us through the entire process. Carolyn asked about the likelihood that this would get approved. Raine replied that this should be an allowable project, and that EOPSS wanted a large regional exercise in FFY23. The focus

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would be on active attack or weapons of mass destruction, but we might be able to incorporate some of the other elements that the committee has identified as needs for the region.

**Motion:** Carolyn Ness moved to approve up to \$300,000 for the exercise series. Sandra Martin seconded the motion. A roll-call vote was held. Larry Holmberg, Nick Licata, Carolyn Ness, Jeanne Galloway, and Xander Sylvain voted in favor. Sandra Martin abstained. The motion was approved.

**Items unforeseen by the chair** – Jeanne Galloway made a motion to release FFY21 funds for other subcommittees to use, and Carolyn Ness seconded the motion. After discussion, however, the motion was withdrawn and there was agreement to put this topic on next month’s agenda.

Sandra will send a list of questions that subcommittee members can use when they talk to town clerks. There was agreement that while we might eventually form a small working group for the election security project, for now it should remain in the full subcommittee discussion.

Dennis asked that success stories from the area involving the use of DHS funds be sent to Ben and Tricia to demonstrate what the funding is capable of.

Brian clarified his note in the chat, explaining that EOPSS does not need to be at every planning meeting but should be involved in decisions that might involve the elections division. Sandra will start to cc him in communications.

**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, October 3, at 9:00 am, on Zoom.

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

The meeting adjourned at 10:40 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee September 5, 2023 Meeting Agenda
- All Hazards Subcommittee August 1, 2023 Meeting Minutes (draft)
- WRHSAC FFY20 All Hazards Budget Report through 8/31/2023
- WRHSAC FFY21 All Hazards Budget Report through 8/31/2023
- WRHSAC FFY22 All Hazards Budget Report through 8/31/2023
- WRHSAC Active Threat Exercise Development and Delivery proposal

**Addendum: Zoom chat message sent by Dennis Donehoo**

Enhancing Election Security

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- Cybersecurity
- Intelligence and information sharing
- Planning
- Long-term vulnerability reduction
- Situational assessment
- Infrastructure systems
- Operational coordination
- Community resilience
- Physical security planning support
- Physical/site security measures – e.g., locks, shatter proof glass, alarms, access controls, etc.
- General election security navigator support
- Cyber navigator support
- Cybersecurity risk assessments, training, and planning
- Projects that address vulnerabilities identified in cybersecurity risk assessments
- Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection
- Distributed Denial of Service protection
- Migrating online services to the “.gov” internet domain
- Online harassment and targeting prevention services
- Public awareness/preparedness campaigns discussing election security and integrity measures.

Table on Page 9 of the FY 2023 NOFO. Please note Election Security will remain as a National Priority Area for FY 2024

*Respectfully submitted by:*

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

Western Region Homeland Security Advisory Council  
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Tuesday, October 3, 2023, 9:00 am

**Subcommittee members present:** Matthew Bryan (BRPC), Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Nick Licata (HMCC/FRCOG), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Xander Sylvain (HMCC/FRCOG), Monica Wynne (Baystate)

**Non-members present:** Raine Brown (FRCOG), Rachel Mason (FRCOG), Brian Nichols (EOPSS), Ben Podsiadlo (EOPSS/OGR)

**Subcommittee members absent:** Loren Davine (HPHPC/MRC), Chris Goshea (PVPC), Tom Grady (BCSO)

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

**Call Meeting to Order**

Larry Holmberg called the meeting to order at 9:00 am.

**Approval of Minutes**

The committee reviewed the minutes from the September 5, 2023 meeting.

**Motion:** Carolyn Ness moved to approve the September 5, 2023 meeting minutes as submitted. Sandra Martin seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Sandra Martin, Nick Licata, Carolyn Ness, and Monica Wynne voted in favor. The motion was approved.

Introductions followed.

**Public Health/Flu Update**

Monica Wynne reported a rise in Covid numbers among employees. There is some RSV but not a lot. Jeanne Galloway reported that vaccines are out now. At the Big E they did Covid and flu vaccines for at least 50 people a day.

**FFY2020 Projects**

***PPE Restocking and Rotation Management: HMCC Conex Boxes*** – Nick Licata reported that the trenching was done to lay conduit and repaved, but wiring and mini splits installation have yet to happen. It will be a lot easier to maintain winter access this year.

**FFY21 Projects**

***Cybersecurity Planning: BRPC Muni Regional IT/Cyber Pilot Project*** – Raine Brown reported that the project is moving along, with a focus on education. There is an update in today's packet.

There are no other active projects in FFY21 or FFY22. The Council did not approve the exercise series put forth last month, out of concern that the benefit would not be worth the cost.

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, October 3, 2023, 9:00 am

**Budget Review**

Raine reported. In FFY21 there is \$242,488.65 not allocated. FFY21 has already received an extension, through June 2024. There is \$364,960.21 in FFY22, which currently runs through July 2024 but is likely to be extended. That leaves this subcommittee with a total of \$607,448.86. Discussion ensued about returning some of the funds to the Council for other uses.

**Motion:** Sandra Martin moved to return the FFY21 All Hazards funds to the Council. Carolyn Ness seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Sandra Martin, Nick Licata, Carolyn Ness, Monica Wynne, and Matthew Bryan voted in favor. The motion was approved.

Discussion then turned to how to use the FFY22 funds. Sandra has been in touch with the elections division about doing more with election security, but she has not gotten a reply to her most recent email. The idea of merging the All Hazards Planning and Equipment Subcommittee with the Training and Exercise Subcommittee was also brought up. Other topics discussed included the need for more relevant and updated shelter trainings; trainings that are not “canned” and that could include non-uniformed service folks; putting together a Joint Information System for the region; and migrating services to the .gov domain for enhanced security.

Questions remained on why the schools active shooter project was turned down and whether there is anything we can change to get it approved. Brian Nichols agreed to review that to see the reasoning for the denial and to provide insight for what might make it allowable and approvable.

Following further discussion, there was agreement to return all but \$125,000 of the FFY22 funds to the Council for other uses.

**Motion:** Carolyn Ness moved to retain \$125,000 of the FFY22 funds for the All Hazards subcommittee and return the remainder to the Council. Monica Wynne seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Sandra Martin, Nick Licata, Carolyn Ness, Monica Wynne, and Matthew Bryan voted in favor. The motion was approved.

**Requests** – None.

**Old Business**

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

*Election Security* – This was discussed earlier.

**New Business** – None.

**Items unforeseen by the chair**

Subcommittee members agreed that Raine should let Council members know now that money is being returned so that they can think about it before the next meeting. Carolyn and Monica

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reiterated the request to Brian that he get back to us with why the school project was not approved and where we are missing the mark. Brian will have a discussion with Ben and maybe with FEMA and then will get back to us.

There was additional discussion on the pros, cons, and logistics involved in the idea of merging this subcommittee with T&E, as well as the need for more direction from FEMA because we have put together projects based on needs but they have not been approved. Flooding would seem to be an “all hazards” topic that is not usually directly related to terrorism, but EOPSS has said that it is something we can look at. Carolyn suggested that Boards of Health could use a checklist or template for flooding response. Sandra noted that flooding impacts people for a long time because of recovery and is more expensive, but heat actually kills more people. Sandra has been working on a draft of a heating and cooling advisory. She will send it to Carolyn for feedback.

**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, November 7, at 9:00 am, on Zoom.

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

The meeting adjourned at 10:00 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee October 3, 2023 Meeting Agenda
- All Hazards Subcommittee September 5, 2023 Meeting Minutes (draft)
- Berkshire Municipal Regional Cybersecurity Services Pilot – 9/30/23 Progress Report
- WRHSAC FFY20 All Hazards Budget Report through 8/31/2023
- WRHSAC FFY21 All Hazards Budget Report through 9/29/2023
- WRHSAC FFY22 All Hazards Budget Report through 9/29/2023

*Respectfully submitted by:*

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

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, November 7, 2023, 9:00 am

**Subcommittee members present:** Matthew Bryan (BRPC), Larry Holmberg (HREPC), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Xander Sylvain (HMCC/FRCOG)

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

**Subcommittee members absent:** Loren Davine (HPHPC/MRC), Jeanne Galloway (West Springfield), Chris Goshea (PVPC), Tom Grady (BCSO), Nick Licata (HMCC/FRCOG), Monica Wynne (Baystate)

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

**Call Meeting to Order**

Larry Holmberg called the meeting to order at 9:00 am.

**Approval of Minutes**

The committee reviewed the minutes from the October 3, 2023 meeting.

**Motion:** Sandra Martin moved to approve the October 3, 2023 meeting minutes as submitted. Carolyn Ness seconded the motion. A roll-call vote was held. Sandra Martin, Larry Holmberg, Matthew Bryan, Carolyn Ness, and Xander Sylvain voted in favor. The motion was approved.

Introductions followed.

**Public Health/Flu Update**

Carolyn Ness reported that they have not seen much flu in Deerfield. Sandra Martin reported that people in Berkshire County are getting sick, but not sick enough that they are getting tested.

**FFY2020 Projects**

***PPE Restocking and Rotation Management: HMCC Conex Boxes*** – Raine Brown reported. They are finalizing installation of the mini-splits. The only remaining item to purchase is shelving, once HMCC decides what they want.

**FFY21 Projects**

***Cybersecurity Planning: BRPC Muni Regional IT/Cyber Pilot Project*** – Raine Brown reported. The monthly update is in today's meeting packet. Education and outreach continues.

**FFY22 Projects**

***Equity in Emergency Management*** – Raine Brown reported. The reduced Scope of Work was approved by EOPSS. The contract is in process with BRPC.

Western Region Homeland Security Advisory Council  
All Hazards Planning and Equipment Subcommittee Meeting  
Tuesday, November 7, 2023, 9:00 am

**Budget Review**

Raine reported. The majority of this subcommittee's funds have been transitioned back to the Council for use by other committees. We left \$125,000 in FFY22, of which approximately \$10,000 will go to the equity project. CBRNE will be receiving most of the money that was returned because most of the requests coming in are under its purview. The CBRNE subcommittee will be meeting next week; anyone is welcome to attend.

**Requests** – None.

**Old Business**

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

*Election Security* – Sandra reported that she has not had replies to her emails. Larry added that Ben Podsiadlo sounded interested in what we were trying to do, but Larry has not heard from him either. The town clerks that he talked to were interested in what we were discussing. Several are going to the Berkshire training.

**New Business**

Larry asked Brian if he had more information on why the school shooter project was denied. Brian replied that OGR/EOPSS has no additional comment to provide on that.

*Review project ideas from BRPC* – Sandra explained that she went through the grant guidelines, and went back through everything the subcommittee has discussed, and she developed suggestions for projects that might meet the requirements. Discussion on the list followed. With regard to soft targets and crowded spaces, Larry noted that there has already been a lot of attention given to large events and venues such as the Big E and Tanglewood, but less attention to smaller targets such as county fairs. There was also some interest in working with religious groups at risk for active threats, but these groups already receive a lot of support in this area so it is not clear if the Council could add anything meaningful. Brian Nichols noted that despite the resources available, faith based organizations in Western Mass are grossly underserved compared to the rest of the State.

With further discussion, the subcommittee decided to delve deeper into the idea of a project related to active threats at county fairs. Carolyn suggested that Michael Nelson at the Franklin County Fair might be interested in this. She also noted that evacuation routes are always a big deal, and we could wrap in PIO components. Larry suggested reaching out to Bernie Forgea and the Cumington Fair as well. The project would involve creating a full plan around an active threat scenario that could also be adapted for other scenarios. It would include identification of the threat, response to the threat, communication, evacuation, reunification, etc. The focus would be on all people and animals that would be at risk, not just vulnerable populations. The templates could then be rolled out regionally. Raine reminded the subcommittee that equipment could be included as well. Larry will reach out to Mike and Bernie to see if they are interested. Brian noted that one of the fairgrounds is currently a grantee.

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There was additional discussion on the idea of a merging this subcommittee with T&E. Larry will discuss this with Tom Grady.

**Items unforeseen by the chair**

None.

**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, December 7, at 9:00 am, on Zoom.

**Motion:** Carolyn Ness moved to adjourn the meeting. Sandra Martin seconded the motion. A roll call vote was held. Sandra Martin, Larry Holmberg, Matthew Bryan, Xander Sylvain, and Carolyn Ness voted in favor. The motion was approved.

The meeting adjourned at 10:50 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee November 7, 2023 Meeting Agenda
- All Hazards Subcommittee October 3, 2023 Meeting Minutes (draft)
- Berkshire Municipal Regional Cybersecurity Services Pilot – 10/31/23 Progress Report
- WRHSAC FFY20 All Hazards Budget Report through 11/03/2023
- WRHSAC FFY21 All Hazards Budget Report through 11/03/2023
- WRHSAC FFY22 All Hazards Budget Report through 11/03/2023
- October 2023 Project Ideas

*Respectfully submitted by:*

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

Western Region Homeland Security Advisory Council  
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Tuesday, December 5, 2023, 9:00 am

**Subcommittee members present:** Matthew Bryan (BRPC), Loren Davine (HPHPC/MRC), Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Sandra Martin (BRPC), Xander Sylvain (HMCC/FRCOG), Monica Wynne (Baystate)

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

**Subcommittee members absent:** Tom Grady (BCSO), Nick Licata (HMCC/FRCOG), Carolyn Shores Ness (Deerfield BOS/BOH)

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

**Call Meeting to Order**

Larry Holmberg called the meeting to order at 9:00 am.

**Approval of Minutes**

The committee reviewed the minutes from the November 7, 2023 meeting.

<p><b>Motion:</b> Sandra Martin moved to approve the November 7, 2023 meeting minutes as submitted. Carolyn Ness seconded the motion. A roll-call vote was held. Larry Holmberg, Sandra Martin, Jeanne Galloway, Matthew Bryan, Carolyn Ness, Xander Sylvain voted in favor. Loren Davine and Monica Wynne abstained. The motion was approved.</p>
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Introductions followed.

**Public Health/Flu Update**

Jeanne Galloway reported that things are on the rise, but not horrible. Monica Wynne reported that Covid numbers in the hospital are in the double digits but stable. RSV is starting to rise. The flu so far is not too concerning. Carolyn Ness reported that Covid numbers and wastewater numbers are steadily increasing in Franklin County.

**FFY2020 Projects**

***PPE Restocking and Rotation Management: HMCC Conex Boxes*** – Raine Brown reported. The project should be wrapping up within the next few weeks. Nick provided information for a vendor that provides shelving and brackets specifically for Conex boxes. We are providing some of that, and HMCC is purchasing the rest.

**FFY21 Projects**

***Cybersecurity Planning: BRPC Muni Regional IT/Cyber Pilot Project*** – Raine Brown reported. The monthly update is in today's meeting packet. Education is still the biggest ongoing task.

**FFY22 Projects**

***Equity in Emergency Management*** – Raine Brown reported. The purchase order is in process, and the project should be up and running soon.

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**Budget Review**

Raine reported. The subcommittee has \$115,000 available between FFY21 and FFY 22. The funds returned to the Council were re-allocated to other projects.

**Requests** – None.

**Old Business**

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

*Assist small regional fairs* – Larry Holmberg reported that he spoke with Mike Nelson about the Franklin County Fair and Cummington Police Chief Mike Perkins about the Cummington Fair. Both are eager to partner with us on a project.

Sandra Martin put forward another idea, namely to purchase protective vests for EMS personnel. Raine noted that this topic is being discussed by fire departments and EMS. The Council put aside \$100,000 for ASHER equipment in the next grant year, but this is a topic for CBRNE.

Discussion ensued on the topic of a regional fair project, including consideration of goals and methodology. Loren Davine suggested that the Three County Fair be included as well, and others agreed. Loren has contacts there. There was agreement that the first step should be to meet with leaders of all three fairs to learn more about what they have already done and what they need. Google searches turned up the Mass Agricultural Fair Association and a similar one for Pioneer Valley; these may also be good resources. Sandra offered to look into what types of templates already exist. There was agreement that this may be a multi-stage, multi-year project that could encompass both the creation and exercising of plans and that could include smaller fairs as well. Larry will draw up bullet points and run them by the subcommittee before he and Loren send it to their contacts at the three larger fairs. Xander noted that it would be helpful for HMCC to have some basic info about all of the fairs in the region, e.g. size, when they happen, planning considerations, etc.

*Election Security* – Larry reported that he will reach back out to the Elections Division to see if he can get a further response. Sandra reported that the Berkshire training took place; the clerks she spoke to said that it was very helpful and that all clerks should do it.

**New Business**

Monica reported that Baystate is in the process of hiring a Director of Emergency Preparedness for the whole system. Once that happens, that person will likely join these meetings.

**Items unforeseen by the chair**

None.

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**Next Meeting**

The next All Hazards Planning and Equipment subcommittee meeting will be held on Tuesday, January 2, 2024 at 9:00 am, on Zoom.

**Motion:** Carolyn Ness moved to adjourn the meeting. Sandra Martin seconded the motion. A roll call vote was held. Larry Holmberg, Sandra Martin, Jeanne Galloway, Monica Wynne, Matthew Bryan, Xander Sylvain, Carolyn Ness, and Loren Davine voted in favor. The motion was approved.

The meeting adjourned at 9:55 am.

**List of Documents Reviewed at the Meeting**

- All Hazards Subcommittee December 5, 2023 Meeting Agenda
- All Hazards Subcommittee November 7, 2023 Meeting Minutes (draft)
- Berkshire Municipal Regional Cybersecurity Services Pilot – 11/30/23 Progress Report
- WRHSAC FFY20 All Hazards Budget Report through 12/01/2023
- WRHSAC FFY21 All Hazards Budget Report through 12/01/2023
- WRHSAC FFY22 All Hazards Budget Report through 12/01/2023

*Respectfully submitted by:*

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