

Western Region Homeland Security Advisory Council
Planning / Pan Flu Subcommittee Meeting
Tuesday, January 5, 2021, 9:00 am

Subcommittee members present: Loren Davine (HPHC/MRC), Allison Egan (BRPC), Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Tracy Rogers (HMCC/FRCOG), Lauri Solomon (FRCOG), Todd Zukowski (PVPC)

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

Subcommittee members absent: Chris Goshea (PVPC), Tom Grady (BCSO), Mark Maloni (HMCC/FRCOG), Michael Nelson (DPH), Tammy Spencer (Southwick Public Health), 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 9:01 am.

Approval of Minutes

The committee reviewed the minutes from the December 1, 2021 meeting.

Motion: Carolyn Shores Ness moved to approve the December 1, 2020 meeting minutes as submitted. Sandra Martin seconded the motion. A roll-call vote was held. Tracy Rogers, Jeanne Galloway, Lauri Solomon, Allison Egan, Sandra Martin, and Carolyn Shores Ness voted in favor. Larry Holmberg and Todd Zukowski abstained. The motion was approved.

Introductions followed.

Public Health/Flu Update

Jeanne reported that flu numbers have been low across the state. Tracy reported on first responder COVID vaccination in Franklin County. There are three official sites for first responders who fall into the “1C” category, i.e. not directly handling COVID patients. The City of Greenfield will be running clinics starting next week. UMass has a site that will be up starting next week. Northampton and Amherst are also doing some. Sandra reported that Berkshire County has not been promised enough vaccine yet for all first responders. Clinics are scheduled all next week; they are waiting to see how much vaccine they have to determine who will get them. Allison added that they are separating the county into regions for vaccinations, following REPC town divisions. BCBOHA is the lead on coordination. All of the sites are EDS sites except the Central County site, which was moved to the shelter site for easier entrances and exits. It should be a good joint effort across the region.

Sandra noted that they are also starting to plan for the next group. This will consume their energy for the next 4-6 months. Carolyn said that she has been getting calls from people 75 and older wondering when they were going to be able to get the vaccine. Sandra explained that people over

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65 had been in Phase 2 behind lots of other people, but the Governor has just changed that. We are still in Phase 1, but now Phase 2 includes in the first priority group people with two comorbidities and also everyone 75 and older. It is easier to verify someone's age than to verify comorbidities, so that will help with efficiency.

Carolyn asked about the expected timeline. Sandra replied that the roll out is moving slowly. The State wants everyone to do it at the same time, so even though Berkshire County is ready to go with first responders, they have to wait until next week. The lag is at the State level. Jeanne added that they also still have to figure out who is distributing the vaccine to the other groups. It is now looking like public health is going to be involved sooner, but with less preparation. Sandra predicted that vaccinations for people 75+ will begin by the end of this month or early next month. Jeanne noted that they are also looking at setting up mass vaccination sites. Loren reported that UMass is confirmed as of yesterday and will start vaccinations on Monday. Sandra explained that one of the big delays is that PrepMod, the State's online registration and tracking system, has not become operational yet. However, they have backup systems ready to go.

Jeanne also noted that we need to keep our eyes open for the new strain of COVID. It might already be in Massachusetts.

FFY18 Projects

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

Non-Pharmaceutical Interventions (NPI) –

Short Guide Draft: Raine sent the draft yesterday. Allison explained that the content of the guide has not changed significantly from the last draft. It has been formatted with logos and colors to match the WRHSAC logo. They added some information to the introduction and purpose, also cleaned up the 1-10 steps to have fewer words, in an effort not to split charts onto two pages. Allison asked for feedback on the layout, steps 1-10, strategy details, etc. The WAG has not reviewed it yet; they have a meeting next week, so there is still some time to make edits.

Carolyn expressed overall satisfaction with the draft, though she wondered whether the Hazards and Transmission Routes table was necessary. Sandra replied that to public health it is one of the most important things to know, so that you can decide which NPIs to use. For example, initial response to COVID was based on the assumption that it was transmitted by touching surfaces, but when we learned that it was transmitted through aerosols it changed the approach. Allison added that having it in a table also helps people think about all the different pathways, including those that may be overlooked, e.g. waste water. Carolyn agreed that this was important.

Larry had another question about the same table. He noted that bodily fluids was only listed under biological, but can also be present as a threat in all of the others. For example, bodily fluids may be an issue in riots, chemical explosions, etc. Sandra replied that the table was meant to convey the transmission routes for a specific hazard. You will have bodily fluids at other events, but in that case, they are still potentially transmitting a biological hazard; they are not considered major transmission routes for the other hazards. Raine suggested adding an explanation to the chart and noting that each hazard can potentially be found in any situation.

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Allison agreed that there will be overlap, and that many of these might intersect depending on the disaster. Raine suggested also including an example. Sandra suggested that they could explain it as a secondary hazard.

Sandra asked what people thought about the addition of cyber hazards. We do not generally think of cyber threats as needing NPI responses, but she added it to be inclusive. Raine felt that it is fine to keep it because it is emerging as more of a threat.

Raine noted that she does not like the red boxes on the first page. She also feels that it is not clear how to use the guide. She suggests having an introduction and purpose section, and a short section about how to use the guide. This will add more pages, but it is better to be clear. An index may also be helpful. Allison replied that if they are allowed more pages, they can add a more distinct introduction. She agreed to add more white space instead of the red box.

Todd noted that the BRPC and WRHSAC logos on each page are a little overbearing. If it is a Council product, that should be more prominent. Raine explained that usually the RPA that has done the work is noted on the first page, but not all the way through. She suggested that the logos could appear once at the top and once at end, and/or that the footer on each page could include just the words, not the logos.

Signage: The signs should be delivered soon. Raine will check in with the vendor.

Emergency Plans Checklist: This is done and can be removed from the agenda. It was announced in the December newsletter.

Mental Health Resiliency & Recovery – This was also noted in the December newsletter, and Raine is working on another announcement that will go out this week specifically on these trainings. The self-paced online training is up. The live virtual training will take place the last two Fridays in January and first two Fridays in February. John Barber of DMH, who attended the WRHSAC FNSS conference last year, invited Raine to participate in a Franklin County/ North Quabbin area group whose focus is to raise awareness in law enforcement regarding interacting with people they encounter with mental health concerns, and how to get them to services that better suit their needs. Raine is having ongoing conversations and developing relationships.

Public Information Message Mapping / Risk Communications Seminar – Raine is concerned that she has not been able to reach the woman who is working on the modules in the last few weeks. There has not been an update in over a month. Raine is hoping that she will respond now that we are past the holidays so we can get the project moving.

FFY19 Projects

Raine reported on the status of each project.

Public Health Coalitions PPE Restocking – People are starting to receive their goods. Face masks, shields, and some N95s are starting to arrive. The vendor who was awarded the gloves said they can no longer provide those, so MAPC went to the next lowest bidder and will be reissuing purchase orders for those. Raine sent emails with how much money is left for each county. If you want different items than what is on the list, let Raine know soon and try to get an

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estimate so she can get it approved. We spent a less than anticipated, hence funds are available for a second round.

Todd asked if there is there a distribution plan. The supplies that arrived at their office are just sitting in a cubicle. Raine replied that the project was for restocking, so it is up to each public health coalition to figure out their own plan for distribution or storage.

Mental Health Resiliency, Continued – Raine will delve into this with Lillian and Calla and will also consider how to bring other entities into the next phases.

Non-Pharmaceutical Interventions, Continued – We have about \$20,000 to spend by the end of this calendar year (extended from July), plus \$118,000 in FFY2020 to spend through the end of July 2022. Raine suggested that the subcommittee could discuss how to make the quick implementation guide more accessible, as well as other components of the project.

Carolyn suggested that we laminate the guides and give copies to each town. Larry agreed, noting that laminating the hazardous materials response cheat sheet for fire trucks and police vehicles was a big hit.

Tracy explained that the WAG was going to propose a big AAR project before embarking on another phase, but with everyone focusing on the vaccine they will not have time or engagement. They are thinking about postponing the NPI project and reallocating the money.

Sandra suggested looking at other ways to make the guide more usable besides laminating, such as a voice-over PowerPoint to explain how to use it. Raine added that we need to consider how much to laminate, whether that is the entire guide or just one part of it. We could also develop e-learning modules such as how to add it to EMPC. With almost \$20,000 in FFY19, we could bring in an adult learning designer to help make it accessible for town officials. Several committee members liked that suggestion.

Raine explained that if we decide we want to pause on NPI because everyone is overwhelmed with COVID response, we can likely transition the money to another project, probably equipment related because people are too overwhelmed for public health planning projects. Sandra pointed out that by the fall, the focus on clinics should be winding down. The money in Phase 2 goes for another whole year after that. Raine agreed that we do not have to decide all of the steps right now, but we should have an ongoing discussion. If we push an AAR project until the summer, we would still have a year to complete it, but we should decide by April whether to move forward because the process of project justification approval, procurement, etc. takes time. We also would need to figure out what we want out of the AAR. Sandra explained that the WAG saw an AAR as the first step to inform us as to what is missing. Then we could move on based on what we find out. Allison added that this would naturally fit into their coordinating group. It will not require the entire NPI budget but will inform us more about how to proceed.

Carolyn noted that she would like to see the AAR differentiate between small towns and cities. There have been different outcomes based on populations, self-sufficiency, number of farm

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workers, language barriers, etc. Some communities are more insular than others, and that needs to be picked up in the analysis. We need to be more prepared if this happens again.

Loren noted that the next four months will involve a lot of vaccination planning and distribution, but by summer they can hopefully regroup and check back in with people. At the beginning of this project, they were inventing fake circumstances, asking people how they might respond. Now they can check in and ask what challenges people actually faced, and what questions remain. As soon as people can come up for air, they will be talking about what happened, what worked, what issues came up.

Raine suggested that everyone take some time to think about what you would like included in an AAR and what you want as an outcome. Start to write those down, so we can use them in a Scope of Work when we seek someone to do the project, whether that is done locally, or we bring in a consultant or take a hybrid approach. Sometimes having an outside objective observer can be helpful. We should think outside the box; we have enough money that this could be a dynamic process. If we are looking at all these different pieces, it will take a lot of work. A big AAR like the one we did after the tornado could go over \$100,000 pretty easily. Loren likes idea of planners being included and also bringing in someone else who can dedicate time to that project. A hybrid approach feels appropriate.

Regional Prevention, Response and Recovery from Active Threat – Raine reported that it has been a challenge to turn this from a broad idea into tangible project. She included a draft in today's packet and asked for feedback. Sandra said that she and Allison looked at it and like the concept. Berkshire is interested. Raine pointed out that this subcommittee has often looked at projects as the RPAs doing them, and that can bind us. There is a lot of subject expertise within the RPAs, but we should not limit our projects to this. There also may be a conflict of interest with the money if it only goes to RPAs. Projects should go through a procurement process, and if you are interested, you should bid on it. However, this committee could override that. Jeanne replied that this is a good reminder to keep us in line with procurement. This project would be of benefit to communities either way. Allison noted that they have done similar planning work with communities and have gone through the procurement process. They have good buy in, and people experienced in the kind of work that would fit this project.

This project is in FFY19 and therefore needs to be completed by the end of December. Raine suggested that we get the project justification approved by EOPSS and then we can add in how it links in with other existing plans, so we will know by next meeting if we can go ahead. Raine will also develop a Scope of Work so we can approve it at the next meeting and get it out. Carolyn suggested reaching out to Kimberly MacPhee at FRCOG about the MVP program to link it to things that are already happening. Sandra asked if we could swap any projects to extend this longer than December, as the amount of time remaining may not be enough for this project. Raine replied that some equipment projects in FFY2020 have already been flipped. This is a challenge we are running into across the board. However, she shares Sandra's concern, as people who need to be involved in this project are too involved in COVID. Sandra added that in-person meetings would also be useful for this. Raine will move ahead with trying to get the PJ approved

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for FFY19, but if we need to flip it later, we can explore doing that. It might require more complicated swaps with projects outside of this committee, e.g. CBRNE equipment projects.

Public Health Mobile Response Trailer – We will be receiving bids for the trailer this week. There were a fair number of questions that came back, which have now been answered by Tracy and others, so we gave vendors another week to submit bids.

Budget Review

Raine reported. FFY18 projects are moving along and we should be able to wrap up everything by the end of March. For FFY19, an extension through December will help; most projects should be done by then, but there are concerns about a few as already discussed. FFY2020 is online now and we can start spending that money. One project is PPE restocking/rotation HMCC has been starting to look at how to do that.

Requests – None.

Old Business

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – Last month, this committee started discussion about how to make the MEMA plan more accessible, so this is still on the agenda.

Raine also reported that the T&E subcommittee had a project to convert the online shelter training to a new format. They have been fully converted; Raine now has them and will see how the conversion went and if anything is missing. She will be working with the vendor to bring them up to date.

New Business – None.

Items unforeseen by the chair – None.

Next Meeting

The next meeting of WRHSAC's Pan Flu Planning subcommittee will be held on Tuesday, February 2, 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. Larry Holmberg, Todd Zukowski, Jeanne Galloway, Sandra Martin, Lauri Solomon, Allison Egan, Loren Davine, and Carolyn Shores Ness voted in favor. The motion passed.

The meeting adjourned at 10:24 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee January 5, 2021 Meeting Agenda
- Planning & Pan Flu Subcommittee December 1, 2020 Meeting Minutes (Draft)

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- Recovery project draft proposal
- WRHSAC FFY18 Planning & Pan Flu Budget Report through 12/30/2020
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 12/30/2020
- Non-Pharmaceutical Interventions Quick Implementation Guide - Draft

Respectfully submitted by:

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

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Subcommittee members present: Loren Davine (HPHC/MRC), Allison Egan (BRPC), Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Mark Maloni (HMCC/FRCOG), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Lauri Solomon (FRCOG),

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

Subcommittee members absent: Chris Goshea (PVPC), Tom Grady (BCSO), Michael Nelson (DPH), Tracy Rogers (HMCC/FRCOG), Tammy Spencer (Southwick Public Health), Monica Wynne (Baystate), Todd Zukowski (PVPC)

**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 January 5, 2021 meeting.

Motion: Larry Holmberg moved to approve the January 5, 2021 meeting minutes as submitted. Carolyn Shores Ness seconded the motion. A roll-call vote was held. Jeanne Galloway, Sandra Martin, Larry Holmberg, Mark Maloni, Allison Egan, Lauri Solomon, Carolyn Shores Ness, and Loren Davine voted in favor. The motion was approved.

Introductions followed.

Public Health/Flu Update

Jeanne asked for updates on vaccine distribution in each county. Sandra reported that Berkshire County has a clinic scheduled for today for those over age 75, and they are hoping that the snow does not cause issues. Jeanne said that the same was true in Hampden County, too. Loren reported that in Hampshire County there are regional sites up and running in Amherst and Northampton, and UMass is gearing up to do more, too. Cooley Dickenson will also be offering vaccines on Saturdays and Sundays starting February 13th. They are not running vaccination clinics on Mondays and Tuesdays because of shipping concerns. Vaccinations are going well in both regional sites. They are using MRC volunteers to help with staffing. People are excited to be involved. Carolyn reported that Franklin County currently has no vaccine. There are five providers, and they are hoping next week to have a few hundred doses to get going in Greenfield. Franklin County is feeling left out. Jeanne noted that the Western Mass legislative contingent has been working to get more vaccines out in this part of the state, particularly west of the Connecticut River. Sandra and Loren both noted that they are switching from Moderna to Pfizer vaccines because it is easier to get more of it. Lauri reported that she is also getting lot of MRC volunteers for Franklin County.

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Jeanne reported that flu incidence is very low this year. Carolyn has not heard of any new cases in Deerfield since November.

No one was present from the hospitals, but Jeanne noted that she is hearing that hospitals have steady numbers of COVID positive patients. Mark reported that HMCC is convening hospitals in Region 1 on a daily basis to deal with patient load balancing. Numbers have held fairly steady in terms of bed availability, with very little need to transfer patients. However, they might start seeing some need next week. Anecdotally, the Moderna vaccine seems to be causing more days out of work after the 2nd dose than the Pfizer vaccine. Sandra concurred that overall the hospital numbers are trending downwards in the Berkshires, despite some recent nursing home outbreaks.

FFY18 Projects

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

Non-Pharmaceutical Interventions (NPI) –

Quick Implementation Guide Draft: Allison reported that she and Sandra finished the edits from last month's comments. She feels that the draft looks cleaner and neater, and she appreciated the input from the committee. In addition to the formatting changes, they added a list of contents, expanded the introduction and purpose, and added "how to use" information and details about the tables. Raine noted that she added internal hyperlinks to the draft included with today's packet and she feels it might be helpful. She will get that version to Allison.

Signage: Everyone received the signs in early January. Loren reported that they already have almost every one of them in use in Hampshire County, in both indoor and outdoor locations at clinics. They are storing them at their Hampshire Mall regional storage site.

Mental Health Resiliency & Recovery – Two of the four leadership training sessions have been held. It is going well despite fewer participants than hoped for. There are about 25 participants from across the region and different disciplines, mostly law enforcement. There has been a positive response so far and people are engaged. Raine will be talking with Lillian and Calla about recommendations for the next phase.

Public Information Message Mapping / Risk Communications Seminar – The virtual message map training is complete and should be online by mid-February. Raine will be issuing a WRHSAC newsletter around that time and will include the training in it. They are currently working on the spokesperson training modules. There is money still available for a seminar, but people are burned out on virtual trainings, so we might want to hold off until we can hold in-person events again.

FFY19 Projects

Raine reported on the status of each project.

Public Health Coalitions PPE Restocking – This project is moving along, despite some challenges tracking materials that are coming in piecemeal. Raine is waiting to hear from Hampden and Berkshire Counties about what they want to purchase with the remaining funds. Sandra replied that she was waiting for some approval from higher up but will try to get numbers

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to Raine this week. Jeanne said that they discussed it at the last coalition meeting. They will have another meeting this Thursday and she will talk to Chris Goshea about it.

Mental Health Resiliency, Continued – This was discussed earlier.

Non-Pharmaceutical Interventions, Continued – We still have about \$20,000 in FFY19 for this project. We had talked about doing an additional online learning guide or walk through of the quick implementation guide. Raine put together brief Scope of Work, included in today's meeting packet. We had also talked about laminating the guide for each town. We need to talk through those options more.

Sandra asked about the time frame. Raine replied that it is up for discussion, though she put March through July of this year in the draft Scope of Work. Allison spoke in favor of a YouTube video or online module to accompany the quick implementation guide.

A discussion followed regarding lamination and binding of the quick implementation guide. Options discussed included laminating every page or just some of them, single versus double-sided lamination, corner rings versus notebook binding, including a back cover, and including a page for notes at the end versus including worksheets on the back of each page. Consensus was for notebook style (spiral) binding, every page laminated, printed single sided to leave space for notes on the back of each page, and to include a grease pencil or erasable marker with it to encourage marking it up and re-using it as needed. Mark also stressed that this should be more of a planning guide that people should engage with in advance, so publicizing it is just as important as how it is presented.

Raine noted that this type of printing could be expensive. She also brought up the question of shipping it to towns, and the need to check with printers to see if they can do that. Carolyn and Allison suggested that a printer may be able deliver it to a local mass mailer, which both of their towns or agencies have used successfully in the past. This could cut down on costs. Raine will get quotes for printing and mailing.

There was consensus that the committee wants an online training with examples to accompany the printed guide. Sandra noted that there may be some need for a short tutorial on what NPIs are and why they are important, in addition to how to use the guide, because when working with hospitals on flu clinics they realized that there may be gaps in their understanding of NPIs. Mark agreed that there may be some value to an online training that dives into this. The steps are not all necessarily happening in one sitting. Some of the partnerships need to be built in advance. Training might help people understand what to expect in terms of hassles, time commitment, etc.

Raine will hash out the Scope of Work more before next month's meeting. There is an equipment project identified for FFY2020 that could get flipped to FFY19, so that could give more wiggle room for this project. There is also additional money for NPI in FFY2020, but consensus last month was that people are too busy now to consider how to use that.

Regional Prevention, Response and Recovery from Active Threat – We had previously talked about building a Whole Community Resource, Resiliency and Recovery guide. Raine had a

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conversation with colleagues at FRCOG involved in different programs to get a sense if our proposal is more of an umbrella project or a gap-filling project. As the conversation unfolded, a suggestion was made to do an After Action of the pandemic from a Whole Community perspective. Turning this project into a Scope of Work with a deliverable is challenging. This would be a big initiative that might be better coming from the federal government. We had another idea of doing an AAR from a public health point of view; this would not exclude that, but rather would look at the pandemic from a whole community point of view, trying to break out of traditional silos of response. One frustration from a FRCOG colleague whose focus is youth is that the Department of Education, Department of Public Health, and Department of Mental Health do not communicate with each other. This pandemic has affected kids on all of those levels, but because the different agencies do not work together the response and supports have been disparate. An After Action that could take a whole community approach might be a good place to start when thinking about a whole community recovery and resiliency project.

Allison noted that last month we talked about using next year's NPI funds for conducting an AAR from a public health perspective. Would the idea now be to include public health in this, or keep them separate? Raine replied that they could still be done as two separate projects, as the AAR for public health would drill deeper into public health issues. This would be more about how different disciplines interact with each other. Sandra asserted that public health encompasses whole community, though she agrees that the concerns about kids and safety is a big issue. Carolyn noted that when talking about resilience, we are also talking about looking toward the future. There is value in looking back for lessons learned, because this is not going to be the last pandemic. She and Sandra agreed that this is would be a very large but valuable project.

Raine explained that the problem with taking a whole community approach is how to narrow it down to an actionable project with tangible steps. Sandra suggested that kids could be our focus, unless that would step on others' toes. Mark noted that HMCC did an AAR for the first six months of the pandemic, and that there are probably a lot of AARs in the region already. He suggested that we start with looking at who has already done them and who intends to do them, compile them, see where gaps are, then build off existing work and dive deeper. Allison stressed the importance of interagency cooperation and intersectionality between departments working together on an AAR to talk about where things were missed. If we simply compile other AARs, it will not get to the heart of where the communication gaps are. At the beginning of the pandemic, schools and public health had different responses. A lot of strife could have been saved by working together. For kids who are affected emotionally and mentally, it will be years of recovery. Allison suggested breaking off a subcommittee of this group to break it down and tease out what can practically be done. Raine agreed that this project gets bigger each time we talk about it, making it harder and harder to create a Scope of Work. We need to break it down, or change the focus and make it more basic, e.g. just focusing on doing an AAR from a public health point of view. We often come up with ideas of how people should communicate, but it needs to come from the state or federal government to say that different agencies need to talk together. There is a question of how we can help regional and local entities create partnerships if the state and federal levels are not realizing that more robust preparedness leads to more robust resiliency and recovery.

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Carolyn suggested that we take time to think about this and put it back on the agenda for next month. She is hesitant to use our resources for this because it may be too big. She asked if we would be running into a timing issue if we put this off another month. Raine replied that it is relative. She will transition the money for this project to FFY2020, which will run through July, 2022. That sounds like a lot of time but planning projects can take a long time. We also might have better ways to spend that money.

Jeanne likes the idea of making it public health focused, because people are not seeing what public health has done. Allison suggested that it could be scaled back for other departments, as this is really a public health disaster. It is not a traditional disaster and it has been challenging for traditional response partners to understand it. Recovery is going to take years. Sandra suggested building on Children and Disasters to include long term pandemic recovery. Allison suggested that we can pick target areas like children, food systems, and NPI to focus on. Carolyn suggested also focusing on isolation of seniors. Jeanne noted that a lot comes down to mental health, which has been ignored for too long. Raine noted that her FRCOG colleagues also talked about the economy and the effects on small businesses. There are differences between public health and whole community approaches, because public health is not thinking about the economy. This topic will stay on the agenda.

Regionalized Cybersecurity – The FRCOG Project is moving forward. The Scope of Work is nearly finalized and will be going to MAPC so that we can look to hire a consultant to complete the project.

Public Health Mobile Response Trailer – We received bids back. Larry, Tracy, and Raine looked at it, and the purchase order is in process to award. The trailer came in much less than expected, about \$85,000. We have \$175,000 allocated for the project. The trailer does not include the office supplies or medical supplies, which will likely cost about \$5,000, but we will wait on procurement of that until the trailer is built so that it can be put into the trailer. We do not yet have a timeline on when to expect the trailer. With the remaining funds, we could look at purchasing a second trailer or consider other public health mobile response solutions we want to explore. Sandra suggested that if we can purchase a second, we should do it. Carolyn agrees. Raine added that there will be a discussion at the WAG. A second trailer would need a host. Tracy has some in mind.

Budget Review

Raine reported that there have been few changes since last month. She is moving the \$20,000 for NPI in FFY19 to FFY2020, as well as the funds from the Whole Community Resiliency Project. We have \$24,000 left from the message mapping project that we had on hold for a risk communication seminar, which remains in limbo. Raine will flip that to FFY2020 as well. Sandra asked if some of that could go to a second trailer if we needed a small amount more. Raine replied that it would have to go to EOPSS for approval. All Homeland Security Councils are running into challenges honoring the goals and objectives in their investment plans in the current circumstances. Moving funds away from our investment plan depends how flexible EOPSS will be. However, we might be able to move some projects further out. Tricia reiterated that everyone is encountering challenges and making switches. They are processing the FFY19

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SHSP extension for all regions. The FFY2021 HSGP Notice of Award will be released later this month.

Requests – None.

Old Business

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – This remains on the agenda as a place holder.

New Business – None.

Items unforeseen by the chair – None.

Next Meeting

The next meeting of WRHSAC's Pan Flu Planning subcommittee will be held on Tuesday, March 2, 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, Larry Holmberg, Carolyn Shores Ness, Mark Maloni, Lauri Solomon, Loren Davine, and Allison Egan voted in favor. The motion passed.

The meeting adjourned at 10:22 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee February 2, 2021 Meeting Agenda
- Planning & Pan Flu Subcommittee January 5, 2021 Meeting Minutes (Draft)
- Non-Pharmaceutical Interventions Quick Implementation Guide – Draft
- NPI Phase 2 Proposal - Draft
- WRHSAC FFY18 Planning & Pan Flu Budget Report through 1/29/2021
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 1/29/2021

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
Planning / Pan Flu Subcommittee Meeting
Tuesday, March 3, 2021, 9:00 am

Subcommittee members present: Allison Egan (BRPC), Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Mark Maloni (HMCC/FRCOG), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Monica Wynne (Baystate), Todd Zukowski (PVPC)

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

Subcommittee members absent: Loren Davine (HPHC/MRC), Chris Goshea (PVPC), Tom Grady (BCSO), Michael Nelson (DPH), Tracy Rogers (HMCC/FRCOG), Lauri Solomon (FRCOG), Tammy Spencer (Southwick Public Health)

**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 2, 2021 meeting.

<p>Motion: Mark Maloni moved to approve the February 2, 2021 meeting minutes as submitted. Larry Holmberg seconded the motion. A roll-call vote was held. Jeanne Galloway, Carolyn Shores Ness, Larry Holmberg, Mark Maloni, Sandra Martin, Todd Zukowski, Allison Egan, and Monica Wynne voted in favor. The motion was approved.</p>

Introductions followed.

Public Health/Flu Update

Jeanne reported that there is not much flu this season. Monica reported that the hospitals remain busy. They are trending down in COVID admissions but are very busy in non-COVID areas with people who have delayed care. Baystate is running at capacity almost every day. They have done work transferring within the Baystate system to get people the care they need. Additional updates regarding COVID vaccination clinics were discussed later in the meeting (see “new business”).

FFY18 Projects

Raine reported on the status of each project.

Non-Pharmaceutical Interventions (NPI) – Raine is waiting for a few final invoices, but otherwise the FFY18 phase of the NPI project is complete.

Mental Health Resiliency & Recovery – The four-session training series is complete. Participants appreciated it. Raine will meet with the consultants next week to discuss next steps.

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Public Information Message Mapping / Risk Communications Seminar – The online message map training was sent out last month with the WRHSAC newsletter. The seminar has been moved to FFY2020.

FFY19 Projects

Raine reported on the status of each project.

Public Health Coalitions PPE Restocking – Raine is working on the second round of procurement. EOPSS has now approved the items that were not included in the first round of ordering. Raine still needs specific numbers from Berkshire and Hampden counties.

Public Health Mobile Response Trailer – The trailer has been ordered. It is a base trailer model that will be delivered to the vendor, who will outfit it and will likely have it ready in May or June. The cost came in much less than anticipated, so there is money for another trailer. We do not yet have confirmation of a location that would host a second trailer. Raine asked if that could be discussed at the WAG meeting. We can go out to bid with same specs before the first trailer arrives. We should have money to purchase and outfit a second trailer if the same vendor bids.

FFY2020 Projects

Raine reported on the status of each project. All of the planning projects that have not started yet were moved to FFY2020, which will give us to the end of July 2022. However, these projects often take a lot of time, so we should not wait too long.

Regional Prevention, Response and Recovery from Active Threat – This has been put on hold.

Cybersecurity Planning – This remains on the agenda as a placeholder.

NPI Pandemic Preparedness and Response – We had been talking about doing socialization of the quick implementation guide, possibly including laminating and sending them out to all municipalities. Raine did some research and got estimates. Assuming copies for 101 towns, plus health coalitions and a few extra, she asked for cost estimates for 110 laminated, spiral bound, single sided copies. The quote from CopyCat in Greenfield was close to \$2,000. She also spoke with a bulk mailer, Adams Direct in Greenfield. Their printer gave a quote of \$1,300. They could not give us a good estimate for bulk mailing without having a copy on hand to weigh. However, because they will be bound, they cannot go through the mailing machine. There is an extra cost for non-machinable mailing. Also, the order would not qualify for bulk mailing unless it was over 200 copies, so it would require first class postage. This probably means \$2,000-3,000 for mailing, or around \$4,000-5,000 total to get copies to each town in this manner.

Another alternative could be for health coalitions to conduct a training on it and have it available to download. Sending hard copies might not be best use of our money. Virtual trainings could be recorded, or an online module could be developed, so that the training could be kept readily available. However, in-person trainings with hard copies available could also be an option, or Boards of Health could do it in-person using an online module. Sandra suggested printing more

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of them than Raine had suggested, so that some could go to emergency managers. Carolyn suggested that Bob Barry could give out hard copies at monthly meetings, and health coalitions could give them out, to avoid having to mail them. Raine suggested that it may be worth having a training module up and ready first, and include a letter that goes with the guide, so they could do the training at an EMD meeting instead of just handing them out. There was agreement on proceeding with this strategy. Raine will put together a project justification for next month.

PPE Restocking and Rotation Management – HMCC has been working on a rotation management plan. Raine has been in contact with Xander Sylvain about it. Anything done with this project should be coordinated with HMCC. Raine will bring more information back to this subcommittee at the next meeting.

Carolyn reported that MAPHCO talked about having a joint meeting with REPC in April. This should help us start thinking about how we might do an after action report, as we will hopefully learn more about what issues arose, what trainings would be necessary, and where the gaps are. Raine noted that strategic planning can be part of an AAR project. The AAR itself might not start until summer, but it is not too early to start hot washes. Mark mentioned that an after action report is one of the options for a PHEP deliverable this year. MAPHCO discussed that every PHEP coalition in region one could try to align AAR efforts to get more bang for the buck. Sandra noted that the AAR process is more intensive than the three drills that are the other deliverable option. Mark suggested that they would discuss it at the WAG level.

Risk Communication Seminar – This project was rolled over from FFY18. We need to figure out if we want to keep this as a focus or roll the funds into something else.

Mental Health Resiliency – Raine will have recommendations from the consultants next month.

Budget Review

Raine reported. FFY18 has been mostly wrapped up; Raine is just waiting for a few outstanding invoices. In FFY19, the only money not attached to something is about \$5,000 in the cybersecurity project. The RFP for FRCOG workshops is coming in today, so there is a chance that these funds might be needed. Details about FFY2020 allocations can be found in the budget in today's handouts.

Sandra suggested that for the NPI project we could focus on children, maybe revisiting the work we have done on Children in Emergencies. Or we could focus on multiple aspects, and the tradeoffs involved. Raine noted that we need to look at what is practical for WRHSAC to accomplish for this region within our mission. Sandra recalled that with the comprehensive sheltering plan, the REPCs were grateful and the plans were useful, though other projects we have done have not been as useful. Small towns cannot do this work on their own. We can fill the gaps we see and hope no one ever has to use these products.

Allison suggested we could take a different approach to the NPI project, which so far has focused on biological NPIs. There are also explosions, hazmat incidents, etc., and she does not

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want these to get lost. We could expand on the proposed training or modules introducing people to the NPI guide, and do an exercise series or mini training series to exercise people through a few different hazards and scenarios. This could involve a lot of injects and could bring up things we have experienced in this pandemic that did not seem like a big issue two years ago. For example, no one was thinking that children would be out of school for a year and a half or what the long term mental health effects of that might be. We want to make the implementation guide useful beyond a pandemic. It is a good public health tool.

Sandra recalled that we were also talking about funding a robust AAR project with the NPI money. Carolyn noted that it is critical to think about how issues are interrelated, such as mental health, rural poverty, and food insecurity. Raine pointed out that the process of refining what we want in an AAR could be a project itself.

Regarding funding for an NPI workshop series or an AAR, Raine noted that there is \$24,000 set aside for a risk communications seminar. If we called it an NPI risk communications workshop series, we could use that money for that. That could include an online module, a letter to introduce the guide, and the workshops. The funds for the regional response project and the remaining NPI project funds together are about \$177,000. We could do a strategic planning process for the AAR and then also AAR itself. Mark noted that an AAR project should also include improvement plans. He suggested that one way to keep this from getting too big could be to bound it by WRHSAC membership disciplines. Raine will try to put together basic project proposals for the April meeting that incorporate the ideas discussed today.

Requests – None.

Old Business

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – This remains on the agenda as a place holder.

New Business

Regional COVID Vaccine Clinics – Jeanne asked for updates from each county about regional vaccine clinics. The biggest issues across the region included shortages of vaccine and the challenges of appointment slots being taken up by people from the Boston area, sometimes with the help of registration bots. The clinics themselves have been running smoothly, and people who have gotten to clinics have been happy and have been able to get in and out quickly.

FFY2021 Investment Plan – The FFY2021 Notice of Funding Opportunity has been issued. Raine included estimates in today's handouts. Funding will be similar to last year, with \$1,247,000 for the Council. About 18% of the grant usually goes to this subcommittee, or about \$224,000. However, we have a lot of T&E funds unspent for FFY2020, so we might not see much need for new T&E funding this year, which might allow us to flip things around. FFY2021 projects would likely start around January 2022, with the grant ending at the end of July 2023. Raine reviewed the recommendations from EOPSS regarding project planning. Discussion touched on expanding the scope of NPI; revisiting the Children and Disasters project; continuing

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cybersecurity as it is a priority of EOPSS and FEMA; continuing the mental health and resiliency project; and focusing on equity in disaster response, which could also fit into combatting violent extremism. Allison suggested including NAACP or other groups that could speak to this, as we need to be more intentional about increasing diversity. A project could review existing plans and establish considerations for new plans, as we did with the functional needs access project. Carolyn pointed out that rural poverty is underestimated and that it contributes to equity issues as well, so we should not focus exclusively on race or gender.

Consensus emerged on the following priorities and ranges for funding, with a total request from the subcommittee of \$330,000.

1) Regional coordination of NPI improvement plans	\$75,000
2) Taking Children and Disasters to the next phase	\$40,000-50,000
3) Equity and Access for Emergency Response Planning	\$75,000
4) First Responder Mental Health	\$50,000
5) Cybersecurity	\$30,000-40,000
6) Public Health Mobile Response Options	\$30,000-\$40,000

Larry noted that it is difficult to come up with cybersecurity projects that we can do. Carolyn added that the little towns do not have the knowledgeable staff and need to hire someone. Raine mentioned that this is an idea she is working on with MassCyberCenter. We can continue to roll out trainings but it has little effect because there is no one in small towns to carry it forward. There are discussions about other solutions and this has been rolled up to EOTSS and the undersecretary. The idea would be for EOTSS to create a grant to establish a regional chief information security officer (CISO) rather than pursue more consultant-based solutions. This would enable towns to know how much they need to budget for IT and cyber security, and they would know that there is already a person hired.

Items unforeseen by the chair – None.

Next Meeting

The next meeting of WRHSAC’s Pan Flu Planning subcommittee will be held on Tuesday, April 6, at 9:00 am, as a virtual meeting.

Motion: Sandra Martin moved to adjourn the meeting. Monica Wynne seconded the motion. A roll call vote was held. Sandra Martin, Allison Egan, Todd Zukowski, Larry Holmberg, Mark Maloni, Monica Wynne, and Carolyn Shores Ness voted in favor. The motion passed.

The meeting adjourned at 10:45 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee March 2, 2021 Meeting Agenda
- Planning & Pan Flu Subcommittee February 2, 2021 Meeting Minutes (Draft)

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- WRHSAC FFY18 Planning & Pan Flu Budget Report through 2/26/2021
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 2/26/2021
- WRHSAC FFY2020 Planning & Pan Flu Budget Report through 2/26/2021
- WRHSAC Pan Flu Planning Subcommittee FFY2021 Investment Plan Considerations

Respectfully submitted by:
Rachel Mason, WRHSAC Program Assistant
Western Region Homeland Security Advisory Council
Franklin Regional Council of Governments

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Subcommittee members present: Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Mark Maloni (HMCC/FRCOG), Sandra Martin (BRPC), Tracy Rogers (HMCC/FRCOG), Monica Wynne (Baystate)

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

Subcommittee members absent: Allison Egan (BRPC), Loren Davine (HPHC/MRC), Chris Goshea (PVPC), Tom Grady (BCSO), Michael Nelson (DPH), Carolyn Shores Ness (Deerfield BOS/BOH), Tammy Spencer (Southwick Public Health), Todd Zukowski (PVPC)

**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 2, 2021 meeting.

Motion: Sandra Martin moved to approve the March 2, 2021 meeting minutes as submitted. Larry Holmberg seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Sandra Martin, and Mark Maloni voted in favor. Tracy Rogers abstained. The motion was approved.

Introductions followed.

Public Health/Flu Update

Jeanne reported. Flu is non-existent, but COVID is still around, and numbers are creeping back up. It is possible to see variants on MAVEN. The B.1.1.7 variant is in Springfield. Jeanne asked about vaccination clinics in each county and from the hospitals. Overall things have been running smoothly despite lack of consistency from the state. A few more mass vaccination sites are being approved, including in this region, but there is no opening date for them yet.

FFY18 Projects Wrap Up

Raine reported on the status of each project. The FFY18 grant closed last week, and Raine was able to balance it out to zero with a split project.

Non-Pharmaceutical Interventions (NPI) – The FFY18 phase wrapped up last month.

Mental Health Resiliency & Recovery – The FFY18 phase wrapped up, with the final report in today's handouts with recommended next steps (see FFY2020 discussion, below).

Public Information Message Mapping / Risk Communications Seminar – The spokesperson training just wrapped up and should be live soon.

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FFY19 Projects

Raine reported on the status of each project.

Public Health Coalitions PPE Restocking – Raine has been working with the health coalitions to get more specifics about items to purchase, and to get shared specifications. These were finalized and went to MAPC yesterday. MAPC has two other big PPE projects that they are working on, so it is likely that they will do one large PPE procurement because of so much overlap. One thing they have changed this time is that instead of asking for a specific number of items, we are asking for as many as we can get within a certain dollar amount. The vendor who we awarded the gloves to in the first round did not inform us that they only ship in allotments of 100. Some coalitions asked for odd amounts and did not get all of them, but Raine took the money that would have gone towards gloves and bumped up the amount in the new procurement.

Public Health Mobile Response Trailer – The dealer is waiting for the base trailer to be delivered to them, then they will start building it to our specifications. We will be spending a little over half of the allocation on this trailer, so if we want to get a second one, we will need more money, or we can find another way to spend the money. Sandra asked if we have a location for a second trailer. Tracy responded that Greenfield is likely. She will find out on Wednesday.

FRCOG Cybersecurity Workshops – This project is on track. Workshops will start in May.

FFY2020 Projects

Raine reported on the status of each project.

Regional Prevention, Response and Recovery from Active Threat – See NPI discussion (below)

Cybersecurity Planning – This remains on the agenda as a placeholder. Sandra asked about the idea Raine had previously mentioned about hiring someone regionally to oversee cybersecurity. Raine is talking with EOPSS about it and also with the Mass Cyber Center working group. The goal would be to have regional Cyber Information Security Officers (CISO) instead of towns having to hire their own IT/cyber person. The regional person or team would likely be positioned in an RPA and serve the towns. The idea is to use a grant to pilot a regional position, and part of grant's job would be to help municipalities transition their budget over several years to sustain the position. Discussion with EOPSS has included the possibility that the four Councils could do strategic planning together about this. FFY2020 money could go toward a research and discovery project to see if it is a valid and workable idea.

NPI Pandemic Preparedness and Response –

i) - NPI Risk Communications and Guide Socialization Workshops: See draft proposal in packet. Raine broke this into two main tasks, one to make an online training course from the implementation guide, and one to develop a series of workshops. The audience is the people we created the guide for (EMDs, public health, etc.). The first part would be a self-paced online learning module, training people how to use the guide, and then the workshops would be about

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risk communication. Sandra noted that the trade-offs and consequences was missing from the training in the proposal as a concept that should be in the list of things to teach people about NPI. It is in the matrix, so the concept should be introduced.

For funding, Raine suggested that we could utilize the \$24,125 that was allocated for the risk communication seminar, but she wondered if that would be enough. We would also need to decide if the workshops should be virtual or in-person. Sandra suggested that if they were set up to be virtual, they could also be switched to in-person. The money might be tight for in-person workshops. Jeanne noted that anything taking place in 2021 should be planned for virtual.

Raine also asked for input in determining the level of subject matter expertise for the proposal. She put in the draft that the vendor should have subject matter expertise in public health and/or NPI, and would be subject to our approval, but wondered if there was different wording that would be better. Mark responded that the more specific we get, the more we are limiting who can do it versus seeing the larger pool. Raine suggested that we could also have more than one vendor do this: one for the online module and one for the workshops. In discussion, there was agreement that the tasks require different skills but that continuity between the tasks would be important. The committee's preferred approach would be to say that subcontracting is allowed, and/or to say that our preference is that a single vendor do both tasks and that we will accept bids from vendors who only want to do a single task, but we reserve the right to reject those in favor of one who can do both. Raine will talk with MAPC about how to do that. We are also constrained in that we can only do an RFQ not RFB because of the funding amount.

Motion: Larry Holmberg moved to approve the project as outlined in the proposal and based on our comments today, with funding of \$24,125 from the FFY2020 risk communication seminar line. Mark Maloni seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Mark Maloni, Tracy Rogers, and Monica Wynne voted in favor. Sandra Martin abstained. The motion was approved.

ii) Regional NPI AAR Strategic Planning Process: Raine broke the AAR into two stages, starting with strategic planning, though that could be a different name. This would be a process to help us refine what is to be included in an AAR/IP looking at the public health response to COVID in our region. In the draft proposal, Raine included \$40,000 for this project and a timeline of June through October. The money would be what is currently in the regional prevention, response and recovery project. Larry agreed that \$40,000 is good, but suggested that we need to change the term, as it is more of a focusing project rather than strategic planning. Mark suggested calling it a scoping process. There was agreement among subcommittee members that there does not need to be funding included to cover the time they will spend meeting with a consultant, as that is part of their duties as subcommittee members.

Further discussion ensued about qualifications. There was agreement that the consultant needs strategic planning skills but also familiarity with public health and an understanding of AARs. Other qualifications mentioned included familiarity with HSEEP, skills in facilitation, ability to focus, good listener, and someone who can interview the subcommittee members and meld

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responses. We might want a Gantt chart as a deliverable, which would require someone with project management skills. Raine noted that we could have broad milestones that we want them to reach. Several people referred to the process used to establish HMCC, but Mark pointed out that he and Tracy spent many hours with them training them on emergency preparedness. It required a huge investment of their time. We want the consultant(s) to understand emergency management, public health, and local government so we do not have to train them. They can subcontract if they do not have that experience on their team.

Motion: Tracy Rogers moved to approve \$40,000 for the scoping and strategic planning of the NPI Response AAR/IP. Mark Maloni seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Mark Maloni, Tracy Rogers, and Monica Wynne voted in favor. Sandra Martin abstained. The motion was approved.

iii) Regional NPI AAR: There is no scope of work yet because the planning process will create it. The AAR process itself will take at least a year, tentatively set for November 2021 through November 2022. That timeline would depend on the FFY2020 grant being extended, as it currently runs through July 2022. However, we will likely need an extension for other projects too. The money for this currently sits in the NPI budget line for \$138,134. This project would likely take more commitment of PHEPs' time, so the draft proposal would be to split the budget with \$40,000 for county PHEPs, plus \$98,000 for consultant. However, we do not need a motion on this today. There was agreement to reserve the \$138,134 for this project, but to hold off on deciding how to split it.

PPE Restocking and Rotation Management – This committee has not yet started to work on this project, but HMCC has been doing work on this. At the beginning of the COVID response they found expired equipment, as there had been no plan for how to restock PPE caches. When WRHSAC was first formed, a lot of effort was made to purchase PPE. All of that PPE expired, mostly before it was used, and the Council decided not to spend more money on restocking. The pandemic has shown that we need highly effective maintenance and rotation plans for PPE. In today's packet is how HMCC is now rotating stock so that before it reaches end of life they contact stakeholder entities and ask to trade. PPE needs to be compatible site to site.

Sandra brought up the idea of having a vendor driven rotation plan. Tracy replied that they discussed it at HMCC, but it does not always work out if everyone wants it at the same time. Raine explained that the biggest hurdle to embed the Council into the HMCC process is that we have stakeholders HMCC does not, e.g. law enforcement. She talked with Xander about the possibility of creating an agreement to have those entities added to the call list. Also, what is available out of this cache is meant to be a just-in-time supply to last a couple of days before you get a month-long supply from DPH. See the HMCC documents in today's packet. Our project could focus on how to mesh our efforts with HMCC efforts and see if there more physical locations that need to be identified. A planning process would not be needed in this case, so those funds could be used to help stock the caches.

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Tracy asked about storage options. Raine replied that WRHSAC is proposing to build non-temperature controlled ClearSpan structures designed to store heavy outdoor equipment, so that would not be appropriate for PPE storage. Further discussion ensued around the idea of adding a room or Conex box with a mini-split for temperature control in each county. We would need to find out if that is possible and what it would cost.

We need to decide if the \$40,000 available for this project would go to purchasing PPE, securing a climate controlled location, assisting HMCC with rent, purchasing a Conex box, or something else. Funding for the building project will not be available until January of 2022, and this funding runs out in July 2022. Tracy noted that HMCC has money to spend by the end of June, so if they are buying a Conex box they will do it soon. Raine added that MEMA also has a new storage facility in central Mass. Larry suggested that depending how full the Conex boxes are, they could also be used as a MEMA POD (Point of Distribution). Raine noted that there has been discussion of using the storage shelters as PODS, but for quick turnaround rather than storage because they had not planned for those to be climate controlled.

Motion: Sandra Martin moved to approve \$40,000 to begin the process of PPE restocking and rotation management planning, with physical outcomes to be identified later. Tracy Rogers seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Sandra Martin, Mark Maloni, Tracy Rogers, and Monica Wynne voted in favor. The motion was approved.

Risk Communication Seminar – See NPI discussion (above).

Mental Health Resiliency – The report from the consultants was comprehensive and included suggestions for how to continue. We have \$109,370 for this project in FFY2020, including the funds we rolled over from FFY18 and FFY19. The first recommended task is to continue supporting online training modules and to add more. We would aim for an in-person leadership training next spring. They also suggested adding research related to recommending or adapting a training that would lead to more advanced skills and heightened mental health awareness for first responders. The funding suggestion was for \$25,000 but that does not include in-person training, and Raine also thinks it might be a little low for including research. The second task was for mental health conference every two years, with the inaugural conference taking place in the spring or fall of 2022. Based on previous conferences, Raine recommends \$25,000 for that. The next task involves an anti-stigma campaign, similar to what they have in British Columbia, and a steering committee, also as they have in BC, focusing on mental health for first responders. The BC steering committee is based in their workers comp and gets funding from there, so we would need to look at sustainability here. That could cost \$30,000-\$50,000 depending on how we do it.

Jeanne suggested taking motions on the first two tasks and then discussing the anti-stigma campaign later. She noted that the state is also working on an anti-stigma campaign and we might be able to work with them. She also suggested that Intermunicipal Insurance might be interested. Raine noted that she had started conversations with EAP providers and they were all interested in the conversation, but she does not know if they would be willing to house a steering

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committee. BCWorkSafe serves all of British Columbia, unlike here. Tracy suggested getting in touch with EFIS, which does firefighter insurance. Larry noted that they also do strategic planning. He will send Raine contact info.

Motion: Sandra Martin moved to approve up to \$35,000 for the steps outlined in Phase 1 of the Mental Health Resiliency and Recovery report recommendations. Mark Maloni seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Sandra Martin, Mark Maloni, Tracy Rogers, and Monica Wynne voted in favor. The motion was approved.

Motion: Sandra Martin moved to approve up to \$25,000 for an inaugural conference as described in the Mental Health Resiliency and Recovery report recommendations. Larry Holmberg seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Sandra Martin, Mark Maloni, Tracy Rogers, and Monica Wynne voted in favor. The motion was approved.

Budget Review

Budgetary items were discussed in other parts of meeting.

Requests – None.

Old Business

FFY2021 Investment Plan – See today’s packet. What had been proposed by this subcommittee is a little different than what we ended up with. We had to include more cybersecurity, together with the T&E subcommittee, to meet the minimum criteria. Most of the others stayed the same. Public health mobile response options was removed because it had been identified as the lowest priority. This grant is expected to begin in January 2022 and run through July 2023.

Raine reported that during the full Council meeting, Jeanne and Sandra had asked about emerging threats funding being used for natural disasters, climate change, or public health. The short answer is no; this category is specifically focused on emerging threats in terrorism. We can do those types of projects, but not as our 5% minimum criteria for emerging threats.

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – This remains on the agenda as a place holder.

New Business – None.

Items unforeseen by the chair – None.

Next Meeting

The next meeting of WRHSAC’s Pan Flu Planning subcommittee will be held on Tuesday, May 4, at 9:00 am, as a virtual meeting.

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Motion: Sandra Martin moved to adjourn the meeting. Tracy Rogers seconded the motion. A roll call vote was held. Sandra Martin, Tracy Rogers, Jeanne Galloway, and Monica Wynne voted in favor. The motion passed.

The meeting adjourned at 10:57 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee April 6, 2021 Meeting Agenda
- Planning & Pan Flu Subcommittee March 2, 2021 Meeting Minutes (Draft)
- WRHSAC FFY2018 First Responder Mental Health Resiliency & Recovery Final Report
- FFY2020 NPI Risk Communications Socialization and Workshops – Draft Proposal
- WRHSAC COVID-19 Response NPI AAR Strategic Plan and AAR/IP – Draft Proposal
- HMCC PPE Maintenance and Rotation Plan
- HMCC Regional PPE Cache Request Process
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 4/1/2021
- WRHSAC FFY2020 Planning & Pan Flu Budget Report through 4/1/2021
- WRHSAC FFY2021 Initial Project List and Budget

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
Planning / Pan Flu Subcommittee Meeting
Tuesday, May 4, 2021, 9:00 am

Subcommittee members present: Allison Egan (BRPC), Loren Davine (HPHC/MRC), Jeanne Galloway (West Springfield), Mark Maloni (HMCC/FRCOG), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Lauri Solomon (FRCOG), Monica Wynne (Baystate)

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

Subcommittee members absent: Chris Goshea (PVPC), Tom Grady (BCSO), Larry Holmberg (HREPC), Michael Nelson (DPH), Tracy Rogers (HMCC/FRCOG), Tammy Spencer (Southwick Public Health), Todd Zukowski (PVPC)

**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 April 6, 2021 meeting.

<p>Motion: Sandra Martin moved to approve the April 6, 2021 meeting minutes as submitted. Carolyn Shores Ness seconded the motion. A roll-call vote was held. Mark Maloni, Sandra Martin, Jeanne Galloway, Monica Wynne, and Carolyn Shores Ness voted in favor. Allison Egan and Lauri Solomon abstained. The motion was approved.</p>
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Introductions followed.

Public Health/Flu Update

Monica Wynne reported that there is no flu in the hospitals; however, they are still seeing a lot of COVID-19. The numbers are in the 50s in admitted patients and double digits in the ICU. Baystate is continuing vaccine clinics and now also doing walk-ins. Sandra Martin reported that Berkshire County also has started walk-in clinics and traveling clinics, and they are trying to work with businesses and organizations to make it as convenient as possible for people. Carolyn Shores Ness reported that Franklin County has vaccine coming in, but sign-ups are slow. They will be breaking into spoke clinics again to try to make it more convenient. Jeanne reported that Hampden County is now operating a regional clinic at the Eastern States Expo grounds, but many people are signing up and then canceling or not showing. Chicopee also opened a clinic two days a week, and there are still clinics at Baystate and at the Eastfield mall, plus a few smaller clinics. Loren Davine reported that in Hampshire County the main clinic is the one at the Northampton Senior Center. A satellite site in Amherst is doing smaller, shorter clinics with a portion of the vaccine batch. UMass has also been operating a clinic with nursing students. Loren has also been collaborating with Hilltown Health. They have access to the vaccine but not enough staff or space, so Loren and the MRC are assisting with vaccine rollout in the hilltowns. The current plan in Hampshire County is to continue giving first doses through May and second doses through June, then to hold smaller clinics targeted for specialized populations.

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FFY19 Projects

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

Public Health Coalitions PPE Restocking – MAPC is nearly set to begin the second round of procurement. They are merging our project with two other large PPE projects to avoid accusations of bid splitting. Rather than asking again for quotations for a specific quantity of supplies, this time they are asking for the quantity available for up to a certain dollar amount. This strategy will help zero out the funds for the project.

Public Health Mobile Response Trailer – This is in the process of being customized and is on track for delivery in June. In today’s meeting handouts is a letter of interest from the Greenfield Fire Department to be a host for a second trailer. The funding available is just shy of what we would need if the same company bid at the same price, as we still need to purchase medical and office supplies for the Pittsfield trailer. We would need to move some money from elsewhere if we proceed with a second trailer.

Motion: Carolyn Shores Ness moved to support the Greenfield Fire Department’s request for a public health mobile response trailer. Sandra Martin seconded the motion. A roll-call vote was held. Mark Maloni, Sandra Martin, Allison Egan, Jeanne Galloway, Lauri Solomon, Monica Wynne, Loren Davine, and Carolyn Shores Ness voted in favor. The motion was approved.

Motion: Carolyn Shores Ness moved to transfer \$5,000 from the cybersecurity budget line to the public health mobile response trailer budget line in FFY19. Sandra Martin seconded the motion. A roll-call vote was held. Mark Maloni, Sandra Martin, Allison Egan, Jeanne Galloway, Lauri Solomon, Monica Wynne, Loren Davine, and Carolyn Shores Ness voted in favor. The motion was approved.

Raine will do an amendment to the project justification to get approval for the purchase of a second trailer, and she will work with MAPC to get the specs out.

FRCOG Cybersecurity Capacity Building Workshops – The contract is in place. The FRCOG has had an initial meeting with the consultant. It is the same consultant who did the feasibility study. Workshops will likely begin in June, pause for the summer, and continue in the fall through November. They will be virtual and will be recorded and placed on the FRCOG website and likely also on the WRHSAC website.

FFY2020 Projects

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

Cybersecurity Planning – We have \$50,000 to use through the end of July 2022.

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NPI Pandemic Preparedness and Response –

i) NPI Risk Communications and Guide Socialization Workshops: The online training and virtual workshops have been approved, and Raine is working on the Scope of Work. BRPC has requested that the Scope of Work be shared with them so they can bid on it, so to be fair Raine will send it to all RPAs. It will also be open to any other consultant who might see the request.

ii) Regional NPI AAR Scope and Development: Raine is working on the Scope of Work. BRPC has also expressed interest in this one, so Raine will send it to the other RPAs, too. However, she cautioned that the people involved in COVID response in the region may be too close to be involved in this. We need expertise, but we also need an outside look. The goal is to get both procurements out as soon as possible, but Raine anticipates that we will need an extension of FFY2020 to complete the AAR project.

PPE Restocking and Rotation Management – This project will happen in collaboration with HMCC and will include consultation with MEMA to learn more about how they are using their new warehouse. We are not yet able to write up what our role will be. Tracy asked that we wait until June before delving into further conversations.

Mental Health Resiliency, continued – The project tasks approved here last month were approved by EOPSS. This includes two more virtual sessions of first responder mental health training and one in-person session, plus development of the first biannual seminar.

Budget Review

Raine reported. See the budget report in today's handouts for details. All projects are moving forward, and all funds have been allocated for specific projects except the \$50,000 for cybersecurity in FFY20. In FFY2020, we have just over \$138,000 set aside for the AAR process.

Requests – None.

Old Business

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – This remains on the agenda as a place holder. Sandra remarked that there have been requests in Berkshire County to revisit plans and rethink them in light of the pandemic. We can learn from other states that have had to do big evacuations during pandemic. Jeanne agreed that there is a lot we can learn from others but noted that it is not currently our top priority. It will remain on the agenda.

New Business – None.

Items unforeseen by the chair – Mark noted that we had extended the pan flu/planning committee meeting time because we were frequently having lengthy meetings. We are now having shorter meetings, so he wondered about moving back to a 9:30 start time. Raine suggested that we keep it at 9 am so that during the AAR process we could use the extra time for

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work with the consultant. For example, the subcommittee meeting could be from 9-10 am, and we could reserve 10-11 am for work with consultant. There was general agreement to this idea.

Next Meeting

The next meeting of WRHSAC's Pan Flu Planning subcommittee will be held on Tuesday, June 1, at 9:00 am, as a virtual meeting.

Motion: Carolyn Shores Ness moved to adjourn the meeting. Mark Maloni seconded the motion. A roll call vote was held. Mark Maloni, Sandra Martin, Jeanne Galloway, Lauri Solomon, Allison Egan, Loren Davine, and Carolyn Shores Ness voted in favor. The motion passed.

The meeting adjourned at 9:39 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee May 4, 2021 Meeting Agenda
- Planning & Pan Flu Subcommittee April 6, 2021 Meeting Minutes (Draft)
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 5/3/2021
- WRHSAC FFY2020 Planning & Pan Flu Budget Report through 5/3/2021
- Letter from Robert Strahan Re: Public Health Mobile Unit, dated April 9, 2021

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), Loren Davine (HPHC/MRC), Jeanne Galloway (West Springfield), Mark Maloni (HMCC/FRCOG), Sandra Martin (BRPC), Tracy Rogers (HMCC/FRCOG), Lauri Solomon (FRCOG), Monica Wynne (Baystate)

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

Subcommittee members absent: Chris Goshea (PVPC), Tom Grady (BCSO), Larry Holmberg (HREPC), Michael Nelson (DPH), Carolyn Shores Ness (Deerfield BOS/BOH), Tammy Spencer (Southwick Public Health), Todd Zukowski (PVPC)

**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 4, 2021 meeting.

Motion: Sandra Martin moved to approve the May 4, 2021 meeting minutes as submitted. Tracy Rogers seconded the motion and suggested a minor modification for clarity on p.3. A roll-call vote was held on the modified draft. Lauri Solomon, Sandra Martin, Jeanne Galloway, Mark Maloni, Loren Davine, Allison Egan, and Monica Wynne voted in favor. Tracy Rogers abstained. The motion was approved.

Introductions followed.

Public Health/Flu Update

Jeanne Galloway reported. Restrictions have been lifted as if the COVID pandemic is over, though concerns remain.

FFY19 Projects

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

Public Health Coalitions PPE Restocking – Bids for second round of procurement have come in. Raine will determine how many pieces we can get for the dollar amount and populate the purchase orders.

Public Health Mobile Response Trailer – Raine checked in with the vendor. We are looking at late June for delivery for the one currently being built. Once it arrives, we will do procurement for medical and office supplies. At last month's meeting we approved the purchase of a second trailer. This was approved by EOPSS, so Raine will be working on the specs for procurement.

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FRCOG Cybersecurity Capacity Building Workshops – The consultant conducted a survey of towns that will be participating to see whether they wanted workshops to start in June or in the fall. Most towns opted for the latter, so these will start in the fall and run into December.

FFY2020 Projects

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

Cybersecurity Planning – We have \$50,000 for cybersecurity projects in FFY2020. See the proposal in today’s packet for a regional Chief Information Security Officer (CISO). As lead of the municipal group at the cyber resilient working group, Raine has had conversations with Seth Bouvier at EOPSS and with the other Homeland Security Councils. This proposal is for a joint project in which we would put in \$25,000 to \$30,000 to conduct a feasibility study.

Motion: Sandra Martin moved to approve the proposal at \$30,000. Allison Egan seconded the motion. A roll-call vote was held. Lauri Solomon, Sandra Martin, Jeanne Galloway, Tracy Rogers, Mark Maloni, Loren Davine, Allison Egan, and Monica Wynne voted in favor. The motion was approved.

NPI Pandemic Preparedness and Response –

- i) NPI Risk Communications and Guide Socialization Workshops: Quotes are due this afternoon.
- ii) Regional NPI AAR Scope and Development: BRPC won the quote; we will hear from them later in the agenda.

PPE Restocking and Rotation Management – This project is on pause until later in June or July when Raine can have sit down meetings with HMCC and MEMA to get a broader picture of what is happening in the region and state and how our project can fit in.

Mental Health Resiliency, continued – Lillian Lennox and Calla Harrington were the successful bidders, and purchase orders were issued to them. Raine will continue working with them to plan two more virtual training sessions and one in-person session for next spring. They will also start to plan a large conference for first responders, families, and organizations.

Budget Review

Raine reported. We have all FFY19 funds allocated. The majority of FFY20 projects are in movement or the money is already earmarked. After today’s vote we will have \$20,000 left for cybersecurity, and we have just over \$138,000 set aside for the AAR.

Requests – None.

Old Business

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – This remains on the agenda as a place holder.

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New Business

NPI AAR Scope Development Kick-Off Meeting – Sandra Martin and Laura Kittross led a discussion with PowerPoint slides to start the AAR Scope Development project. Their objective is to develop a detailed Scope of Services by October 5. Today’s discussion was to start the work on setting the boundaries of the scope. Sandra and Laura went through the strategic planning process timeline. Their proposal is that the AAR should document how the COVID-19 response worked or did not work at the local, county, and Western MA levels and identify what we can change to make the next response work better. This would be both to keep it manageable and to keep the focus on where we could have the most opportunity to effect change, but we can also send comments up the line. A discussion followed regarding who is on their initial lists of responders and priority issues. At the July meeting we will set the final draft priority groups and issues.

Raine noted that she is working on the next WRHSAC newsletter. BRPC will send her something to include in it as an announcement about this process, possibly including a link to an online survey link to solicit feedback and ideas and to ask about other plans or intentions for AARs. Sandra asked if the subcommittee wanted to create a working group with additional meetings. Mark replied that he is willing to join additional meetings. This topic will be revisited in July. Sandra will update the PowerPoint with the suggestions made today, and then send the slides to Raine to share with the subcommittee.

Items unforeseen by the chair – None.

Next Meeting

The next meeting of WRHSAC’s Pan Flu Planning subcommittee will be held on Tuesday, July 6, at 9:00 am, as a virtual meeting.

Motion: Tracy Rogers moved to adjourn the meeting. Lauri Solomon seconded the motion. A roll call vote was held. Lauri Solomon, Sandra Martin, Tracy Rogers, Allison Egan, Jeanne Galloway, Loren Davine, and Monica Wynne voted in favor. The motion passed.

The meeting adjourned at 9:58 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee June 1, 2021 Meeting Agenda
- Planning & Pan Flu Subcommittee May 4, 2021 Meeting Minutes (Draft)
- Regional CISO Feasibility Study Proposal
- BRPC NPI AAR Scope Development Work Plan
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 5/27/2021
- WRHSAC FFY2020 Planning & Pan Flu Budget Report through 5/27/2021

Respectfully submitted by:

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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), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Tracy Rogers (HMCC/FRCOG), Lauri Solomon (FRCOG)

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

Subcommittee members absent: Loren Davine (HPHC/MRC), Chris Goshea (PVPC), Tom Grady (BCSO), Mark Maloni (HMCC/FRCOG), Michael Nelson (DPH), Tammy Spencer (Southwick Public Health), Monica Wynne (Baystate), Todd Zukowski (PVPC)

**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 June 1, 2021 meeting.

Motion: Sandra Martin moved to approve the June 1, 2021 meeting minutes as submitted. Tracy Rogers seconded the motion. A roll-call vote was held. Jeanne Galloway, Sandra Martin, Tracy Rogers, and Allison Egan voted in favor. Larry Holmberg abstained. The motion was approved.

Introductions followed.

Public Health/Flu Update

Jeanne Galloway reported. Incidence rates of COVID are down in Hampden County, though they have had a few cases of vaccinated people testing positive recently. No West Nile Virus or EEE have been detected yet.

FFY19 Projects

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

Public Health Coalitions PPE Restocking – All purchase orders for the second round of ordering have been populated and are at MAPC. Each county coalition will receive copies of purchase orders when they are issued. The purchase orders look different than before because we bid by dollar amount this time. If there is any money left over from this project, Raine will move it to the public health mobile response trailer.

Public Health Mobile Response Trailer – Raine had anticipated that the Pittsfield trailer would be delivered in late June, but she has not heard anything yet. She will check in. Specifications for office supplies and medical supplies are at MAPC, as are the specifications for a second trailer to be hosted by Greenfield. We may need more money for equipment for that trailer.

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FRCOG Cybersecurity Capacity Building Workshops – There is a draft of the workshop schedule in today’s handouts. The priority is Franklin County towns, but Raine will talk to the consultants to see if they can handle greater capacity so the workshops can be opened up to others. Trainings will be recorded and will go on the FRCOG and WRHSAC websites.

FFY2020 Projects

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

Cybersecurity Planning – The Regional CISO project was approved by WRHSAC and also by the Northeast and Central Councils. The Southeast Council asked for more details and will consider it again next month.

NPI Pandemic Preparedness and Response –

- NPI Risk Communications and Guide Socialization Workshops: Raine shared the guide this morning from the group that was awarded the contract, eLearningLair. This is the same vendor who did the cybersecurity training series last October, and they are also doing the transfer of the online shelter modules. They have a new public health person they brought in for this project.

- Regional NPI AAR Scope and Development: This will be discussed later in the meeting.

PPE Restocking and Rotation Management – This project has not yet begun, as we were waiting to get through end of the state fiscal year. We need to talk with HMCC and MEMA to get a better understanding of what is happening between those agencies and where WRHSAC can fill gaps.

Mental Health Resiliency, continued – Raine has a kick-off meeting this Friday with the consultants to start Phase 2 of the project. The first step is to schedule two more virtual sessions of the Building Healthy Workplaces workshops.

Budget Review

Raine reported that things are going well in terms of the budget. Everything for FFY19 is allocated, though we might need to flip a small amount from the PPE restocking project to the mobile response trailer. For FFY20, we allocated \$30,000 of the \$50,000 that we have for cybersecurity. The NPI workshops and AAR scope development projects are fully allocated, leaving just over \$138,000 on hold for the AAR. The PPE restocking and rotation management project has \$40,000 allocated. For the mental health resiliency project, we have contracted with the consultants for \$32,000, which leaves almost \$50,000 for other aspects of that project. There were other items identified in the Phase 1 final report, and Raine will talk with consultants on what we can start doing. As of now it needs to be spent by the end of July, 2022, though we will need extension on the FFY2020 award.

Requests – None.

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Old Business

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – This remains on the agenda as a place holder.

New Business

NPI AAR Scope Development Check In – Sandra Martin reviewed the responses to the surveys and targeted interviews and led the committee in a discussion to modify the lists of priority responder groups, priority issues, and questions to be answered in an AAR.

Items unforeseen by the chair – None.

Next Meeting

The committee discussed whether to meet next month or to cancel the August meeting as is customary. There was agreement that an August meeting was not needed.

Motion: Carolyn Shores Ness moved to cancel the August Pan Flu/Planning Subcommittee meeting. Larry Holmberg seconded the motion. A roll call vote was held. Jeanne Galloway, Tracy Rogers, Carolyn Shores Ness, Larry Holmberg, Lauri Solomon, and Allison Egan voted in favor. Sandra Martin abstained. The motion passed.

The next meeting of WRHSAC's Pan Flu Planning subcommittee will be held on Tuesday, September 7, at 9:00 am, as a virtual meeting.

Motion: Carolyn Shores Ness moved to adjourn the meeting. Tracy Rogers seconded the motion. A roll call vote was held. Jeanne Galloway, Sandra Martin, Tracy Rogers, Carolyn Shores Ness, Larry Holmberg, Lauri Solomon, and Allison Egan voted in favor. The motion passed.

The meeting adjourned at 10:15 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee July 6, 2021 Meeting Agenda
- Planning & Pan Flu Subcommittee June 1, 2021 Meeting Minutes (Draft)
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 7/1/2021
- WRHSAC FFY2020 Planning & Pan Flu Budget Report through 7/1/2021
- FRCOG Cybersecurity Workshop Schedule (Draft)
- Public Health Response Consultant AAR Scope Development - June Report
- RFP: WRHSAC20 – NPI Implementation Online Training and Workshops

Respectfully submitted by:
Rachel Mason, WRHSAC Program Assistant
Western Region Homeland Security Advisory Council
Franklin Regional Council of Governments

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Subcommittee members present: Allison Egan (BRPC), Loren Davine (HPHC/MRC), Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Mark Maloni (HMCC/FRCOG), Sandra Martin (BRPC), Carolyn Shores Ness (Deerfield BOS/BOH), Tracy Rogers (HMCC/FRCOG), Todd Zukowski (PVPC)

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

Subcommittee members absent: Chris Goshea (PVPC), Tom Grady (BCSO), Michael Nelson (DPH), Lauri Solomon (FRCOG), Tammy Spencer (Southwick Public Health), 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 9:01 am.

Approval of Minutes

The committee reviewed the minutes from the July 6, 2021 meeting.

Motion: Sandra Martin moved to approve the July 6, 2021 meeting minutes as submitted. Tracy Rogers seconded the motion. A roll-call vote was held. Sandra Martin, Larry Holmberg, Tracy Rogers, Mark Maloni, Allison Egan, and Todd Zukowski voted in favor. The motion was approved.

Introductions followed.

Public Health/Flu Update

Sandra Martin reported that Covid cases are rising and advised that everyone take maximum precautions, including wearing N95 masks in public places. Laura Kitross added that although cases are increasing in Western MA, they have started to go down in the US overall, though that may be an effect of Labor Day reporting. The NY Times published an estimate today that the chances of a breakthrough case if you are fully vaccinated is between 1 in 5,000 and 1 in 10,000.

FFY19 Projects

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

Public Health Coalitions PPE Restocking – This project went over the \$100,000 allocation by \$4,166.92. There is \$3,845 not used in the FFY19 Cyber Capacity Building project that could be moved into project, leaving \$321.92 that could be taken from the over \$138,000 we are holding for the NPI AAR project.

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Motion: Carolyn Shores Ness moved to approve an additional \$4,166.92 for the PPE restocking project, with \$3,845 from Cyber Capacity Building project allocation and \$321.92 from the NPI AAR project allocation. Sandra Martin seconded the motion. A roll-call vote was held. Sandra Martin, Larry Holmberg, Tracy Rogers, Mark Maloni, Allison Egan, Todd Zukowski, Carolyn Shores Ness, and Loren Davine voted in favor. The motion was approved.

Public Health Mobile Response Trailer – The Pittsfield trailer was delivered in July. The trailer is set up and equipment is coming in, but there were some issues with the decaling that are being sorted out with the vendor.

The bid went out for a second trailer to be housed in Greenfield, but a potential vendor noted that the specs may not be ADA compliant. Raine worked with MAPC and they decided to pull the RFB and do more research on whether the inside is ADA compliant, and/or whether it needs to be. Several subcommittee members noted that emergency trailers can provide all services under an awning and therefore the interior of the trailer does not have to be compliant. Examples of such trailers include the Hampshire County and MEMA trailers. Raine agreed to take this info back to MAPC to see if we can move forward with the specs as written.

FRCOG Cybersecurity Capacity Building Workshops – This project is moving along well. Workshops begin this week. They will be recorded and made available afterwards for people unable to attend.

FFY2020 Projects

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

Cybersecurity Planning – The Regional CISO project has been approved by all Councils; Raine finalized the Scope of Work for that and MAPC will start to run the RFP likely this week. Responses will need to be reviewed and evaluated by each Council. Let Raine know if you want to be involved. This leaves us with about \$20,000 for cybersecurity in FFY20 for other cyber projects.

NPI Pandemic Preparedness and Response

- NPI Risk Communications and Guide Socialization Workshops: eLearning Lair sent a module draft a couple of weeks ago. Raine thanked committee members who gave feedback. They will be getting us a revised version later this week or next week. They had an initial kickoff meeting with the public health expert. Workshops will likely begin in early 2022.

- Regional NPI AAR Scope and Development: This will be discussed later in the meeting.

PPE Restocking and Rotation Management – Raine has been speaking with Tracy about this project and what HMCC is already doing. There are some aspects of the HMCC initiative where WRHSAC funds can help. Tracy will submit a proposal to the subcommittee.

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Mental Health Resiliency, continued – We will be offering a virtual session of the Building Healthy Workplaces leadership training in October. A more formal announcement will be made this week with a stronger push to get people in. The consultant, Lillian Lennox, has started to work on researching the advanced skills training, including looking at trainings that already exist to see if we might recommend one of those to bring into this area. There are a few that she has been invited to attend and observe.

Raine and the consultants have also started to look at planning our first every-other-year mental health resiliency conference, likely to be held in October 6 or 13, 2022. Lillian has been making contacts with possible speakers. Raine will be working on the Project Justification for that conference to get it to EOPSS so we can make contracts with the nationally known speakers.

Budget Review

Raine reported. Projects that were over or under budget were discussed earlier. Raine asked MAPC to seek an extension of FFY19 funds from EOPSS because supply line interruptions are affecting delivery on several equipment projects. We are hoping for an extension through June 2022. We are also requesting an extension of FFY2020 through December 2022.

Requests

None.

Old Business

NPI AAR Scope Development Check In – Sandra Martin shared BRPC’s progress on developing the detailed Scope of Services for the Covid-19 After Action Report. She led a discussion to resolve questions and issues concerning the timeline, milestones, reports, collaborations, qualifications, and scoring matrix.

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – This remains on the agenda as a place holder.

New Business

NPI AAR PJ Review and Project Budget – Raine noted that we have \$138,000 on hold for the NPI AAR, and that Sandra’s recommendation in the AAR Scope Development was to use \$100,000 of that for the consultant. Raine’s suggestion in the draft Project Justification was to use \$125,000 for the consultant and hold \$13,000 for the AAR IP Conference. Tracy noted that there may be some minor changes to make to the PJ based on today’s discussion.

Motion: Jeanne Galloway moved to accept the draft Project Justification with amendments based on today’s discussion. Carolyn Shores Ness seconded the motion. A roll call vote was held. Sandra Martin, Larry Holmberg, Tracy Rogers, Jeanne Galloway, Todd Zukowski, Mark Maloni, Allison Egan, and Carolyn Shores Ness voted in favor. The motion passed.

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Items unforeseen by the chair

None.

Next Meeting

The next meeting of WRHSAC's Pan Flu Planning subcommittee will be held on Tuesday, October 5, at 9:00 am, as a virtual meeting.

Motion: Carolyn Shores Ness moved to adjourn the meeting. Sandra Martin seconded the motion. A roll call vote was held. Sandra Martin, Larry Holmberg, Tracy Rogers, Jeanne Galloway, Todd Zukowski, Mark Maloni, Allison Egan, and Carolyn Shores Ness voted in favor. The motion passed.

The meeting adjourned at 10:26 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee September 7, 2021 Meeting Agenda
- Planning & Pan Flu Subcommittee July 6, 2021 Meeting Minutes (Draft)
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 8/27/2021
- WRHSAC FFY2020 Planning & Pan Flu Budget Report through 8/27/2021
- WRHSAC AAR Project Justification (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
Planning / Pan Flu Subcommittee Meeting
Tuesday, October 5, 2021, 9:00 am

Subcommittee members present: Allison Egan (BRPC), Loren Davine (HPHC/MRC), Jeanne Galloway (West Springfield), Larry Holmberg (HREPC), Sandra Martin (BRPC), Tracy Rogers (HMCC/FRCOG), Lauri Solomon (FRCOG), Monica Wynne (Baystate)

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

Subcommittee members absent: Chris Goshea (PVPC), Tom Grady (BCSO), Mark Maloni (HMCC/FRCOG), Michael Nelson (DPH), Carolyn Shores Ness (Deerfield BOS/BOH), Tammy Spencer (Southwick Public Health), Todd Zukowski (PVPC)

**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 September 7, 2021 meeting.

Motion: Sandra Martin moved to approve the September 7, 2021 meeting minutes as submitted. Larry Holmberg seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Sandra Martin, Monica Wynne, Tracy Rogers, Allison Egan, and Loren Davine voted in favor. The motion was approved.

Introductions followed.

Public Health/Flu Update

Monica Wynne reported that Baystate has not seen much in terms of flu yet, but they are starting flu clinics in October. Covid counts are starting to go down. Sandra Martin reported that flu clinics are ongoing in Berkshire County. Covid cases seem to be leveling off but that might change as people start moving indoors more. Loren Davine reported that Hampshire County will be doing flu clinics in October, both drive-through and indoor clinics. They will be opening up another indoor space for Covid vaccination as the weather is turning and demand for boosters is rising. They have also been doing vaccine clinics at high schools. Jeanne Galloway reported that Hampden County has a coalition meeting later this week and they will discuss regional clinics.

FFY19 Projects

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

Public Health Coalitions PPE Restocking – Raine is working on final invoices with MAPC.

Public Health Mobile Response Trailer – The Pittsfield trailer is in Pittsfield and we are working with the vendor to remedy decaling issues. The title has been mailed to Pittsfield so they can register and insure it.

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Regarding the second trailer and ADA compliance, MAPC's legal counsel advised that the trailers should be ADA compliant even though they may be described as emergency vehicles. We need to find someone to do an ADA compliance assessment for the new Pittsfield trailer, and we will probably need to adjust that trailer and also adjust the specs for the second new trailer. Sandra or Allison will check with their building inspectors about doing an assessment. Jeanne reported that they had two trailers at the Big E; one was not accessible and all treatment was provided outside, but the Baystate Wellness Wagon is accessible and uses a lift in the back to get people in.

FRCOG Cybersecurity Capacity Building Workshops – The workshops have begun and are being recorded. They will be up on the FRCOG website. Workshops continue through early December. FRCOG is returning to the subcommittee the \$6,000 that had been contracted for staffing support because they have DLTA funds to spend.

FFY2020 Projects

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

Cybersecurity Planning – The Regional CISO Feasibility Study RFP is out. Program managers in other regions are willing to sit on the evaluation committee with Raine. If anyone else wants to participate they are welcome.

NPI Pandemic Preparedness and Response

- **NPI Risk Communications and Guide Socialization Workshops:** Elearning Lair is working on addition to the module for the quick guide that goes in more depth. There is a meeting next week with the public health subject matter expert to discuss the workshops. Raine met with Elearning Lair and Dr. Mohan for a run-through with the draft slides, and it looks like they addressed some of our previous concerns.

- **Regional NPI AAR Scope and Development:** This will be discussed later in the meeting.

PPE Restocking and Rotation Management – Tracy is waiting on information from other entities and will come back in November with a proposal.

Mental Health Resiliency, continued – Virtual sessions begin this week, with close to 40 people signed up. These will run for two hours every Thursday this month. The draft project justification for the First Responder Mental Health Conference is in today's packet. The budget needs to be adjusted from the \$34,000 in the draft down to \$29,000 because Raine received an estimate that is less than she had anticipated for tech support. There are new stringencies from EOPSS about what we can spend on food, so she included a lot of justification and detail on how the money will be spent. Funding for this conference is in FFY20. We had put aside \$60,000 for the conference plus the work that Lillian and Calla are doing. We contracted with them for \$32,000, and this conference will be \$29,000, which is just over the amount allocated, but there

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is about \$49,000 remaining for mental health that has yet to be allocated. Speakers are holding the date of October 6, 2022.

Motion: Sandra Martin moved to approve up to \$30,000 for the First Responder Mental Health Conference. Monica Wynne seconded the motion. A roll-call vote was held. Larry Holmberg, Jeanne Galloway, Sandra Martin, Monica Wynne, Tracy Rogers, Allison Egan, Loren Davine, and Lauri Solomon voted in favor. The motion was approved.

Budget Review

Raine reported. In FFY19 we will be getting \$6,000 back from the cybersecurity project, but we might need it for the trailers. Most of the FFY20 funds have been allocated, but there is approximately \$47,000 still unallocated in mental health resiliency.

Requests

None.

Old Business

NPI AAR Scope Development Review – Sandra reviewed the final draft of the NPI AAR Scope of Services. Raine asked who might want to be an evaluator; Larry, Sandra, Jeanne, and Allison expressed interest. Raine asked for people to send her names and emails of anyone who might want to be part of the working group.

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – This remains on the agenda as a place holder.

New Business

None.

Items unforeseen by the chair

None.

Next Meeting

The next meeting of WRHSAC's Pan Flu Planning subcommittee will be held on Tuesday, November 2, at 9:00 am, as a virtual meeting.

Motion: Larry Holmberg moved to adjourn the meeting. Tracy Rogers seconded the motion. A roll call vote was held. Jeanne Galloway, Sandra Martin, Monica Wynne, Lauri Solomon, Larry Holmberg, Tracy Rogers, Allison Egan, and Loren Davine voted in favor. The motion passed.

The meeting adjourned at 9:53 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee October 5, 2021 Meeting Agenda

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- Planning & Pan Flu Subcommittee September 7, 2021 Meeting Minutes (Draft)
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 10/1/2021
- WRHSAC FFY2020 Planning & Pan Flu Budget Report through 10/1/2021
- Project Justification for First Responder Mental Health Conference (Draft)
- BRPC AAR Scope of Services draft dated 9/24/2021

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), Sandra Martin (BRPC), Tracy Rogers (HMCC/FRCOG), Monica Wynne (Baystate)

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

Subcommittee members absent: Loren Davine (HPHC/MRC), Chris Goshea (PVPC), Tom Grady (BCSO), Mark Maloni (HMCC/FRCOG), Michael Nelson (DPH), Carolyn Shores Ness (Deerfield BOS/BOH), Lauri Solomon (FRCOG), Tammy Spencer (Southwick Public Health), Todd Zukowski (PVPC)

**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 October 5, 2021 meeting.

Motion: Sandra Martin moved to approve the October 5, 2021 meeting minutes as submitted. Allison Egan seconded the motion. A roll-call vote was held. Monica Wynne, Tracy Rogers, Larry Holmberg, Jeanne Galloway, Sandra Martin, and Allison Egan voted in favor. The motion was approved.

Introductions followed.

Public Health/Flu Update

Monica Wynne reported that the first case of flu showed up in the Emergency Room at Baystate, but COVID numbers have stabilized and are declining. They are running a COVID booster clinic for employees. Sandra Martin reported that COVID cases in Berkshire County are still higher than they want, but she has not heard of flu cases yet. Jeanne asked if anyone was making plans to vaccinate children. Sandra replied that in the Berkshires they are going to do clinics at elementary schools, with parents present. Private schools will be invited to those clinics. They intend to end by Christmas. Jeanne reported that Hampden County is hoping to hire the Vax Bus or get pediatricians to step up. Monica reported that there is ongoing discussion at the hospital about if/how to do this.

FFY19 Projects

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

Public Health Coalitions PPE Restocking – The project is complete. Raine is finishing invoices.

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Public Health Mobile Response Trailer – The Pittsfield trailer should be coming online soon. The title was sent to Pittsfield Public Health so they can get it registered and insured. Raine will check back in with them. They have received almost all of the incidental equipment, though a few items are on backorder. Regarding the second trailer for Greenfield and questions about ADA compliance, the Pittsfield building inspector confirmed that the trailer is ADA compliant. Raine is moving forward with putting out the RFB for second trailer. She decided to take the extra step of posting it to Goods and Services because it might come in over \$100,000. The previous vendor charged \$87,000, but even if they bid again it might be higher this time because of supply shortages.

FRCOG Cybersecurity Capacity Building Workshops – This project is ongoing. The workshops have been well attended. They are being recorded and will be shared on the website. The project should wrap up by the end of December.

FFY2020 Projects

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

Cybersecurity Planning – Several proposals were received for the Regional CISO. We are ready to offer a contract, then we will hold a kick-off meeting likely in December.

NPI Pandemic Preparedness and Response

- **NPI Risk Communications and Guide Socialization Workshops:** The training module is nearly done; it was sent to the voice actor to do the live narration and should be finalized for us soon. Dr. Mohan and his team are working on the workshops. We should see a draft later this month or early next month, with intended rollout of the workshops in January or February.

- **Regional NPI AAR Scope & Development:** This project is complete. Raine is processing invoices.

- **COVID-19 AAR:** This is waiting on EOPSS because MAPC had not submitted everything needed to get the FFY20 extension. Tricia reported that they have now received everything. The request is in the fiscal department and should be approved soon. Raine noted that this project will also take Goods & Services. She might add an extra month to the project timeline, through the end of November, 2022. The FFY20 extension runs through the end of December 2022.

PPE Restocking and Rotation Management – There is a proposal from HMCC in today's meeting packet. Tracy Rogers presented the request. They now have two Conex boxes at GCC full of PPE, some belonging to HMCC and some to MAPHCO. The units are not humidity or temperature protected, and they are sitting on grass so they are not moisture protected. Tracy has a verbal ok from GCC to install gravel pads and electricity, and she has a draft MOA in to them this week. Discussion centered on the recommendation to add insulation. The initial motion for up to \$60,000 was amended to \$70,000 in order to accommodate insulation. Raine explained that we have \$40,000 set aside for this line in FFY2020. There are \$20,000 in funds unallocated in the cybersecurity line, as well as some in the NPI project line and the first responder mental health. The AAR Scope Development project came in under budget, but it is not yet clear by

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how much. Cybersecurity is a priority for EOPSS and the State, so Raine's suggestion was to draw the extra \$30,000 from the other sources.

Motion: Sandra Martin moved to approve up to \$70,000 for the HMCC Conex Box project, with \$40,000 from the PPE Restocking and Rotation Management funds and the balance coming first from the remaining NPI funds and then from the First Responder Mental Health funds as necessary. Allison Egan seconded the motion. A roll-call vote was held. Monica Wynne, Larry Holmberg, Jeanne Galloway, Sandra Martin, and Allison Egan voted in favor. Tracy Rogers abstained. The motion was approved.

Mental Health Resiliency Phase II

- **Building Healthy Workplaces update:** The virtual sessions wrapped up last week. Sandra participated and reported that it was valuable to have the awareness and know that there are strategies to mitigate some of the pressures that lots of groups feel, though getting anything started is a heavy lift. She felt it would have been helpful to have some simple tools like a Wellness Survey available. She also felt that it was hard to do that many hours that many weeks in a row; it might have been better to do three hours for fewer weeks. Raine reported that they plan to do another virtual round in February and again in-person in late spring or early summer.

- **First Responder Mental Health Conference:** The Project Justification is at EOPSS, waiting on the FFY2020 extension to come through.

Budget Review

Raine reported. FFY19 has \$6,000 in cybersecurity planning, returned from FRCOG last month because using other funding for their tasks related to the project. Will have some money left over in PPE but will roll that into second trailer. FFY2020 already discussed, need to see what happens with AAR scope invoices, will have a better idea next month of balance. 2021 funds will come onboard later this month or early December.

Requests

The HMCC request was considered earlier (see PPE Restocking and Rotation Management).

Old Business

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – This remains on the agenda as a place holder. Jeanne reported that there has been discussion at the State level around homelessness, with a push away from congregate settings into non-congregate settings, especially hotels. This could be a topic to think about for FFY2022 funding.

New Business

None.

Items unforeseen by the chair

None.

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Next Meeting

The next Pan Flu/Planning subcommittee meeting will be held on Tuesday, December 7, at 9:00 am, as a virtual meeting.

Motion: Larry Holmberg moved to adjourn the meeting. Sandra Martin seconded the motion. A roll call vote was held. Monica Wynne, Tracy Rogers, Larry Holmberg, Jeanne Galloway, Sandra Martin, and Allison Egan voted in favor. The motion passed.

The meeting adjourned at 9:42 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee November 2, 2021 Meeting Agenda
- Planning & Pan Flu Subcommittee October 5, 2021 Meeting Minutes (Draft)
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 10/29/2021
- WRHSAC FFY2020 Planning & Pan Flu Budget Report through 10/29/2021
- HMCC Proposal for Conex Box project

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 7, 2021, 9:00 am

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

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

Subcommittee members absent: Chris Goshea (PVPC), Tom Grady (BCSO), Mark Maloni (HMCC/FRCOG), Michael Nelson (DPH), Lauri Solomon (FRCOG), Tammy Spencer (Southwick Public Health), Todd Zukowski (PVPC)

**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 November 2, 2021 meeting.

Motion: Carolyn Shores Ness moved to approve the November 2, 2021 meeting minutes as submitted. Sandra Martin seconded the motion. A roll-call vote was held. Monica Wynne, Larry Holmberg, Jeanne Galloway, Tracy Rogers, Sandra Martin, Allison Egan, and Carolyn Shores Ness voted in favor. The motion was approved.

Introductions followed.

Public Health/Flu Update

Jeanne Galloway and Monica Wynne reported that they are starting to see confirmed flu. Hospitals are also seeing a lot of Covid cases. Covid vaccine clinics are still running in all four counties, including the vax bus in Franklin County. Jeanne noted that flu numbers are higher now than at any point in last year's flu season. Monica reported that Baystate has a mandatory flu vaccine policy for employees.

FFY19 Projects

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

Public Health Mobile Response Trailer – We received a bid for the second trailer that is much higher than the cost of the first trailer, reflecting rising costs in the supply chain. The first trailer came in at \$87,727; the cost for the second trailer came in at \$110,948. Equipping the first trailer came to \$3,300, so the estimate of \$5,000 for equipping the second trailer should still be sufficient. In total we have just under \$90,000 available for this project, but we need \$115,948, a difference of almost \$27,000. Raine's recommendation is to take \$22,000 from money left from FFY19 projects to cover the additional cost of the trailer, and take the \$5,000 for supplies from FFY20 to give us more time for that. In FFY19, there is \$6,000 in the cybersecurity project line

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that was returned by FRCOG, plus small amounts left over from a few T&E projects and more money in the tech rescue team's equipment line. In FFY20, there are funds left over from the AAR Scope and Development that could be used for the \$5,000 for supplies. Raine still has not received official word about the FFY19 extension request, but Tricia confirmed that it was approved at EOPSS and is now with Amy Reilly. This will extend FFY19 through June, 2022.

Motion: Sandra Martin moved to add \$22,000 from FFY19 and \$5,000 from FFY20 funds for the purchase of the public health trailer. Larry Holmberg seconded the motion. A roll-call vote was held. Monica Wynne, Larry Holmberg, Jeanne Galloway, Tracy Rogers, Sandra Martin, Allison Egan, and Carolyn Shores Ness voted in favor. The motion was approved.

FRCOG Cybersecurity Capacity Building Workshops – The final workshop was held last week. A WRHSAC newsletter will be going out this week with links to the recordings. The workshops were well received by people who attended, though attendance was lower than hoped for.

FFY2020 Projects

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

Cybersecurity Planning – We have a vendor on board and contract in place for the Regional CISO project. The kickoff meeting will be held next week. Let Raine know if you want to attend. Raine and the HS Council program managers for all other regions will be attending.

NPI Pandemic Preparedness and Response

- **NPI Risk Communications and Guide Socialization Workshops:** The NPI Quick Guide module is now online and will be announced in this week's newsletter. We have approved dates for workshops in January and February.

- **COVID-19 AAR:** This project just got approval from EOPSS yesterday. We conducted a round of procurement with no responses, so we have to go out again and extend the timeline. MAPC reached out to vendors who had asked for the RFP but did not submit a proposal to ask what the challenges were. Some responded that they realized they simply did not have time or capacity, but two noted that the RFP asked for HSEEP certification and master exerciser, and they do not have those qualifications. We can edit the RFP so those are preferred qualifications but not required. Another said that as a company they do not have the experience requested, but that individual consultants do have the experience, so we need to refine the wording to reflect that either would be sufficient. Raine may discuss the timeline with Sandra before extending it to make sure the calendar is flowing correctly.

PPE Restocking and Rotation Management – The PJ for the Conex box project is at EOPSS.

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Mental Health Resiliency Phase II

- **Building Healthy Workplaces update:** Raine met with Lillian Lenox, who is doing research into developing or recommending existing drills and skills trainings. She likes some of the existing trainings, but all existing trainings seem to be missing the part requested by first responders about learning how to help their own mental health when regularly encountering “frequent flyers” in the community. If she recommends an existing training we would have to add that. One that she may recommend is the RISE program at Kripalu, which she was involved in creating. She is going to audit their next in-person training. Raine might attend some of it, too.

- **First Responder Mental Health Conference:** We are hoping to hold this next October but we are still waiting for EOPSS approval. EOPSS has issued new guidance regarding food at trainings and workshops but it is not very clear, as it still seems to be up to EOPSS to decide if anything is approved. We just got approval for one training that includes lunch, but we are still waiting to hear about a five day training request for NWMIMT, which has more costs for food and location. We need to know soon about this conference because nationally renowned speakers who are holding the date for us need confirmation soon.

Tricia explained that food and facility costs are currently under review. EOPSS wants to know if UMass would ever let WRHSAC hold a free conference once a year, as it is very expensive. Raine replied that that would not be possible. She reiterated that we have precedent holding conferences there for years, and those conferences are key to our visibility in the Western Region as a resource and partner and someone first responders can trust to deliver high quality training. There has been no change from federal government in guidance with grants, so it is confusing about why this has become a stumbling block to deliver the high quality projects we have become known for and that people appreciate.

WRHSAC initiatives are often on the leading edge; the Undersecretary’s main issue now seems to be wanting to go to DC and argue for more money, and one way to do that is to highlight the leading edge projects we are doing, including this one. Tricia replied that everyone supports the training; it is simply the food and facility costs that are being looked at. Raine pointed out that there has been no change in the federal guidance, so it is unclear why there would be new scrutiny on these costs. Sandra noted that it seemed like food and drink were lumped together in the new guidance, and she posited that you cannot have a conference without at least providing coffee. Raine also pointed out that Tom Grady specifically asked for a meeting to discuss food and facility costs and that his request was completely disregarded. This should be a meeting open to any Council members to attend, specifically on this topic, not the same as a Chairs meeting. Tricia will bring it up at EOPSS.

Budget Review

Raine reported. FFY19 will be balanced out with the trailer. FFY20 projects are moving along well, with nothing of concern yet since we have the extension.

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Requests

None.

Old Business

Sheltering Consideration in Pandemic and WRHSAC Regional Sheltering Plan – This remains on the agenda as a place holder. Jeanne noted that she is starting to see resurgence in concerns about sheltering, especially with winter coming and refugees arriving.

New Business

Jeanne noted that it is time to begin to think about FFY2022 funding, which is likely to be announced between February and April 2022. She would like to see if we can get public health needs met either through this committee or T&E.

Raine announced that FFY2021 will be coming on board soon. She reviewed the projects that were included in that plan and will send out those projects in an email so people can start to think about them more deeply. Allison noted that the Surgeon General just put out a formal notice about child and adolescent mental health, which correlates with our plan to focus a project on prolonged disaster considerations for Children in Disasters. Tracy agreed; she has heard in hospital calls about kids boarding for weeks on end for behavioral health needs.

Sandra noted that since the AAR probably will not be done until the end of 2022, we might not have time to incorporate recommendations before the end of FFY2021. Raine replied that we can also review AAR improvement plans and build projects from there with FFY2022 funds; we can be vague in the planning phase as long as we have money set aside. Sandra suggested maybe shifting more money from that budget line in FFY2021 to the Children in Disasters line, to make it a more robust project. Raine replied that this would require approval from the Council and from EOPSS but should be possible.

Raine also brought up the question of what kind of planning process we want to go through for these projects. All of them are open ended and we will need to decide what to focus on like we did with the development of a Scope of Work for the AAR. One idea is to conduct a strategic planning process that covers all of these projects. There was general agreement that this might be a good idea. It will be added to next month's agenda. Sandra noted that we will need expert help with the Children in Disasters project. Raine suggested that we could reach out to Marty O'Shea, the k-12 representative on the Council. Jeanne suggested that another option would be to have a mental health professional join us for discussions. Raine replied that this likely would not happen for January's meeting, but could after that if we decide what we are looking for.

Items unforeseen by the chair

None.

Next Meeting

The next Pan Flu/Planning subcommittee meeting will be held on Tuesday, January 4, at 9:00 am, as a virtual meeting.

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

The meeting adjourned at 9:52 am.

List of Documents Reviewed at the Meeting

- Planning & Pan Flu Subcommittee December 7, 2021 Meeting Agenda
- Planning & Pan Flu Subcommittee November 2, 2021 Meeting Minutes (Draft)
- WRHSAC FFY19 Planning & Pan Flu Budget Report through 12/03/2021
- WRHSAC FFY2020 Planning & Pan Flu Budget Report through 12/03/2021

Respectfully submitted by:

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