

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, November 17, 2009
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

In attendance: Thomas Grady (BCSO); Wil Leslie (Salvation Army); Francis Nothe (WMFC / WFD); Mark Babineau (WMFC / LFD); Tom Lynch (Baystate Health); Robert Barry (MEMA); Peter Fohlin (Williamstown); Eric Madison (WMFC /LFD); Stephen O'Brien (Lenox PD); Alan Zawistowski (Pittsfield PD); Linda Gross (FRCOG); Dan Laroche (FRCOG); Siobhan D Spruill (Caring Health Center); Bob Dean (FRCOG); Russell Sienkiewicz (Northampton PD); Brook Chipman (EOPSS); Melissa Nazzaro (Northampton PS); Sandra Martin (BCBOHA); Todd Zukowski (PVPC); Susan Brown (FRCOG).

Meeting was brought to order at 9:32 am by Tom Grady, Vice Chair.

Introductions round the room were made.

Minutes

-The minutes from the October 20th, 2009 meeting were reviewed.

<p>Motion: Russ Sienkiewicz moved to accept the minutes of the October 20, 2009 meeting. Stephen O'Brien seconded. <i>Voted Unanimously</i></p>
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Updates from the Chair

Tom Grady had no items to report. Sue will discuss the FFY08 Project Justifications and contract during the Fiduciary Report.

Updates from Disciplines

- FIRE: Eric Madison reported. The Mobile Foam Trailer purchase is moving forward. The vendor has indicated that they will deliver each trailer to the departments that will be housing them. This was not included in the bid, but the vendor is offering to deliver. Eric also mentioned that the vendor is able to apply any decaling that we may provide prior to delivery. They cannot produce the decals, but they can apply them. Sue will work with the vendor to get the decals for the trailers.
- POLICE: No update.
- EMS: No update.
- EMD: No update.
- PUBLIC HEALTH: Sandra Martin reported. It is estimated that the region has received approximately 900,000 doses of the H1N1 vaccine. This is not enough to meet the full need of the region. Vaccine is still arriving.

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A question regarding participation in vaccination clinics was raised. Sandra indicated that amongst school children, clinics are seeing on average 30 to 40 % participation. The participation is higher amongst pregnant women and caregivers of small children.

- TRANSPORTATION: No update.
- DPW: No update.
- CORRECTIONS: No update.
- COMMUNICATIONS: No update.
- MUNICIPALITIES: Tom Grady welcomed Peter Fohlin from Williamstown to the Council. Peter will be serving as the new municipal representative to the Council. Peter noted that he is Town Manager in Williamstown and also serves as the town's EMD. Williamstown is a member of the Central Berkshire REPC. He is looking forward to participating with the Council. The Council members welcomed him.
- MSP: No rep. Tom Grady noted that it has been some time since anyone from Massachusetts State Police has attended Council meeting. Tom asked Sue to reach out to MSP and ask if they can send someone to the Council meetings on a regular basis.
- HOSPITALS: Tom Lynch reported. The hospitals are also seeing a low participation rate with vaccination clinics. However, hospital patient population is high due to the flu and represents a challenge in triage and housing. The flu is also impacting hospital staffing.
- MEMA: No update

Subcommittee Updates

Planning: No update.

Public Awareness: Tom Grady noted that recent conversations and presentations at EOPSS' meetings have raised his curiosity about the Council's website, its relativity to current Council activities, and it effectiveness as a public awareness tool. He noted that the Northeast Council has put a great deal of time and money into public outreach and have produced some good outreach. He doesn't think we need to go to that extent, but asked Council members to think about the website and if it is being effectively utilized.

It was noted that some of the content on the website is outdated. Todd indicated that he is able to put whatever the Council wants onto the site, but he is not comfortable vetting content and would

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like that to go through someone else. Further general discussion regarding the website, calendars and outreach ensued.

It was noted that Public Awareness subcommittee has not meet in over 18 months. Tom suggested that the subcommittee come back together again on a regular basis. He indicated that he is willing to lead it. Anyone interested should let Tom or Sue know.

Interoperability: Russ Sienkiewicz reported. The subcommittee will be meeting tomorrow afternoon, so there are limited updates at this time. EOPSS has received three responses to the call for a statewide/regional Interoperability Consultant, and they are asking each region's Interoperability Committee to assign someone to assist with reviewing the proposals. Russ will be helping with this.

Melissa Nazzaro reported on the Statewide Interoperability Executive Committee (SIEC). The committee will be meeting this afternoon to continue to discuss the guidelines that will be used to evaluate Interoperability projects being considered for the Public Safety Interoperability Communication (PSIC) funds. It is expected that these guidelines will also then apply to FFY08 SHSP funds and beyond. For PSIC, the projects will be reviewed by the respective subcommittee. The process will be competitive.

A question was raised regarding meeting notices for SIEC, where can the postings be found? There currently is not a website with the posting. Brook Chipman noted that currently there are ongoing discussions about increasing SIEC web presences on the EOPSS page. Melissa noted that the committee has discussed their own need for some sort of web-based share point, but not specifically discussed using the web as a public posting place for their meetings. She thinks this would be helpful, though, as the SIEC meetings are open and they are looking for regional input.

Information Sharing: Russ Sienkiewicz reported for Phil Tarpey. The Information Sharing subcommittee expects to receive an update on the Franklin County IMC project at tomorrow's meeting. This project has been delayed by various problems.

Tom Grady reported that John Kenney will be hosting a meeting at Hampden Sheriff's Office on Tuesday, December 1, to demonstrate the new data layers recently added to the JEDI system.

PPE & Equipment: Sue provided the Council with an update on the trailer and shelter supplies procurement. A RFB for the trailers has been published. Once this is received and opened then the amount of sheltering supplies to be purchased can be determined. A state contract for the sheltering supplies has been identified. Procurement of the Disaster Animal Response Team supplies is also moving forward. Sandra indicated that an agency in Franklin County is close to being able to take a DART trailer if funding for this effort continues with FFY07 funds.

Pandemic Flu: Sandra Martin reported. The IRAA County Coordinators have completed the second round of workshops provided for IRAA agencies and first responders throughout the

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region. The conferences continue to be great venues to initiate channels of communication between the agencies and first responders, and foster awareness of both sides to all participants.

Training and Exercise: Tom Grady reported. The committee has received and reviewed a request from Westfield Emergency Management for a functional exercise to be held in January. This exercise will build on their recently conducted tabletop exercise. The Council funded the tabletop exercise. The functional exercise is scheduled for January 26, 2010. Westfield is requesting \$15,200.00 for the exercise.

<p>Motion: Tom Grady moved to approve \$15,200.00 in FFY07 Exercise funds to Westfield Emergency Management for a functional exercise, entitled “City of Westfield Exercise Explosion/Terrorism Exercise at Westfield State College - Functional” to be conducted on January 26, 2010. Sandra Martin seconded. Voted unanimously.</p>
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Fiduciary Report: Sue provided an update on FFY08 contract. The contract has been sent to MAPC for signature. EOPSS has provided the Council with feedback on the Project Justifications delineating where further information is needed and showing where review by other entities is required. These specifications need to be addressed prior to any funds being extended towards the identified projects.

A question was asked of Brook regarding the IRAA and Crisis Communication PJ. Brook indicated that EOPSS is engaged in conversation with MEMA about these specific projects. The intention of the conversations is to make sure that all the parties that should be involved with the projects will be involved. The conversation includes the question “who should be included?” Brook noted that the Council should consider this in depth review as a positive. These projects are somewhat ground breaking in their proposals, in that they are newer initiatives and have peaked the interest of state agencies.

Sandra noted that in regards to the Crisis Communication project, the proposed outcomes of that project would be very helpful for communication right now during H1N1 response, as many towns are asking if there is a one-stop place where they can obtain relevant information. She also noted that momentum is high in the IRAA project right now, and hopes that the approval of the continued expansion of that project comes soon so the momentum can be maintained.

A question was raised regarding project justifications that need to be reviewed by SIEC and the CHSB, who is responsible for ensuring that the PJs are forwarded to the respective committees? EOPSS has been forwarding the PJs to the committees. Melissa noted that SIEC’s main focus in regards to projects funded with SHSP is not so much approval, but more a clearing house to ensure that projects across the state aren’t creating competing efforts and reasonably work with the overall interoperability goals for the commonwealth.

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This question led to a general discussion regarding interoperability projects, the EHP and PJ process, and how that all will affect project approval, timing and fund expenditure.

Brook was asked if EOPSS will approve expenditure on EHPs prior to an interoperability project being approved? Since EHPs are now required and they can be rather extensive in scope, they can lead to a fairly significant expense? This issue has not come up before. Brook will take it back to EOPSS and explore a response.

Sue continued the fiduciary report by noting that the contract extension amendment for FFY07 funds has been approved. The new deadline is June 30, 2010.

Sue reported that most of the air heaters for the MDU upgrade/improvement have arrived. The water heaters are expected soon. After Thanksgiving, the next phase of the project will get underway.

Sue informed the Council that she will be away from Tuesday, November 24th through Wednesday December 2nd.

Old Business: Tom Grady asked if the Council had ever received a copy of the Statewide Law Enforcement Mobilization Plan (SLEMP) as requested. The Council has not received a copy. Stephen O'Brien noted that police chiefs in the region have received the plan. Steve will follow up and get a copy to the Council.

New Business: Tom shared with the Council that Pat Carnevale's father passed away. He asked that condolences from the Council be extended to Pat. Bob Barry will pass it along.

Recently, the Pittsfield Fire Chief had asked Tom if the Incident Support truck in Easthampton and the Field Comm unit in Pittsfield and Greenfield are linked, and if they have the same equipment? If so, he is wondering if there can be some sort of regional training of the units, so regional responders have a general idea of how the units work, what they can do, and when they can be utilized. It was suggested that this be taken up at tomorrow's Interoperability meeting. It was also noted that the recent round of radios and equipment purchased on behalf of WMFCA included equipment to enhance the units. It was suggested that some sort of training/demonstration be scheduled when the new equipment is online.

Tom took the opportunity to publicly thank all the members of the subcommittees for the great work that they do. He extended a special thanks to Melissa Nazzaro and Alan Zawistowski for their work with the SIEC. He noted that often the amount of time and work dedicated by the Council members is overlooked.

Russ Sienkiewicz noted that thanks should also be extended to Sue for all her assistance to the committees and Council.

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The next meeting of the Western Regional Homeland Security Advisory Council will be held Tuesday, December 15th, 2009, 9:30 a.m. at Western Massachusetts Emergency Medical Services, Northampton, MA.

There being no further business Eric Madison moved that the meeting be adjourned. Russ Sienkiewicz seconded. Voted unanimously

Meeting adjourned at 10:55 am.

Respectfully Submitted by

Susan L. Brown
Homeland Security Program Manager
Franklin Regional Council of Governments