

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, January 19, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

In attendance: Tom Grady (BCSO); Todd Zukowski (PVPC); Phil Tarpey (SPD); Bob Hassett (SFD); Bob Barry (MEMA); Sandra Martin (BCBOHA); Alan Zawistowski (PPD); Brain Andrews (County Ambulance); Nicole Rohan (PVTA); Gail Bienvenue-Mailhott (DPH); Tom Lynch (Baystate Health); Brook Chipman (EOPSS); Candi Christenson (VA EMSHG); Linda Moriarty (WMEMS); Melissa Nazzaro (Northampton PS); Linda Gross (FRCOG); Sue Brown (FRCOG); Stephen O'Brien (LPD); Andy Wrinn (Red Cross); Mary Nathan (Red Cross); Donna Toupin (Red Cross); Keith Stefanelli (Red Cross); Kathleen Norbut (IRAA/MRC); Brenda Brouillette (Red Cross).

Meeting was brought to order at 9:35 am by Linda Moriarty, Chair.

Introductions were made around the room.

Minutes

-The minutes from the December 15, 2009 meeting were reviewed.

<p>Motion: Tom Grady moved to accept the minutes of the December 15, 2009 meeting as submitted. Sandra Martin seconded. <i>Voted Unanimously</i></p>

Updates from the Chair

-Linda Moriarty reported that she and Tom Grady attended the Regional Chairs and Vice-Chairs meeting at EOPSS last week. Outgoing Secretary Burke and incoming Secretary Heffernan were in attendance. Secretary Heffernan expressed an interest in the WMSIN JEDI project. Linda plans to invite her to attend the Council meeting when John Kenney conducts the JEDI presentation and update.

Linda noted that EOPSS would like to return to the once a month Chair and Vice-Chair conference calls.

Updates from Disciplines

- FIRE: No fire chiefs present.
- POLICE: Stephen O'Brien reported. He noted that there is nothing new to report, and expressed a desire to have further information on the Commonwealth Police ID Project. Linda indicated that there was some delay in regards to the vendor. The ID project is seeking to use the same vendor as RMV. There are some procurement challenges regarding sole source. At the Chair's meeting, Chief Lyons of Southeast indicated she would soon be sending out a project update.

Linda reminded Steve that both Chief Stratton and he end their terms on June 30. She asked that he let the Western Chiefs know. For his current term, Steve had submitted a petition.

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, January 19, 2010
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- EMS: No new update.
- EMD: No new update.
- PUBLIC HEALTH: Sandra Martin reported. Public Health is still encouraging people to receive the H1N1 vaccination. Public clinics are now open to all. Public Health anticipates another surge and notes that the clinics will be winding down soon, so people interested in receiving the vaccine should seek to get it as soon as possible.
- TRANSPORTATION: Nicole Rohan reported. PVRTA donated a used wheelchair van to Hampden County Sheriff's Office. She noted that she believed a request had been received from Berkshire County Sheriff's Office, but the information had been taken incorrectly. Tom Grady indicated that it had come from Berkshire County and he will submit it in writing.
- DPW: No update.
- CORRECTIONS: Tom Grady reported. Sheriff Massimiano has announced that he is not running for re-election. Tom noted that the Berkshire County Sheriff's Office is committed to its involvement with the Council.
- COMMUNICATIONS: Alan Zawistowski reported. He noted, as many members are already aware, that the SIEC did not approve the FFY07 Berkshire County project at their meeting in early January, because they did not review the justification. He acknowledged the frustration with the continual delays in the SIEC review process.
- HOSPITALS: Tom Lynch reported. The EM Patient Barcode scanners have been delivered to the hospitals. Equipment training is planned for the near future.
- MUNICIPALITIES: Peter Fohlin reported. Peter discussed the recent meeting of Public Awareness subcommittee and how the Council can assist in providing information to the 101 municipalities of the region. He provided an overview of the committee's conversation and described the idea of upgrading the western mass preparedness website to be a comprehensive emergency preparedness website for citizen and first responders alike.
- MSP: No representative present.
- MEMA: Bob Barry reported. ICS 300 courses are being offered in Agawam.

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, January 19, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

Subcommittee Updates

Planning: Linda Moriarty reported. The Planning subcommittee is continuing to refine the FFY07 scope of work, while the RPAs have begun some of the more detailed tasks.

Public Awareness: Tom Grady reported. Tom noted that Peter Fohlin was nominated as chair of the subcommittee at the meeting last week. As Peter previously presented, the committee recommends revising the Council's websites and developing a more user friendly page to provide emergency preparedness information to the region. He noted that the Council has not obligated any FFY07 or FFY08 funds for web maintenance/ public awareness. A task in the current Planning FFY07 Scope of Work calls for public outreach efforts. The committee recommends that up to \$10,000.00 of PVPC's contract for this task be dedicated to website upgrade and maintenance.

<p>Motion: Peter Fohlin moved to amend the FFY07 Planning Scope of Work to specify that up to \$10,000.00 of the current contract with PVPC for Public Outreach be directed towards website upgrade and maintenance. Sandra Martin seconded. Voted unanimously.</p>
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Sue noted that since the Council funded the Mobile Foam Trailers with FFY06 & FFY07 funds, there are unobligated funds in the FFY08 projected budget. The Public Awareness committee may consider the use of some of these funds for further public awareness/outreach efforts. Linda asked which investment area the funds are currently in. Sue noted that they are in CBRNE.

Interoperability: Melissa Nazzaro reported. There has not been an interoperability meeting since the last Council meeting. The SIEC has met, however they have not reviewed or approved the FFY07 & 08 PJs as they had projected. SIEC has requested more information from each region on their overall interoperable plan to assist in the PJ approval. They are holding a special meeting today to specifically review the PJs from all the regions.

Melissa did inform the Council that the SIEC did approve the FFY07 FCECS Alarm System at the January 6th meeting. This information had not been relayed to the Council or fiduciary. Sue and Council members expressed their dismay at this information not being relayed to the Council. Tom asked Brook if he knew how this information is supposed to get back to the Councils. Brook indicated that he didn't know the established channel, but would check into it. He noted that when Interoperable PJs are received by EOPSS they are forwarded to Rick for the SIEC.

Melissa noted that she has been informed that SIEC will also be reviewing Information Sharing PJs and that the CHSB representative on the SIEC represents the review by that board.

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, January 19, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

Linda asked Melissa and Tom to express to Rick Andreano the level of the Council's frustration on the PJ review delay and the lack of communication back regarding approval.

Phil Tarpey asked that it should be noted to the SIEC that all the Information Sharing projects for the West are building on already established projects, so there really shouldn't be a challenge in the review of these projects.

Training and Exercise: Tom Grady reported. The committee met before the Council meeting this morning and considered a proposal from the Berkshire County Fire Chiefs Association for support of Rapid Intervention Training for the county and region. The committee approved the request and recommends the Council's support.

Motion: Tom Grady moved to approve up to \$8,400.00 for Berkshire County Fire Chiefs Association Rapid Intervention Training Level I course from FFY07 or FFY08 as needed to match course dates. Sandra Martin seconded. Voted unanimously.

Motion: Tom Grady moved to approve up to \$11,400.00 for Berkshire County Fire Chiefs Association Rapid Intervention Training Level II course from FFY07 or FFY08 as needed to match course dates. Sandra Martin seconded. Voted unanimously.

Motion: Tom Grady moved to approve up to \$25,888.00 for Berkshire County Fire Chiefs Association Rapid Intervention Training Level III course from FFY07 or FFY08 as needed to match course dates. Sandra Martin seconded. Voted unanimously.

Motion: Tom Grady moved to approve up to \$4,950.00 for Berkshire County Fire Chiefs Association Rapid Intervention Training Operations Officer course from FFY07 or FFY08 as needed to match course dates. Sandra Martin seconded. Voted unanimously.

Motion: Tom Grady moved to approve up to \$5,250.00 for Berkshire County Fire Chiefs Association Rapid Intervention Training Fire Officer Strategies and Tactics course from FFY07 or FFY08 as needed to match course dates. Sandra Martin seconded. Voted unanimously.

Tom noted that Sue will work with the Berkshire County Chiefs to confirm the dates of courses to solidify the funding. She will submit a training petition to EOPSS.

PPE & Equipment: Sue provided an update on the status of the WMFCA Mobile Foam Trailers. Three of the four trailers have been delivered. The last trailer is expected by the end of January. Eric Madison indicates that the trailers look really good and are user friendly. The vendor will be conducting training by March. Linda asked if only the receiving departments will

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, January 19, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

be trained or will training be provided for others. Sue doesn't know the extent of the training. Eric has drafted an MOU for the trailers. Sue is reviewing the document and will send out for signature.

Information Sharing: Phil Tarpey reported. Sue met with John Newton last week and expects to move forward on the Franklin County IMC project within the next couple of weeks.

Phil asked Brook if EOPSS knew anything more about the stimulus funds for Broadband. Brook indicated that he had not heard any recent follow up, but that he would seek to obtain an update and provide it back to the Council. A general discuss of broadband ensued.

Phil noted that Information Sharing is ready to move on the FFY08 projects, but is waiting on final approval from CHSB.

Pandemic Flu: Sandra Martin reported. The IRAA Mass Care and Evacuation work is moving along. The committee is awaiting further discussion with EOPSS on IRAA FFY08 project and the proposed Crisis Communication project.

Fiduciary Report: Sue Brown reported. FFY06 is being finalized. It appears that all funds will be expended and zeroed out. The shelter supplies have been delivered and the trailers are expected in the beginning of February. John Kenney anticipates he will be able to provide the WMSIN JEDI presentation in either February or March. EOPSS has advised the Councils to consider June 30, 2010 as the FFY07 deadline without extension.

Old Business:

Tom Grady asked Brook if there was a potential candidate for Western Region's EOPSS program manager. Brook reported that they believe they have found a candidate and he hopes the hiring process will be completed over the next couple of weeks. He anticipates that the new program manager will be attending the February Council meeting.

RMS – Linda reported that there have been some unanticipated delays in the roll out of the RMS data system. Some questions of whether or not the system will be able to subsume data already collected by the regions, and how that data will be verified, updated and sustained have been raised. There is an RMS meeting on February 5th at MEMA HQ in Framingham. Council members and fiduciaries have been invited to attend to learn more about RMS.

New Business:

State Homeland Security Report – EOPSS has compiled a report to the governor on State Homeland Security spending over the span of the grants. EOPSS has shared the draft report with Council Members for review. The document is not yet intended for general distribution. Members should send their comments to Sue for compilation. Brook will check on the timeline

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, January 19, 2010
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Western Massachusetts EMS, Northampton, MA

for feedback and confirm by email. Linda noted that at the Chair's meeting, the Secretary expressed appreciation to the Western Region /FRCOG for the quality of the region's reporting. Sue thanked Linda Gross for her excellent work on financial tracking and form creation, which have been utilized by EOPSS as templates for reporting.

Request from American Red Cross Massachusetts Bay (ARCMB) –

EOPSS distributed to the Councils a request for funding from the American Red Cross Massachusetts Bay chapter. The request is seeking funds to support a statewide initiative to provide comprehensive shelter operations training and procedures. Sue asked Brook if EOPSS is looking to the Councils to fund the request. Brook indicated that EOPSS will fund if the request is accepted.

Linda asked Keith Stefanelli from ARCMB to provide an overview of the request. Keith introduced the proposal by noting that there are multiple shelters throughout the Commonwealth operating on varying plans and following different operating protocols. A central goal of the proposal is to establish some sort of coalescence between the disparate shelters, plans, and protocols. Through a series of conferences and trainings, ARCMB intends to bring together stakeholders across the state and establish a common language and operating standard for shelters. This approach will be of benefit to all regions, including smaller regions and towns, as it intends to formalize language and procedures which should facilitate greater ease in mutual aid situations.

Keith reviewed specifics of requests, conferences throughout the state and the intended audience. Funding will also provide for a project manager to coordinate all the conferences and pull together the centralized language and concept of sheltering for the commonwealth. He noted that the project is open to refinement based on feedback from Councils, MEMA and other stakeholders.

Q- Linda asked Bob Barry if there was a person at MEMA focused on sheltering efforts for the state? Bob replied that MEMA currently does not have a staff person dedicated to sheltering efforts throughout the state.

Sandra Martin commented that she liked the idea of the establishment of similar language protocol and would like to see implementation of that as one of the main outcome goals of the project. She suggested that more specific tasks be develop and clarified as to who does what in a shelter situation, such as this is what are ARC's responsibilities, what are MEMA's responsibilities, and what are the responsibilities of the municipalities. Sandra suggested that all players be at the table for all levels of the proposed conferences / trainings.

Brenda Brouillette, Deputy Director of Pioneer Valley Red Cross chapter spoke of the request. She reported that sheltering development and capacity building has been ongoing throughout Western Massachusetts. They have been working to bring all stakeholders to the table. She

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, January 19, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

expressed that Pioneer Valley believes their efforts could be brought into line with those of the proposal.

Kathleen Norbut, Hampden County IRAA Coordinator & MRC Coordinator for Western Mass noted that dialogue between current, ongoing projects and proposal is needed to flesh out current activities and integration of the new proposal. She proposed that the Council's IRAA project should be incorporated as the project has focused on several of the concerns raised in the proposal.

Tom Grady expressed concerned that when he contacted his local Red Cross director that the local chapters had no knowledge of the proposal. He asked why weren't the local chapters throughout the state informed of the proposal before it was submitted. Brenda replied that there had been a lack of communication between the Massachusetts Bay chapter and the rest of the state which they all feel has been remedied. Keith concurred with her observations.

Brook clarified that EOPSS is seeking feedback on the proposal, but does not require a vote of approval from the Council. He will confirm the date that feedback should be provided to Jeff Timperi.

Bob Barry remarked that he would like to see more clarity on the deliverables of the project. A specific area of note is at what level or stage of a disaster does the Red Cross engage in disaster response. He noted that the outcome should include data collection and publication of sheltering supplies / caches, where they are located and how to access.

Sue noted that her review of the project raised several questions: In supporting this request, will EOPSS be adopting the Red Cross' sheltering protocol as the state standard? It seems that approval of the project would be an opportune time to adopt standard shelter protocol for the commonwealth. Not doing so, may be counterproductive to the hoped for outcomes of the project.

Will EOPSS approve BF/OT reimbursement for municipal first responders to attend the regional conferences, trainings and exercise?

How will shelter data be collected by ARCMB? How will the data be shared with the Council and other first responders?

Sue noted, that as Kathleen had also mentioned, it will be important to coordinate with current, ongoing projects throughout all the regions, such as IRAA, to not only not duplicate efforts, but to integrate actions already achieved.

Linda asked that all comments be submitted to Sue for compilation and submission to EOPSS.

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, January 19, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

Brook announced that the next HSPD-8 meeting will be on Friday Jan 29 at 10:00 am at MEMA HQ in Framingham. The meeting will drive the state's FFY2010 application, which is due to DHS in April. Asked that anyone who is interested in attending coordinate with the Council Chair & Vice Chair to optimize representation. EOPSS wants to make sure that local drivers are involved.

The next meeting of the Western Regional Homeland Security Advisory Council will be held on Tuesday, February 16, 2010, 9:30 a.m. at Western Massachusetts Emergency Medical Services, Northampton, MA.

There being no further business Stephen O'Brien moved that the meeting be adjourned. Sandra Martin seconded. Voted unanimously

Meeting adjourned at 11:14 am.

Respectfully Submitted by

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