

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, February 16, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

In attendance: Thomas Grady (BCSO); Robert Hassett (SFD); Phil Tarpey (SPD); Candi Christenson (VA/NDMS); Gail Bienvenue-Mailhott (MDPH); Ed Miga (MHA); Tom Lynch (Baystate); Nicole Rohan (PVTA); Robert Barry (MEMA); Brenda Brouillette (ARC-PVC); Stephen O'Brien (LPD); Brian Andrews (WMEMS); Russ Sienkiewicz (NPD); Linda Moriarty (WMEMS); Todd Zukowski (PVPC); Susan Brown (FRCOG); Linda Gross (FRCOG); Steve Cote (WMEMS); Brook Chipman (EOPSS).

Meeting was brought to order at 9:33 am by Linda Moriarty, Chair.

Minutes

The Council reviewed the minutes from the January 19, 2010 meeting. Sue noted changes to be made on pages 4 and 7.

<p>Motion: Tom Grady moved to accept the minutes of the January 19, 2010 meeting with noted changes. Stephen O'Brien seconded. Russ Sienkiewicz abstained due to absence from January meeting. Voted Unanimously</p>

Introductions were made around the room.

Updates from the Chair

Linda Moriarty noted that she, Tom Grady, Todd Zukowski and Sue Brown attended the Resource Management System (RMS) presentation held at MEMA HQ in Framingham. The purpose of the presentation was for MEMA/EOPSS to review the RMS data collection sheet with the Councils and to provide the projected rollout timeline.

The data collection spreadsheet should be used for the collection of new data. EOPSS is seeking the Council's assistance in gathering more data. They expect to have the first rollout of the system in June. EOPSS would like to have the system fairly well populated at the time of rollout. Linda noted that several questions were raised regarding existing data bases and the ability to merge them with the RMS system.

Todd Zukowski noted that many in the room felt it important to work on merging current databases with the system prior to reaching out to the towns to gather further information. Many felt that this would give time to trial the system, work out some glitches, and have corrections made by the vendor before the municipalities are requested to interact with the system.

Tom Grady noted that there seem to be questions about the accuracy and timeliness of data already collected, and there has recently been some discussion of potential funding difficulties to complete this project due to state budget constraints.

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Sue noted that following the meeting there was an informal discussion regarding the presentation and the idea to develop some sort of unified response from the Councils to RMS regarding the system and how the Councils can best offer assistance. Sue is working with Steve Daly of MAPC to coordinate a response to RMS Steering Committee.

Updates from Disciplines

- FIRE: No representative present. Brook Chipman noted that he is working with Sue to bring all membership, included the Fire Chiefs, up to date, as far as the paperwork is concerned.
- POLICE: No new update. Tom Grady asked if there was any new information regarding the Police ID project. There is no official update available. Tom again asked that EOPSS provide an update on this project and other state sponsored projects that the Council has been asked to fund.

Russ Sienkiewicz asked if the data gathered for the SLEMP is housed at EOPSS. If so, why wasn't the SLEMP reviewed and utilized instead of individual towns being asked about law enforcement availability for Haiti relief? Since the SLEMP was created to address this and other similar concerns, why does the state continue to seek the information from individual departments instead of utilizing the tool developed to address these concerns? Linda will follow up with EOPSS.

- EMS: No new update.
- EMD: No new update.
- PUBLIC HEALTH: Sandra was not present, but she had previously asked Linda to express thanks on behalf of Public Health to all first responders who have assisted with H1N1 clinics and response.
- TRANSPORTATION: Nicole Rohan reported. The PVTA is applying for a federal grant to purchase new camera systems to be added to several PVTA garages/ depots. PVTA is asking if the Council will submit a letter of support to the grant application. Linda suggested that a motion of support be considered later in the meeting under new business.

Tom Grady thanked Nicole for her assistance in coordinating PVTA's donation of a used wheel chair van to the Berkshire County Sheriff's Office.

- DPW: Ed Miga reported. Ed discussed RMS and how the DPWs may use the system and be asked to interact with the system. He has reached out to EOPSS and asked for a presentation to the Mass Highway Association.
- CORRECTIONS: No new update.

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- COMMUNICATIONS: No new update.
- HOSPITALS: No new update.
- MUNICIPALITIES: No representative present.
- MSP: No representative present. Russ had a brief discussion with Northampton barracks, but no response of anyone attending. Tom noted that he had mentioned the lack of MSP representation at Council meeting to Major Quinn from the Fusion Center. Major Quinn indicated that he is willing to assist with contacting the Northampton Commander to ask them to send a representative to the meetings. Major Quinn noted participation would be beneficial for both MSP and the Council. Tom will follow up with Major Quinn.
- MEMA: Bob Barry reported. ICS 200, 300, and 400 level courses are being offered. Interested participants should check out the training calendar online or call MEMA regions for scheduled classes. MEMA can coordinate more offerings if departments can demonstrate that a sufficient number of participants are interested. WEB EOC training is also available. Bob noted that he will also discuss the need for HSEEP training with MEMA's Training Coordinator.
- EOPSS: Brook Chipman reported. There have been some unanticipated delays with hiring for EOPSS Program coordinator for the West & Central, but he expects the new coordinator will be on board for the March meeting.

It looks as if there will be a need for another FFY07 extension. EOPSS has begun to discuss this with DHS, and will keep the Councils informed.

Brook provided a summary of the FFY08 project justifications that have been reviewed by SIEC. Documented approval is shared with the fiduciary. Brook noted that the Crisis Communication and IRAA projects are still being discussed and are pending approval.

Brook noted that MAPC has scheduled a meeting with the Council Chairs and Vice Chairs to discuss FFY08 and the single fiduciary process.

Subcommittee Updates

Planning: Linda reported. There has not been a Planning meeting since the last Council meeting. The subcommittee will meet prior to the March Council meeting.

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Public Awareness: Tom Grady reported. The committee will meet the first week of March and have an update at the March meeting.

Interoperability: Russ Sienkiewicz reported. There will be an Interoperability/ Information Sharing meeting immediately following today's Council meeting. EOPSS' Statewide Interoperability Coordinator will be attending the meeting to provide project updates, and discuss the SIEC approval process. Russ noted that one of the items to be discussed is possible statewide funding for radio reprogramming to meet federal TAC channel protocol.

Training and Exercise: Tom Grady reported. The Training & Exercise subcommittee met prior to the Council meeting to review multiple exercise and training requests. The subcommittee has approved and recommends the funding of the following requests.

Berkshire County Rapid Intervention Training Series- A calculation error was noted on last month's request. The Berkshire Fire Chiefs submitted a request for an additional \$9,600.00 to cover the full series of trainings.

Motion: Tom Grady moved to approve an additional \$9,600.00 from FFY07 Training for the Berkshire County Rapid Intervention Training Series. Stephen O'Brien seconded. Voted unanimously.

Westfield / Westfield State College Full Scale Exercise - The City of Westfield has asked for funding for a Full Scale Hazmat Exercise. This exercise is building on Westfield's tabletop and functional exercise that the Council has funded.

Motion: Tom Grady moved to approve \$21,500.00 from FFY07 Exercises to Westfield for a Hazmat Full Scale exercise. Linda Moriarty second. Voted unanimously.

*Hampden County Sheriff's Department -*The Western Massachusetts Women's Correctional Center of the Hampden Sheriff's Department has submitted a request for training entitled "East Coast Gangs". The training will be open to all regional law enforcement, up to 100 participants, on a first come, first served basis.

Motion: Tom Grady moved to approve \$21,500.00 in FFY07 Training for Hampden County Sheriff's Department "East Coast Gangs" training. Bob Hassett seconded. Voted unanimously.

Am B Care Ambulance Service - Am B Care Ambulance Service is seeking funds to conduct "Terrorism and Scene Safety" Training. The Council funded this training when sponsored by the South Hadley Police Department. The training will be open to regional EMS and Law Enforcement personnel on a first come, first serve basis.

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Motion: Tom Grady moved to approve \$4,500.00 in FFY07 Training for Am B Care Ambulance Service “Terrorism and Scene Safety” training. Bob Hassett seconded. Voted unanimously.

Franklin County Rapid Intervention Training – Greenfield Fire Department submitted a request for backfill / overtime reimbursement for up to one member of every Franklin County Fire Department / District to attend a four-day Rapid Intervention Train the Trainer course.

Motion: Tom Grady moved to approve up to \$19,260.68 for Backfill / Overtime Reimbursement for Franklin County RIT Train the Trainer course. Linda Moriarty seconded. Voted unanimously.

Hampshire REPC – The Hampshire REPC has submitted a request to conduct a functional exercise of their Operation Rolling Cloud exercise. This will be a three-event exercise. This is building on the tabletop exercise which the Council funded.

Motion: Tom Grady moved to approve \$10,200.00 in FFY07 Exercise Planning and \$9,800.00 in FFY07 Exercise for Hampshire REPC Operation Rolling Cloud Functional Exercise. Stephen O’Brien seconded. Voted unanimously.

Tom noted that the committee had also reviewed a request from Ludlow EDS for a tabletop exercise. The request was tabled as further information and clarification is needed.

Tom also reminded the Council of upcoming conference calls to discuss the amended Training and Exercise guidance.

Tom discussed FFY07 Training & Exercise funding. The Council had originally obligated up to \$122,206.00 for ongoing NIMS maintenance. The committee does not anticipate spending all of this on NIMS by the end of the grant. The committee would recommend moving up to \$72,000.00 from NIMS maintenance into FFY07 Training.

Motion: Tom Grady moved to approve the movement of \$72,000.00 from FFY07 NIMS Maintenance to FFY07 Training. Stephen O’Brien seconded. Voted unanimously.

PPE & Equipment: Sue Brown reported. The final WMFCA Foam Trailer will now be housed in Orange. Greenfield FD had some space issues and won’t be able to house the trailer. The trailer should be delivered this week.

The shelter trailers are expected at the vendor this week and out to the end locations by the end of the month, first of March. MOUs for all trailers are in progress.

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Information Sharing: Phil Tarpey reported. Members of the Fusion Center will be attending the Interops/Info Share meeting to discuss the SIEC recommendations for the Franklin IMC project. Phil expects that John Kenney will be able to make the anticipated WMSIN/JEDI presentation at the March meeting.

Pandemic Flu: No representative present.

Fiduciary Report: Sue Brown reported. FFY06 has been finalized and balanced out to zero. All invoices have been submitted to EOPSS. FFY07 projects are progressing, and with SIEC approval of Information Sharing Project Justification, several FFY08 projects are ready to roll.

Old Business: The Council reviewed EOPSS' response to questions /suggestions regarding the ARCMB shelter training proposal. Tom noted that Sandra had suggested that the proposed training conferences be combined for Western Region, but that ARCMB still plans to present as two. Brenda from ARCPV noted that she has been attending planning meetings for this project, and it looks as if efforts will be made to tailor the conferences to the needs and progress of each region. She will keep the Council informed.

New Business: The Council considered Nicole Rohan's request from PVTA for a letter of support for their grant application to the federal Transit Authority. Nicole reviewed the grant application.

<p>Motion: Stephen O'Brien moved that the Council send a letter in support of PVTA's Transit Authority Grant application. Russ Sienkiewicz seconded. Nicole Rohan abstained. Voted unanimously.</p>
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Linda asked Nicole to work with Sue to draft the letter and send to Linda for signature.

Maintenance Information Bulletin – EOPSS has provided the Council with DHS direction regarding SHSG funds expenditure for ongoing maintenance cost. Brook reviewed the bulletin and noted that EOPSS will be providing a supplemental guidance for the bulletin. EOPSS is looking for feedback regarding maintenance expenditures, past and potentially future maintenance costs. This feedback will help to develop the guidance. A general discussion of information bulletin ensued. Repair and replacement of parts seems to be allowed. Questions were raised regarding maintenance that has been picked up by towns for SHSG purchased equipment. If a town does not allocate funding for maintenance, can that maintenance cost be funding with SHSG funds, even though it has already cycled through being paid for by municipalities? Brook thought that as long as there is proper documentation, it may be possible as long as the item was procured with SHSG funds. He noted it would be worthwhile to seek clarification for DHS on this matter. It was noted that any SHSG funds approved for ongoing maintenance would come from the Councils allocation.

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Linda asked Brook about the Northeast Council's model of user fees to help with ongoing equipment maintenance costs. Brook noted that there has been a review and decision made on this proposal, but he is not familiar enough with it to speak to it directly. Linda asked that the approved agreement be shared with the West for review. Brook will follow up on this.

A general discussion of user /service fees and the grant cycles ensued. Concern was expressed that maintenance fees, if funded, could seriously tap Council funds. Some noted that this allowance puts the Council in the role of "gate-keeper" regarding maintenance funding. Linda noted to Brook any guidance EOPSS provides will need to be inordinately clear and specific.

Motion: Russ Sienkiewicz moved that the Council consider only WRHSAC Regional Projects for possible ongoing maintenance funding. Tom Grady seconded. Discussion followed.

Concerns were expressed about letting the region know that funding might be available prior to guidance which may alter how the funding is available. Members agreed more information was needed.

Motion: Russ Sienkiewicz withdrew his motion.

Motion: Russ Sienkiewicz moved that EOPSS provide further clarification regarding how funds can be utilized as directed by the Information Bulletin, prior to the Council being able to provide any estimates on anticipated fund expenditure for ongoing maintenance. Stephen O'Brien seconded. Voted unanimously.

Linda noted that she will work with Sue to draft a response to EOPSS' questions regarding the IFB.

Linda asked if there were any other new business or updates.

Bob Hassett noted that at the Springfield LEPC meeting being held on Friday, the Longmeadow Fire Department will bring one of the new foam trailers to show to LEPC members. The Mobile Command Post will be demonstrated at Wednesday's MMRS meeting.

Nicole Rohan noted that the videotape of the bus rollover exercise is being finalized. PVPC is finishing this for PVTA. The video will be available for any interested department. Nicole will bring some copies to the March meeting.

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

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

Meeting adjourned at 11:04 am.

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