

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

In attendance: Thomas Grady (BCSO); Robert Hassett (SFD); Brook Chipman (EOPSS); Bob Dean (FRCOG); Tom Lynch (Baystate Health); Francis Nothe (WFD); Brenda Brouillette (ARC); Steven Hughes (MSP); Barry O'Brien (MSP); Alan Zawistowski (PPD); Nicole Rohan (PVTA); Ed Miga (MHA); Candi Christenson (VA); Robert Barry (MEMA); Dan Laroche (FRCOG); Russell Sienkiewicz (NPD); Linda Moriarty (WMEMS); Heather Brouillette (HCSD); John Kenney (HCSD); Eric Madison (LFD); Robert Czerwinski (PFD); Bruce Kilmer (PFD); Steve Cote (FRCOG) Susan Brown (FRCOG).

Meeting was brought to order at 9:40 am by Linda Moriarty, Chair.

Linda noted that John Kenney was present to provide a presentation on the Western Massachusetts Sheriffs Information Network. She would like to move the presentation up on the agenda to immediately follow introductions and wait on the approval of last month's minutes following the presentation.

Introductions were made around the room.

Western Massachusetts Sheriffs Information Network (WMSIN) –

John Kenney of the Hampden County Sheriff's Office provided a power point presentation of the history of the system, its capabilities to date, and an overview of the enhancements to be made to the system using FFY08 funds.

John demonstrated the regional traffic on the system by showing the number of users on the system and the times each have accessed the system since the first of the year. The system is highly trafficked and used by all levels and forms of law enforcement throughout the four western counties.

Question – is anyone ever “dropped” or removed from the database. The inmate information and related data stays in the system forever.

Tom Grady noted to the Council some of the benefits the system has brought to Berkshire County.

John noted that a future goal is to link all the data of WMSIN to the Fusion Center database. The Western Sheriffs would also like to see the nine other Sheriff Offices of the Commonwealth linked into the system. John believes this would be relatively affordable and could be funded by the other regions.

Barry O'Brien of MSP noted how useful WMSIN would be to the Fusion Center. He spoke to the Fusion Center's efforts to bring all police departments into COPLINK. This will eventually link all the data systems together.

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Linda Moriarty thanked John for all his work on WMSIN project over the last several years, and praised the outcome of the project.

Minutes

The Council reviewed the minutes from the February 16, 2010 meeting.

<p>Motion: Tom Grady moved to accept the minutes of the February 16, 2010 as submitted. Russ Sienkiewicz seconded. Voted Unanimously</p>

Updates from the Chair

Linda informed the Council that she and Tom attended a Regional Chairs and Vice Chairs meeting with MAPC in Boston to review single fiduciary process. They met the members of the MAPC team. EOPSS representatives were also at the meeting and the chairs discussed many issues with EOPSS.

Tom noted MAPC ensured the Councils, that through the team approach taken by MAPC and the other fiduciaries, the Councils should experience the same level of support from their fiduciary as they have become accustomed to.

They discussed Council membership at the meeting. There are members on each Council who have been members since the inception of the Councils. These term limits are coming to an end this year. EOPSS may extend an invitation to these members to serve another year.

Tom noted that the idea to have each seat, or at least each discipline, backed up with an appointed alternate was presented to EOPSS. The alternate could vote in the absence of the discipline representative, and would allow for a “fostering” relationship for the next potential discipline appointee. This would also help to carry on project history, as initiatives could be more easily carried forward through the Council member transition process. The idea is being reviewed by EOPSS.

Ed Miga noted that his alternate for MHA has resigned from MHA. He is seeking a new alternate.

Updates from Disciplines

- FIRE: Eric Madison reported. The four Foam Trailers are in service. Trainings have been conducted at each station, the last one in Springfield today. The departments are finalizing the MOU and the protocol for notification. Eric noted that the trailers are a great asset for the region and thanked the Council for funding the initiative.

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The WMFCA association is looking forward to moving on with the next phase of the MDT initiative.

- POLICE: No new update.
- EMS: No new update.
- EMD: No new update.
- PUBLIC HEALTH: Sandra Martin reported. She reminded the Council that last year the region received a CDC Prevention Specialists to serve in the region for the year. The public health coalition has been notified that they are eligible to apply for the granted position again this year.
- TRANSPORTATION: No new update.
- DPW: Ed Miga reported and discussed the mutual aid bill which is currently being considered in the House. A general discussion of the bill ensued. Ed also made note that the Trench Law is being revised.
- CORRECTIONS: Tom Grady reported. The Berkshire Sheriff's Office will be initiating a CHEMPAC training series. CHEMPACs are part of the National Stockpile. In Berkshire County, the Sheriff's Office will be coordinating distribution of CHEMPACs in an emergency. The training addresses the distribution.
- COMMUNICATIONS: No new update
- HOSPITALS: No new update
- MUNICIPALITIES: No representative present.
- MSP: Linda welcomed Barry O'Brien and Steven Hughes of MSP to the meeting. Steven Hughes will be attending meetings to represent MSP.
- MEMA: Bob Barry reported. ICS 300 & 400 level classes are ongoing. An HSEEP course has been scheduled for June in the region. Bob also noted that the State Operations Center has been opened the last several days due to flooding in the eastern part of the state.
- EOPSS: Brook Chipman reported. DHS has notified EOPSS that they may seek an extension for FFY07 after April 1st. EOPSS will seek an extension and inform the Councils of when they make seek extensions if needed. EOPSS anticipates the grant will extend to the end of the calendar year.

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Guidance for the FFY09 Investment Plan is being finalized. MAPC has again been awarded as single fiduciary for the FFY09 grant.

Question – Will the AGF for a single fiduciary be a yearly process for each grant cycle? A formal review by EOPSS of the progress made under the FFY 09 statewide fiduciary contract will be undertaken before any decision is made to extend the contract to include the FFY 2010 funding period (if sufficient funding is available).

Question – Will there be a review process? Progress under the FFY 08 statewide fiduciary contract is being monitored by EOPSS on an on-going basis

Brook reviewed the status of EOPSS' application to DHS for FFY10 SHSG. EOPSS has been gathering feedback from the HSPD 8 process and is working on the application, which is due to DHS on April 19th. There is still opportunity for interested individuals to participate in the FFY10 planning process.

Subcommittee Updates

Planning: No new update.

Public Awareness: Sue Brown provided a report from Peter Fohlin who was unable to attend today's meeting. The Public Awareness Committee met at WMEMS on March 3 to discuss the strategy and layout of the Council web site. The objective is to clearly, accurately, and conveniently provide information to our multiple constituencies e.g. Council members, Western Region public safety and emergency management personnel, state and local public officials, and the residents of and visitors to our communities. It was decided to begin with a summary of all WRHSAC projects and accomplishments. The Committee asked Sue Brown to discuss her availability as well as that of an intern (estimated cost \$5,000) to compile the information for Todd to place on the web site. A complete copy of the Committee's draft meeting minutes are available on the wrhsac.org web site. The next meeting will be scheduled depending upon progress and need.

Interoperability: Russ Sienkiewicz reported. The Interoperability Subcommittee met on February 16, immediately following the full Council meeting. Rick Andreano, Statewide Interoperability Coordinator, was present and provided project updates to the committee. Representatives from SWISS were also present to discuss SWISS, in particular to an Information Sharing project which the Statewide Interoperability Executive Committee (SIEC) approved with the understanding that all recipients of the project will participate in SWISS.

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The committee discussed a request that would provide Visilink, a video linking service which would provide live feed between the Massachusetts State Police helicopter video to incident command units or field units. The request was submitted by Springfield. The request is currently tabled as more information is gathered in relation to other units in the region. It will be brought back before the committee.

Rick Andreano provided the committee with an update on SIEC's approval of FFY08 Interoperability and Information Sharing projects. Two interops projects, Mt. Lincoln and Provin Mt, are on hold by the committee as the logistics for those are still being worked out.

Russ informed the Council that the cost of the continuation of the Berkshire Simulcast project is higher than initially anticipated. Some of this is due to unexpected construction costs to Lenox Mt. To help cover the costs, the committee approved moving FFY07 funds obligated for WMLEC to Berkshire.

<p>Motion: Russ Sienkiewicz moved to approve the transfer of \$245,933.00 from FFY07 Interoperability WMLEC to FFY07 Interoperability Berkshire. Eric Madison seconded. Tom Grady abstained. Majority approved.</p>
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Russ informed the Council that Bob Hassett, Melissa Nazzaro, Sue Brown and he, attended the SIEC Quarterly Meeting on March 11. The Statewide Interoperability Consultant was introduced at the meeting. The Consultant will be meeting with the regional Interoperability representatives on March 23 to introduce and review the goals of the statewide consultant project.

E911 provided an update at the meeting. Applications for FY2011 funds should be online by April 9th. The guidance is currently being reviewed and anticipated to be finalized on April 8.

Russ is meeting with Blair Sutherland of MSP on 3/22 to discuss several projects in the region, particularly the Mt. Lincoln – Northampton link,

Training and Exercise: Tom Grady reported. The Training & Exercise committee met immediately prior to the Council meeting and considered multiple training requests.

Tom informed the Council, that due to delays in the ODP approval process of two courses, the District 4 & 5 Hazmat Teams will not be able to utilize the full award received from the Council in December. The teams are returning the funding totaling \$45,120.00 to the Council and have recommended two initiatives to put the returned funds towards.

The first initiative is to fund overtime or backfill for up to 10 communities to send one police officer and one firefighter to the Incident Response to Terrorist Bombings School at EMRTC at New Mexico Tech together. The second initiative would bring "Abbreviated Versions" of Incident Response to Terrorist Bombings and Response to Suicide Bombings to the region. This is a one

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day seminar program (two 4 hours blocks) which requires 50 participant minimum, up to whatever the training venue can handle. This is fully ODP funded with no cost other than venue accommodations. District 4 &5 are aware of venues that can accommodate this for free.

Motion: Tom Grady moved to approve the re-allocation of \$45,120.00 previously awarded to District 4 & 5 to fund Backfill/ Overtime for up to ten communities to send one police officer and one fire officer to Incident Response to Terrorist Bombing School. Sandra Martin seconded. Voted unanimously.

Hampshire EMS submitted requests for two trainings. The first request is for Difficulty Airway Management Skills (DAMS) for emergency services personnel in Hampshire County and all of Region 1 (Berkshire, Hampden, Franklin & Hampshire). The course is open to any Police, Fire, or EMS personnel certified at the EMT-I or EMT-P level. The course will be taught by Am B Care Ambulance Services and will be conducted on June 12th and 13th at the Northampton Fire Department. The request is for \$9,000.00.

Motion: Tom Grady moved to approved Hampshire EMS request of \$9,000.00 from FFY07 Training to conduct Difficulty Airway Management Skills (DAMS) training. Sandra Martin seconded. Voted unanimously.

Hampshire EMS' second request is for Pre-Hospital Trauma Life Support Training. The Council funded this training for Hampshire EMS last fall. This will be the second offering. The course is open to any Police, Fire, or EMS personnel certified at the EMT-B, EMT-I, or EMT-P level in the region. The request is for \$7,200.00.

Motion: Tom Grady moved to approve \$7,200.00 in FFY07 Training to Hampshire EMS for the "Pre-Hospital Trauma Life Support Training". Sandra Martin second. Voted unanimously.

American Medical Response (AMR) of Springfield has requested \$12,000.00 in training funds to conduct a three-day Tactical EMS Course. The Council funded this once last fall. The course will be open to 20 participants throughout the Western Region. The training is proposed to take place on May 10 -12, 2010 at the Smith & Wesson Academy in Springfield.

Motion: Tom Grady moved to approve \$12,000.00 in FFY07 Training to American Medical Response for a 3-day Tactical EMS Course. Sandra Martin seconded. Voted unanimously.

The Brimfield Fire Department submitted a request seeking \$2,750.00 to sponsor "Fire Company Officer" training. The course will be open to fire departments throughout Hampden County and can accommodate 50 or more participants. It is a 9 hour course and is proposed to be held on

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May 18th and May 23. The committee recommends the approval of this training with the stipulation that all participants must have completed ICS 700, 100 and 200.

Motion: Tom Grady moved to approve \$2,750.00 from FFY07 Training for Brimfield Fire Department to sponsor “Fire Company Officer” training for Hampden County with the stipulation that all participants must be ICS 700, 100 & 200 certified. Sandra Martin seconded. Voted unanimously.

Central Berkshire REPC in conjunction with Berkshire Kids Place submitted a request for “Post Traumatic Stress Management / Psychological First Aid Training”. Tom noted that this course is being brought to Berkshire County as a result of work of the Fatality Planning Group. This course would be open to community agencies, including law enforcement in Berkshire County up to 150 attendees and will be held on May 3 & 4. The request is for \$7,625.00.

Motion: Sandra Martin moved to approve \$7,625.00 from FFY07 Training for Central Berkshire REPC to sponsor “Post Traumatic Stress Management / Psychological First Aid Training”. Eric Madison seconded. Tom Grady abstained. Majority approved.

Tom reviewed the FFY07 budget.

Motion: Tom Grady moved to transfer \$20,000.00 from FFY07 Exercises to FFY07 Training. Sandra Martin seconded. Voted unanimously.

Move 20,000 from exercise to training. TG 1st. Sm second. Voted U.

Tom informed the Council that the committee had also received an additional request from the District 4 & 5 Hazmat teams to provide funding for the Hazardous Materials Technician Level Course. Linda noted that the committee had an in depth discussion regarding the request and tabled the request until after the new municipal fiscal year.

PPE & Equipment: Sue provided a brief update on the Shelter Trailers. The vendor has said they should be delivered soon. Sandra noted that it is difficult for the places that have received the supplies and don’t yet have the trailers to store the equipment.

Information Sharing: Russ Sienkiewicz reported on behalf of Phil Tarpey. Greenfield Franklin County IMC is the only open Information Sharing project at this time. Sue noted that the server for the system has been purchased and should be installed soon.

Pandemic Flu: Sandra Martin reported. The IRAA projects are ongoing. The project coordinators are populating the MASS 211 data base with information about IRAA CBOs. The Mass Care and Sheltering aspect of the project is moving forward.

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Sandra asked Brook about the status of the Crisis Communication project. Brook noted that in the review out to state drivers, some questions came back from CHSB regarding Share Point. Sandra and Brook will discuss the feedback following the meeting.

Fiduciary Report: Sue Brown reported. Sue asked for help from the Fire Chiefs regarding the next stage of the MDU upgrade. Eric Madison suggested that the Hospital representative also been included in the conversation.

Sue noted that several FFY08 Information Sharing projects are ready to move forward. She is working with MAPC to work through the procurement process. The statewide fiduciary team has a meeting in Worcester tomorrow.

Old Business:

RMS database - Linda Moriarty reported. The current ongoing challenge continues to be how to move already gathered databases into system. There is another meeting at MEMA on March 22. MEMA is still aiming for a June rollout of the system. The RMS Steering Committee is encouraging MEMA to maintain focus on current data being integrated into the system for the rollout.

Brenda Brouillette, Deputy Director of the Red Cross, spoke to the committee about some AMR videos regarding emergency preparedness that are available through AMR. She would like to recommend to the Council the work of Don Snyder. AMR has been happy with his work and thinks he might be able to help with the recent efforts for public outreach. Linda recommended that Don link with the Public Awareness committee to discuss possibly working with the Council on Public Outreach.

Maintenance Information Bulletin - Brook spoke regarding the maintenance information bulletin. EOPSS asks that if the Council has any feedback to questions that were emailed out earlier, would they please respond by March 31.

Bob Hassett indicated that MMRS has sent their reply to EOPSS, including potential maintenance costs from MMRS.

A general discussion regarding maintenance expenditures and decreasing funding ensued. Many are concerned that all State Homeland Security funds could easily be consumed by ongoing maintenance costs. The Council discussed the options of capping funding, providing 50/50 funding, or not changing the current protocol of providing maintenance only in the grant year awarded. Brook indicated the Council does have the flexibility to decide how to, or not to fund maintenance but the Councils needs to be sure its decisions align with IB #336. EOPSS supplemental guidance on IB #336 will be released soon.

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Russ reviewed the motion from the last meeting in which the Council requested further information from EOPSS before making any decision about maintenance funding. EOPSS is now stating that information regarding maintenance funding is needed from the Council before further guidance can be provided back.

The definition of supplanting was reviewed. It was noted that if maintenance costs have already been picked up by a municipality or department, it would unlikely be reconsidered for federal funding without clear documentation of extreme circumstances.

There was a general discussion about the fees some Councils charge for their equipment caches.

Linda summarized the discussion. The Council does not want to see all its funds go towards maintenance. Linda will work with Sue to craft a response to EOPSS.

New Business: Linda noted that Training and Exercise requests need to follow HSEEP guidance and therefore all planning conference need to have minutes to record them. Tom emphasized that the requirements for HSEEP compliance without being supported by HSEEP training in the region is making the situation difficult. More funding is apt to be spent on consultants rather than on the actual exercises for the region's departments.

The next meeting of the Western Regional Homeland Security Advisory Council will be held on Tuesday, April 20, 2010, 9:30 a.m. at Western Massachusetts Emergency Medical Services, Northampton, MA.

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

Meeting adjourned at 11:27 am.

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