

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, June 15, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

In attendance: Thomas Grady (BCSO); Linda Moriarty (WMEMS); Jeff Timperi (EOPSS); Heather Brouillette (HCSD); John Kenney (HCSD); Bob Dean (FRCOG); Sandra Martin (BCBOHA); Gail Bienvenue-Mailhott (DPH); Tom Lynch (Baystate Health); Steve Kozloski (MPD); Alan Zawistowski (PPD); Ed Miga (MHA/ WDPW); Steve Hughes (MSP); Phil Tarpey (SPD); Bob Barry (MEMA); Chris Norris (NFD); Stephen O'Brien (LPD); Eric Madison (LFD); Russ Sienkiewicz (NPD); Dan Laroche (FRCOG); Carmen Massimiano (BCSO); Susan Brown (FRCOG).

The meeting was brought to order at 9:35 am by Linda Moriarty, Council Chair.

The Council reviewed the minutes from the May 18, 2010 meeting.

<p>Motion: Tom Grady moved to approve the minutes from the May 18, 2010 meeting as submitted. Eric Madison seconded. Voted unanimously.</p>

Introductions were made around the room.

Updates from Chair

Linda Moriarty reported. Linda informed the Council members that Peter Fohlin, municipal representative, has resigned from the Council. EOPSS has sent a letter to Mass Municipal Association (MMA) seeking a recommendation, and is also asking the Council members to reach out to any one whom might be interested in participating. If anyone has any suggestions, please send it along to Linda, Tom or Sue.

Updates from Disciplines

- FIRE: Eric Madison reported. Eric has shared the Council's request for subcommittee members with Western Mass Fire Chiefs Association (WMFCA). He noted that WMFCA is looking for ways to involve retired members, and the subcommittee participation may offer a good venue for that. He has not had an official conversation with WMFCA leadership regarding members to participate in a CBRNE subcommittee. He did, however, have some offline conversations with members of the Hazmat team. He hopes to have more to report on this at a future date.
- POLICE: Russ Sienkiewicz reported. A vendor for the Mass Police ID project has been selected and he expects to see some movement on the project by the end of the month. Linda noted that MAPC had sent out evaluation forms for the RFP seeking Council feedback. She and Tom are addressing.
- EMS: Linda Moriarty reported. She shared with the members that there is an ongoing investigation in the eastern part of the state regarding falsified EMT refresher courses and credentials. It seems to be localized to one specific area of the state, and one specific vendor.

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, June 15, 2010
9:30 a.m.
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She just wanted to inform the members in case they hear of the investigation. It does not involve the western region.

- EMD: No representative present. Phil Tarpey noted that Bob Hassett is participating in a exercise in Longmeadow.
- PUBLIC HEALTH: Sandra Martin reported. Harvard Public Health has rescheduled the regional exercise and is calling for first responder participants. The exercise will be held in Hadley on July 28. Sandra distributed a handout providing the date, time and registration information.
- TRANSPORTATION: No representative present.
- DPW: No new update.
- CORRECTIONS: Tom Grady deferred to John Kenney for an update on Western Ma Sheriffs Information Network. John informed the Council that the WMSIN will be down for approximately one week as upgrades are made to the database. All end users have been notified. After the upgrade is complete, the next phase of Nukore work will begin.
- COMMUNICATIONS: No new update.
- HOSPITALS: Tom Lynch reported. He distributed the Council's call for subcommittee participants to the Western MA Hospital Emergency Planning Committee.
- MUNICIPALITIES: No representative present.
- MSP: Steve Hughes reported. No new specific update. If anyone has any concerns to share with MSP, please contact him.
- MEMA: Bob Barry reported. The next EMD quarterly meeting will be held on June 23. The new acting director of MEMA will be there. The RMS will be launched by the end of the month. The database will be limitedly populated for initial beta testing.
- EOPSS: No new report.

Subcommittee Updates

Planning: Linda Moriarty reported for Planning Committee. The policy guidelines for use of the shelter trailers/ equipment have been finalized. The policy will be sent out with the MOAs. A notice to municipalities regarding the equipment and how to access it will be developed and distributed to the municipalities. It was suggested that the Council conduct a "show and tell" of

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, June 15, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

the trailers; perhaps at an EMD quarterly meeting in the future. Sue will discuss further with Bob Barry for an upcoming EMD meeting.

Linda noted that an amendment to a vote taken in April is needed to correct budget tracking. The vote was moved as “the transfer of \$26,000.00 from FFY07 Planning Private Sector to Public Awareness”. It should read as “the transfer of \$15,242 from FFY07 Private Sector and \$10,758 from FFY07 Mass Care/Sheltering to Public Awareness”.

Motion: Carmen Massimiano moved to correct the vote of April 20, 2010 to read as the approval of the transfer of \$15,242 from FFY07 Private Sector and \$10,758 from FFY07 Mass Care/Sheltering to Public Awareness. Eric Madison seconded. Voted unanimously.

Linda noted that a new line item needed to be created under Pan Flu for work already obligated for IRAA related Public Outreach under Planning Mass Care and Sheltering.

Motion: Carmen Massimiano moved to approve a new line item under Pan Flu for IRAA Public Outreach, and the transfer of \$15,000 from FFY07 Planning Private Sector to IRAA Public Outreach. Sandra Martin seconded. Voted unanimously.

Linda noted that IRAA work related to Public Outreach will utilize funds currently tracked in IRAA Emergency Planning. For budget tracking, \$5,500 from IRAA Emergency Planning needs to be transferred to IRAA Public Outreach.

Motion: Carmen Massimiano moved to approve the transfer of \$5,500 from FFY07 Pan Flu IRAA Emergency Planning to Pan Flu IRAA Public Outreach. Sandra Martin seconded.

Linda informed the Council that the Planning Committee and Public Awareness Committee have put together a scope of work to obtain the services of a Public Relations/Marketing firm to assist with designs for public outreach/ public awareness. If the vendor is in place by next month’s meeting, there may be a presentation on the proposed work.

Linda reported on the current progress of the reverse notification systems survey. Some municipalities and agencies have responded. The next step will be connecting with the various vendors who serve the region and evaluating any information regarding provided services that they can share.

Public Awareness: Tom Grady reported. As Linda reported, the Public Awareness Committee is working with the Planning Committee on Public Outreach. Sue will be working to obtain services of an intern to help compile historical data/narrative of Council funded projects to incorporate into the website.

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, June 15, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

Interoperability: Russ Sienkiewicz reported. Interoperability has been fairly quiet. Russ thanked Sue for her work on the FFY09 Interops Investment and Project Justifications.

He and Sue participated in a conference call with the statewide consultants on June 4. The call was a follow up to the last Interops workshop and planning for the upcoming one to be held on July 20th. The consultants are still working on clarifying the role the website will play for Interoperability, and Russ has asked for further clarification on the level of technical assistance the statewide consultants will be offering.

Russ provided an update from Melissa Nazzaro on SIEC activities. The SIEC is finalizing the TAC reprogramming plan. They are conducting a consolidation study for PSIC regionalization grants. Massachusetts has been chosen to pilot a COM tech class. This will be funded through IECGP grant. Rick Andreano has forwarded the current information, and more will be forthcoming.

Russ informed the Council that the Interoperability Committee sent a letter to the SIEC with a recommended approach to provide narrow banding reprogramming support to municipalities across the commonwealth. They haven't yet received a response to the letter.

Tom Grady noted that he spoke to Rick at the Statewide Homeland Security Conference regarding representatives from state agencies attending the next statewide interoperability workshop. Rick has reached out to the different agencies. Rick introduced Sue and Tom to some of the representatives at the conference.

Tom also made note that for the proposed Hampshire Hills Interops project, both Pelham and Montgomery are not yet NIMS compliant. They need to complete the compliance summary in order to be eligible to receive FFY09 funds. Bob Barry and Steve Kozloski will reach out to the towns' EMDs to ensure they complete the NIMCAST.

Training and Exercise: Tom Grady reported. The committee had no new requests to consider this month. Jeff Timperi attended the T&E meeting this morning to review the FFY09 Investment guidance. An Improvement Plan Summary for exercises held in calendar year 2009 will be completed. This may be used as a tool to help develop a multi-year Training and Exercise Plan. Jeff Timperi provided background to the Council regarding the strategy and use of developing a multi-year T&E plan for the region.

Linda noted that Gail Beinvenue-Mailhott keeps a training and exercise calendar for the hospitals. This should be incorporated into the planning. Sandra also noted that Public Health has a TEP for the region, and it would be beneficial to include them in the TEP development.

PPE & Equipment: No new update.

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, June 15, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

Information Sharing: Phil Tarpey reported. Still waiting to hear from Greenfield regarding a decision on the approach to complete the IMC buildout in Greenfield. A competitive bid process may be sought. Sue will follow up.

Tom Grady asked about the Mass Gangs database, whether it is up and functioning. Phil noted that he has used their survey system. The gang module of Mass Gangs is up and running and his crews are using it for gang scoring. They data share with SWISS also, but he does not understand why there is a lack of communication between SWISS and Mass Gangs.

Pandemic Flu: Sandra Martin reported. The IRAA Mass Care and Sheltering project is moving along well. The scope of work for the FFY08 IRAA School project is in the final draft stages and expected to go out to bid soon. No word back yet from EOPSS regarding the Risk Communication project.

Fiduciary Report: Susan Brown reported. As directed at last month's meeting, a letter calling for participation in Council Subcommittees was written and sent out to municipalities via MEMA's list serve. The letter was shared with the Council members to share with their organizations. The letter has generated some response, with new members being added to Interoperability / Information Sharing, Training & Exercise and Planning subcommittees.

Development of the FFY09 Investment Plan has been progressing and Sue anticipates having it completed and submitted to EOPSS by Friday. Sue thanked the Council and subcommittee members who provided assistance with the project justification development. She particularly thanked Sandra Martin, Catherine Ratte, Russ Sienkiewicz, John Kenney and Alan Zawistowski.

Sue informed the Council that she has applied to attend the FEMA/DHS offered HSEEP course in Boston in July. She has discussed the travel related expenses with EOPSS. EOPSS has noted that with the approval of the Council, the travel expenditures most likely would be allowed. Sue noted the travel would be covered utilizing M&A funds.

<p>Motion: Eric Madison moved to approve Sue Brown attending the DHS HSEEP course in Boston and approved expenditure from M&A for travel related costs. Carmen Massimiano seconded. Voted unanimously.</p>

Russ Sienkiewicz spoke to the Quick Quote process now required when utilizing the ITT40 state contract. He noted that to use this, a procurement officer needs to complete training. He asked the other members to make their departments and municipalities aware of this step when using ITT40.

Old Business:

FFY09 Investment Plan and Project approval. Sue reviewed the draft of the FFY09 Investment plan. She noted the executive summary, the budget detail and raised questions regarding the

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, June 15, 2010
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

Critical Infrastructure Investment; does it provide an accurate summary of the Council's opinion on CI at this time? Sue also provided a review of the timeline for plan submission to EOPSS.

The Council discussed the newly proposed CBNRE project. Linda noted that the idea for a regional cache of foam for the mobile attack foam trailers came about after the Southeast Region's experience when the refilling of one of their regional trailers was delayed as the municipality awaited reimbursement from insurance. The trailer was needed for a mutual aid call but was unavailable because it was still empty from the last call.

Southeast has developed their own approach to establish a Foam Cache. The project the West is presenting would be a vendor maintained inventory and delivery system. The proposed funds would seed the cache, which would be replenished utilizing the insurance funds reimbursed to the departments.

Sue asked that any changes or corrections be sent to her by Thursday.

Motion: Carmen Massimiano moved to approve the FFY09 Regional Investment Plan as presented and discussed. Sandra Martin seconded. Voted unanimously.

Tom Grady reviewed with the members, a previously tabled request from Berkshire County Central Regional School district. He reminded the members that the request had been tabled to be reconsidered when funding may be available. He also noted that the Council had asked the school district to explore expanding the request to cover other school districts. The request is asking for \$10,200.00 to provide "Go-Kits" for every class room in the district.

Tom noted that the project was not included in FFY09 plan, but that there are several FFY07 projects that are complete and have unused funds remaining. The projects are: Hazmat Equipment with \$3,540 remaining; Foam Trailers with \$621 remaining; E-Policing with \$4,000 remaining, and MDT Phase II with \$3,386 remaining for a total of \$11,547.

Tom asked the Council to consider funding the request as outline and consider at pilot project.

Motion: Carmen Massimiano moved to transfer the FFY07 funds as detailed to PPE for Berkshire Central Regional School Districts "Go-Kits". Eric Madison seconded. Discussion followed (detailed below). Voted unanimously.

Discussion: It was noted that other regions have funded similar projects. Various members of the Council spoke to their experience with schools that have incorporated the kits and felt they are a good asset for school readiness. It was noted that School Safety grants have been used in the past, but they are unavailable now.

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, June 15, 2010
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Western Massachusetts EMS, Northampton, MA

Concern was raised regarding the precedent this project would set. Will the council fund other similar requests from other school districts should they apply? How will the requests impact the available funds? How should future requests be vetted? What about available Safe School funds from the DPJ, should the school be directed there?

The discussion led to the inclusion of requirements with the award. The school district will be required to provide a training plan regarding the use of the kits, detail on how the kits will be kept current and sensitive information kept safe. The district will also need to provide a report on the success/challenges of implementing the go-kits.

Sue will draft the project justification to EOPSS and an award letter to be sent following EOPSS approval.

New Business:

Sandra Martin spoke. She would like to request that the regular meeting time be move from 9:30 am to 10:00 am. Due to other committee commitments, she is unable to get to the regular Training & Exercise Committee meetings now held at 9am on the third Tuesday. A 10:00 am Council start time would allow for a 9:30 T&E start which she would be able to make. If others agree, could the time change to 10:00am beginning in September.

Motion: Sandra Martin moved to change the regular Council monthly meeting start time to 10:00 am on the third Tuesday of the month beginning in September 2010. Carmen Massimiano seconded. Voted unanimously.

Council Officers – Linda Moriarty noted that an election of officers was needed. Her allowed two year term as chair would end on June 30, as would Tom’s as vice chair. This two year election of officers is required.

In the past, the vice chair has been considered to be the nominee for chair. Linda recommended that this be followed and recommend Tom Grady to serve as chair.

Motion: Carmen Massimiano moved to elect Tom Grady to serve as Chair of the Western Region Homeland Security Council as of July 1, 2010. Stephen O’Brien seconded. Tom Grady abstained. Voted unanimously.

Linda informed the Council that she would like to recommend Tom Lynch to serve as the new vice chair. She had asked a couple of other members if they were interested, but they felt they could not make the commitment at this time.

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, June 15, 2010
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Motion: Carmen Massimiano moved to elect Tom Lynch to serve as Vice Chair of the Western Regional Homeland Security Advisory Council as of July 1, 2010. Stephen O'Brien seconded. Tom Lynch abstained. Voted unanimously.

Linda thanked all the members for their work and participation on the Council. She thanked Sue for her work and recognized her valuable assistance to her as chair.

The Council members thanked Linda for her service, care and leadership. Tom Grady acknowledged that Linda's connections to multiple state agencies have been a great benefit for the Council.

Sue reminded the members that next month's meeting will be held at the Department of Public Health in Northampton. She thanked Gail for her assistance in reserving the space.

There being no further business Carmen Massimiano moved to adjourn. Steve O'Brien seconded. Meeting adjourned at 10:52 am.

The next meeting of the Western Regional Homeland Security Advisory Council will be held on Tuesday, July 20, 2010, 9:30 a.m. at Department of Public Health, Northampton, MA.

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