

**Western Regional Homeland Security Advisory Council**  
**Meeting Minutes**  
**July 21, 2009**  
**9:30 a.m.**  
**WMEMS, Northampton, MA**

In attendance: Thomas Grady (Berkshire Sheriff's Office); Kelly Griffin (EOPSS); Sandra Martin (BCBOHA); Linda Moriarty (WMEMS); Eric Madison (WMFCA); Ed Miga (MHA); Tom Lynch (Baystate Health); Bob Dean (FRCOG); Bob Hassett (Springfield FD); Nicole Ryan (PVTA); Alan Zawistowski (Pittsfield PD); Stephen O'Brien (Lenox PD); Russ Sienkiewicz (Northampton PD); Todd Zukowski (PVPC); Bob Barry (MEMA); Stephen Daly (MAPC); Melissa Adams (FRCOG); Allen Stratton (Wilbraham PD); William Brooks III (Wellesley PD); Peter Olson (Peabody PD); Susan Brown (FRCOG).

Meeting was brought to order at 9:35 a.m.

*Minutes*

-The draft meeting minutes from June 16 were reviewed.

<p><b>Motion:</b> Tom Grady moved to accept the minutes of the June 16, 2009 meeting. Eric Madison seconded. Voted Unanimously</p>
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**Introductions:** Round the room introductions were made.

**Police ID** – Deputy Chief William Brooks of Wellesley and Detective Peter Olson of Peabody were introduced. Deputy Brooks has been working on the Police ID project for five years. Brooks and Olsen presented an overview of the project and the proposed IDs to the Council. EOPSS has told the Massachusetts Chief of Police Association (MCOPA), the sponsors of the project, that it will allow State Homeland Security Grant funds to be used for the initial start up cost of the project, contingent that all the regional Councils approve to support the project. The Western Council is being asked to fund \$56,000 to the project to cover the \$300 per police department log in fee and the first round of IDs at \$9.50 each. This would cover the costs of all police departments in Western Massachusetts.

Through a Power Point presentation, the proposed ID format was reviewed. L1, the vendor who produces the Massachusetts drivers' licenses, is expected to be the vendor for the Police ID production. Similar security features to the driver's license will be used.

All billing will be through the Massachusetts Chief of Police Association.

Following the presentation, Council members asked the following questions.

- Why is the project limited to only police departments? The concern is that in areas like Berkshire County, the Sheriff's Office has a high presence, so why aren't Sheriff's Office officers included?
  - o The project has focused only on Police as the first roll out, because in police departments, all officers meet the requirements of qualifying for an ID. Many Sheriff's Office personnel don't all have arresting authority or ability to carry a firearm off duty. Deputy Brooks indicated that the project can be rolled out to include

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Sheriff's Office personnel, but protocol for determining who qualifies for the ID need to be established.

- If the Western Region wants to pay for the Sheriff's Office personnel or others to be included in the future, will they be allowed? Or can those funds be included in this appropriation if approved?
  - o Deputy Brooks did not have direct information on this. The current focus is for police departments.
- Who is sponsoring the bill, and isn't there funding attached to it?
  - o The bill is sponsored by Sen. James Tilton. There is no money attached to the bill, as it provides the Secretary of EOPSS with the authority to set the standard for a statewide police ID.
- Directed to EOPSS – as other law enforcement groups want to join, will the Secretary be considering funding the initial start up costs for them also?
  - o Kelly will take the question to EOPSS.
- Will each department continue to also maintain their own IDs or will that be the state? What about IDs used for door access?
  - o Each department will enter info via the secure web portal and the state will be printing the cards through the vendor. These IDs will not include door access features. Departments will still have to maintain their own card system for this.
- Why isn't the signature on the card a representative of the statewide authority, like on driver's licenses, rather than the individual department chiefs?
  - o Because the state doesn't currently have the identified authority, it is at the Chief level.
- Does the completion of the project depend on passage of the legislation?
  - o No.
- What about smaller towns where part-time officers may work for more than one town? Will they have multiple IDs for each town, or how will that be rectified?
  - o Each officer will only have one ID. This is not a matter that has been brought up before. Someone (either Department Chiefs or officer) will most likely have to decide which department is shown on the id. It was noted that the challenge with this is that while an officer is on duty for one town, the ID he/she is carrying should not be from a different town.

It is expected that once the vendor is given the go-ahead on the project, that it will take approximately 3 months for the web portal access to be set.

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**Motion:** Sandra Martin moved that the Council approve the Massachusetts Police Identification Project, with the stipulation to include other law enforcement entities as quickly as possible, and allocate \$56,000.00 from FFY06 Grant funds for the start up cost for Western Massachusetts police departments. Tom Grady seconded. Discussion followed.

Motion discussion: It was suggested that since FFY06 funds, with a current deadline of December 31, 2009, are being used, that the Council be informed by October 31 whether or not the project will be completed within the timeframes of the grant. It was noted that this funding only stands if all the regional Councils approve it.

**Motion Amendment:** Sandra Martin amended her motion to indicate allocation is contingent upon approval of all Regional Councils. Tom Grady seconded. Of the twelve Council members present 11 yeas, and 1 nay. Motion and amendment so moved.

*Updates from the Chair*

Linda Moriarty introduced Steve Daly from Metropolitan Area Planning Commission (MAPC) to the Council. MAPC has been awarded the single fiduciary contract for FFY08. Linda noted that Steve will be available following the meeting if any members have any questions.

The Council reviewed the comments received from EOPSS regarding the FFY08 Plan. Sue noted that she would be communicating with the subcommittee chairs regarding their committee projects that need further development. The amendments are due to EOPSS on August 21, 2009.

*Updates from Disciplines*

- FIRE: Eric Madison reported. He has received one final quote from a vendor from the state contract. This price, as with all the vendors from the state contract, is higher than the price Southeast received when they went out for bid, therefore Eric is recommended that the Council proceed on this project via bid process. He will work with Sue to coordinate this. EOPSS has approved the expenditure of FFY07 funds on the project and given provisional approval of FFY08 proposal.
- POLICE: No new update.
- EMS: No new update.
- EMD: No new update
- PUBLIC HEALTH: Sandra Martin noted that the state is expected to receive \$5.5 million for pandemic flu preparation. There currently is not any information on how this will be

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distributed between state agencies and local agencies, but she expects that local departments of public health will see some funding.

- TRANSPORTATION: No new update.
- DPW: Ed Miga reported. The Southeast Regional Council has allocated money to Hass Highway Association for emergency traffic control trailers. Ed will obtain more information on this to provide to the Council.
- CORRECTIONS: No new update.
- COMMUNICATIONS: No new update.
- HOSPITALS: No new update.
- MUNICIPALITIES: Representative not present.

*Subcommittee Updates*

**Planning:**

No update at this time. The Planning subcommittee will be meeting soon to review project status and provide feedback to EOPSS comments on the FFY08 plan.

**Public Awareness:**

No Update.

**Interoperability:**

Russ Sienkiewicz reported. No new updates from the statewide interoperability coordinator and no information regarding the statewide interoperability consultant.

The Interoperability subcommittee decided to allocate up to \$15,000 of FFY05 Extra Funds for reprogramming the Berkshire simulcast, and just over \$16,000 for mobile UHF radios.

Tom Grady discussed the concrete pad additions to the MSP tower sites where Berkshire County Emergency Communications Group (BCECG) will be co-locating with the MSP 800 buildout. The pads will allow for expanded equipment sheds to accommodate BCECG equipment. When this project had been originally proposed to EOPSS as part of the FFY05 funds, EOPSS had informed the Council that new EHPs would need to be completed, and that the timeline of FFY05 funds didn't allow for the EHP approval timeline.

A general discussion regarding EHPs ensued. Members questioned why the EHPs completed by MSP couldn't cover the work. Kelly indicated that if the proposed addition to the footprint of the

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pad went beyond that covered in the EHP, then an addendum would be needed. Tom has contracted the site contractor seeking the specifications of the EHPs. He noted that now is the opportune time to complete the work as the site contractor is in place and doing the work.

Linda Moriarty recommended that Tom continue to work with the site contractor to obtain the specifications of the EHP, and that the Council authorize Tom and Russ to coordinate with EOPSS to get the project completed.

**Motion:** Sandra Martin moved to allocate up to \$31,500.00 from FFY06 Interoperability Continued Buildout to complete concrete pad extensions at the co-locations sites in Berkshire County. Alan Zawistowski seconded. Voted unanimously.

**Training and Exercise:**

Tom Grady reported that the Training & Exercise subcommittee met prior to the Council meeting to considered several training and exercise requests.

Westfield Emergency Management Agency has submitted a request for a tabletop exercise entitled “City of Westfield Exercise Explosion/Terrorism Exercise at Westfield State College” to be conducted on October 20, 2009. The total requested is \$38,200, with \$15,000 being estimated for exercise facilitation, to include planning, exercise facilitation and AAR completion.

**Motion:** Tom Grady moved to appropriate \$10,000.00 from FFY07 Exercise for Westfield Exercise Planning and \$28,200.00 from FFY07 Exercise for the “City of Westfield Exercise Explosion/Terrorism at Westfield State College.” Linda Moriarty seconded. Discussion followed. Of the 12 Council members present, 11 yeas, and 1 nay. Motion so voted.

Motion discussion: The amount requested was questioned as being too high. A brief discussion about cutting the amount for consulting fee was held. It was noted that if the Council didn’t allow for exercise planning at this time, it would be a change in practice and policy. It is felt that some notice should be given to applicants if the policy is going to change.

American Medical Response (AMR) Springfield has submitted a request for “Tactical EMS for Law Enforcement” Training. This three-day course is designed for members of the law enforcement community and EMS providers that support specialized law enforcement teams. The course will be open to law enforcement officers and EMS providers in all four western Massachusetts counties. It will be held on November 2<sup>nd</sup> through 4<sup>th</sup>, at Springfield Fire Training Center and be taught by Eric Stratton of STS Consulting. The total request is for \$10,500.00 for up to 20 course participants.

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**Motion:** Tom Grady moved to appropriate \$10,500.00 from FFY07 Training for “AMR Tactical EMS for Law Enforcement” to be held on November 2, 3,& 4, 2009. Sandra Martin seconded. Voted unanimously.

West Springfield Fire Department has submitted a request for a tabletop exercise to be conducted on November 5<sup>th</sup>, 2009. The exercise will test West Springfield’s Hazardous Materials response plan via a train derailment involving hazardous materials. The total amount being requested is \$14,872.00.

**Motion:** Tom Grady moved to appropriate \$8,000.00 from FFY07 Exercise for Exercise Planning, and \$6,872.00 from FFY07 Exercise, for the West Springfield Fire Department Tabletop to be conducted on November 5<sup>th</sup>, 2009. Linda Moriarty seconded. Voted unanimously.

The Hampshire County Emergency Medical Services (EMS) Committee has submitted a request for “Pre-Hospital Trauma Life Support” (PHTLS), a two day training to be offered on October 24<sup>th</sup> & 31<sup>st</sup>, for \$7,200.00. Linda Moriarty provided detail to the Council regarding the subcommittee’s discussion of the course price per student. She indicated that the subcommittee had given her and Sue the authority to discuss the cost per student with Chris Norris of Hampshire EMS, to see if it might be too excessive.

**Motion:** Tom Grady moved to appropriate up to \$7,200.00 for Hampshire EMS PHTLS training to be offered on October 24<sup>th</sup> & 31<sup>st</sup>. Sandra Martin seconded. Voted unanimously.

**Information Sharing:** No new update.

**Equipment:** Linda Moriarty reported that some of the FFY05 extra funds are being utilized to buy replacement filters for PAPRs. She is coordinating the project with Bob Moore. Linda also noted that she has been asked to sit on a statewide committee to discuss vaccine distribution to EMS.

**Pandemic Flu:** Sandra Martin reported that the Pan Flu committee just received approval from EOPSS for the FFY07 IRAA Mass Care & Evacuation project. She has also been working to rewrite and clarify the proposed FFY08 Crisis Communication for Everyone. She will be connecting with the Information Sharing subcommittee to discuss how the project overlaps into their areas of concern and to discuss project coordination. She noted that in matters of Public Health, the dissemination of public information is a key tool to response and recovery, so the committee feels strongly about needing to maintain a presence within this proposed project and seeing it through.

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**Fiduciary Report:** Sue Brown reported. The letter regarding the Council's concerns about the SLEMP plans was sent to Secretary Burke and a reply was received from Undersecretary Schwartz.

The letter regarding the potential closing of UMass lab was put on hold. Russ Sienkiewicz informed the Council that the state has determined to keep the lab open, so no letter is necessary.

The letter regarding the Council's support of Pan Flu legislation has not yet been sent. More information is needed to compile a draft. Sandra will provide further information.

FFY06 & FFY07 quarterly reports were submitted to EOPSS last week.

The Hospital Go-Kit project is moving forward.

Of the Unobligated NIMS projects, only one project, the EMD Antenna distribution, remains to be completed. \$13,340 is left over to be obligated. The Council discussed possible uses for the funds. Bob Hassett noted that there were some towns who still desired to participate in the antennae project, but they had missed the deadline for application. He recommended that antennas be provided to them.

<p><b>Motion:</b> Eric Madison moved to allocate an additional \$9,100.00 from Unobligated NIMS to the EMD Antenna project to provide antennas to the seven towns who are eligible for the antenna but missed the deadline date. Sandra Martin seconded. Voted unanimously.</p>
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Bob will work with Sue to produce a purchase order for the antennas.

**Old Business:**

The Council reviewed Undersecretary Schwartz's response to the SLEMP letter. Steve O'Brien indicated that the response was accurate to his understanding of the SLEMP plan and its roll out. The regional coordinator referred to in the Undersecretary's letter has not yet been chosen. Tom Grady noted that it still potentially leaves the Sherriff's department in the same predicament of not knowing the plan but being expected to play a part in its implementation. The departments also still have not, as of yet, received a draft copy of the SLEMP to review.

Tom Grady thanked the Council for discussing this matter and thanked Stephen O'Brien for his work in relation to the plan.

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**New Business:**

Linda asked Steve Daly if there was anything he'd like to say to the Council. Steve informed the Council that they should see no difference in the continuity of service with Franklin Regional Council of Governments as their fiduciary for FFY08. He shared some information on initial conversations with EOPSS regarding the idea of developing Share Point tools to facilitate communication between the Regional Councils, and also noted that the idea of semi-annual meetings between similar discipline representatives from each Council had also been discussed. The hope of both ideas is to increase communication between all the Councils and to provide information regarding ongoing projects and efforts across the state.

Linda asked if there was any other business. Russ Sienkiewicz noted a needed change to the minutes of last meeting under Interoperability regarding the radios that were offered to Pelham. The minutes state the radios were given to Pelham. Russ noted he had offered them to Pelham, but they never took the radios and instead purchased their own. Sue will make the noted changes.

**The next meeting of the Western Regional Homeland Security Advisory Council is scheduled for September 15, 9:30 am at WMEMS, Northampton.**

There being no further business Eric Madison moved to adjourn. Stephen O'Brien seconded. Voted unanimously.

Meeting adjourned at 11:45 .a.m.

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