

Western Regional Homeland Security Advisory Council
Meeting Minutes
Tuesday, September 15, 2009
9:30 a.m.
Western Massachusetts EMS, Northampton, MA

In attendance: Thomas Grady (BCSO); Bob Barry (MEMA); Nicole Rohan (PVTA); Nancy Botta (DLC); Linda Moriarty (WMEMS); Bob Hassett (SFD); Tom Lynch (Baystate Medical); John Kenney (HCSO); Eric Madison (WMFCA); David LaFond (WMFCA); Alan Zawistowski (PPD); Stephen O'Brien (LPD); Carmen Massimiano (BCSO); Melissa Adams (FRCOG); Sandra Martin (BCBOHA); Melissa Nazzaro (NPS); Linda Gross (FRCOG); Brook Chipman (EOPSS); Gene Lee (EOPSS); Russ Sienkiewicz (NPD); Francis Nothe (WMFCA); Susan Brown (FRCOG).

Meeting was brought to order at 9:40 am.

Minutes

-Minutes from the July 21st, 2009 meeting were reviewed.

<p>Motion: Tom Grady moved to accept the minutes of the July 21, 2009 meeting. Carmen Massimiano seconded. <i>Voted Unanimously</i></p>
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Round the room introductions were made.

Updates from the Chair

Linda Moriarty informed the Council that Kelly Griffin has left EOPSS. Linda noted that Kelly's work was appreciated by the Council and she will be missed.

Due to scheduling conflicts, Linda noted today's agenda will be adjusted to allow Melissa Adams to review a proposal with the Council.

Request from FCECS Oversight Committee/ FRCOG Planning

Melissa Adams reviewed for the Council, a request from FRCOG Planning on behalf of the Franklin County Emergency Communication Oversight Committee (FCECS). FCECS is concerned with long-term sustainability and future needed upgrades and improvements to the system. The Oversight Committee wishes to engage FRCOG Planning to assist with system documentation, identifying and documenting needed improvements, developing a system sustainability plan and seeking additional sources of funding for future improvements. The FRCOG Planning/FCECS is seeking \$30,000.00 to conduct the work.

Linda noted that the proposal was presented to the Planning subcommittee at their meeting on Monday. No action was taken on the proposal, as it was felt that since this involves a communication system, it should be reviewed by the Interoperability subcommittee and the Council. The Interoperability subcommittee has not yet reviewed the proposal.

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Motion: Sandra Martin moved to consider the proposal for system planning from the FCECS and FRCOG Planning. Carmen Massimiano seconded. Discussion followed.

A question was raised regarding other systems in the region; will they all need similar planning efforts? This could not be answered by anyone in the room.

A question was raised regarding the proposal cost; is \$30,000 reasonable or high for the work described?

It was noted that some of this work may already be completed by Cromack Industries/Pericle, the Interoperability Consultant, and it doesn't seem like it would need to be re-documented. Members of the Interoperability subcommittee felt the proposal should be reviewed by the subcommittee.

Motion Amendment: Sandra Martin moved to amend her motion to request that the FCECS Oversight Committee bring the request to the Interoperability Subcommittee for further review. Carmen Massimiano seconded. Voted unanimously.

Update from the Chair cont:

The Massachusetts Highway Association had nominated William Fuqua of Holyoke DPW to serve as alternate as Highway representative to the Council.

Motion: Carmen Massimiano moved to approve the nomination of William Fuqua, Holyoke DPW, as Highway representative, alternate, to the Council. Sandra Martin seconded. Voted unanimously.

Linda informed the Council that EOPSS has sent Bill Perlman notification that he is no longer eligible to serve as Municipal representative to the Council since he is no longer a selectman. Linda asked that if anyone has any suggestions for a representative that names be forwarded to herself or Sue. A question was asked if Bill could remain involved with the Council. There currently is not a representative slot that he can fill on the Council, but he could remain as a member of the subcommittees that he has been involved with. Several members expressed that they hoped he would do so. Linda noted that she would be sending a letter to Bill thanking him for his service to the Council and asking if he would consider continuing to serve on the subcommittees.

Stephen Burkott from Chicopee Fire has indicated that he did not want to seek an extension of his term on the Council. The Western Massachusetts Fire Chiefs Association has nominated Chief Francis Nothe of Wilbraham to serve as a Fire representative to the Council.

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Motion: Carmen Massimiano moved to approve the nomination of Francis Nothe, Wilbraham Fire Chief, as a Fire representative to the Council. Sandra Martin seconded. Voted unanimously.

Linda informed the members that EOPSS has notified her and the fiduciary that the Police Identification Project, if funded, needs to be funded out of FFY08 funds. At the July meeting, the Council moved to award the project from FFY06 funds. Linda noted that she had asked the fiduciary to review the current grant budgets and the proposed FFY08 budget to determine shifts that might be made to accommodate EOPSS' determination of funding stream for the Police ID project.

Sue Brown provided the Council with a review of possible budget shifts to allow funding the Police ID from FFY08. She recommended that the Council shift funding of the WMFCA Foam Trailer project from FFY08 to funds remaining in FFY06. Currently, there is \$120,000 obligated in FFY07 to fund the trailers. According to the received bid, all four trailers would cost a total of \$319,176. \$199,176 is needed. Sue made the following recommendations from FFY06:

- \$56,000 from Planning – Police ID
- \$24,375 from Planning Evac & Sheltering not yet obligated
- \$25,489 from Information Sharing not yet obligated &
- \$24,715 from Training, Exercise, Public Awareness not obligated

This totals \$130,579 from FFY06, bringing the total available for the Foam Trailer purchase to \$250,579. To purchase all four proposed trailers \$68,597 is needed. Sue believes this could be gained from FFY06 projects that could be funded using FFY08 funds, but those options need to be reviewed with different subcommittees. She proposed that she coordinate with the subcommittees to make the further funding recommendations from FFY06 at the October meeting.

Motion: Sandra Martin moved to approve the purchase of three (3) mobile Foam Trailers with \$120,000.00 appropriated from FFY07 CBRNE and \$130,579.00 from FFY06 as previously outlined, and to fund the Massachusetts Police Identification Project with \$56,000.00 from FFY08. Carmen Massimiano second. Voted unanimously.

Linda noted that the purchase of the fourth trailer will be considered at the October meeting. It was noted that the bid document had been worded in such a manner as to allow purchase of up to four trailers at the bid price through January of 2010.

Updates from Disciplines

- FIRE: No new information.

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- POLICE: No new information.
- EMS: Linda Moriarty reported. WMEMS services are working with DPH to allow paramedics to be vaccinators at H1N1 clinics, as clinic volume is expected to be very high. EMS is also involved with ongoing discussions regarding the Center for Disease Control's recommendation that EMS first responders be in the first round of those to receive vaccinations. The CDC currently recommends police and fire first responders be secondary to receive the vaccination. Regional EMS would like to see police and fire included in the first round. Since it appears that one shot of the vaccine is sufficient to inoculate, as opposed to the initial recommendation of two shots, this may make more vaccine available in the first round, thereby enabling police and fire to be included.
- EMD: No new information.
- PUBLIC HEALTH: Sandra Martin reported. The H1N1 virus is uncharacteristic of most flu viruses in that it appears young adults are the most susceptible population. Federal funding is coming through various channels to assist with vaccination efforts.
- TRANSPORTATION: No new information.
- DPW: No representative present.
- CORRECTIONS: No new information.
- COMMUNICATIONS: No new information.
- MUNICIPALITIES: No representative present.
- MSP: No representative present.
- HOSPITALS: No new information.
- MEMA: No new information.

A question was raised regarding if the Council had decided to purchase any further supplies of PPE. Sandra reported that DPH recently provided supplies of surgical masks to all local boards of health, and members should contact their Board of Health to check on availability. Linda noted that other than a round of PAPR replacement filters purchased with the FFY05 surplus funds, the Council had decided not to purchase any additional PPE supplies.

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Subcommittee Updates

Planning: Linda Moriarty reported. The Planning committee met Monday afternoon. They had invited representatives of the regional American Red Cross to discuss their efforts with sheltering, including surveys. It had become apparent in the process of the Council's shelter survey, that the Red Cross was simultaneously conducting a survey. Members of the planning committee believed that the low response to the Council's survey was that many towns probably assumed they had completed the survey since they had done one for the Red Cross. Utilizing the results of the Council survey and Red Cross survey, the RPAs will review the data and make recommendations for sheltering equipment.

Linda noted that the Planning committee is steering away from purchasing generators as they can be very exorbitant in price and there are not enough funds available to share distribution across the region. The committee will be focusing on completing the purchase of regional sign boards and light towers.

A question was asked regarding the state's plan for regional/statewide shelters. Bob Barry reported that he understood the plan to be for about 3 shelters, closer to the eastern end of the state to accommodate a large evacuation from the Cape and Boston areas. However, he does not know of any progress to report. This led to a general discussion regarding the development of smaller regional shelters spread throughout Western Mass.

Linda further reported that the RPAs are working with UMass Transportation Engineering to finalize the evacuation modeling project. They will be firming up the scenario models. The RPAs are preparing a demonstration to provide to the Council at the October meeting. The presentation will demonstrate the capabilities of the modeling and they will also discuss how the modeling will be used in future efforts of the Council.

Public Awareness: No new information.

Interoperability: Russ Sienkiewicz reported. The Interoperability committee met on August 24. Part of the FFY05 surplus funds had been obligated towards the purchase of mobile radios. The committee decided to use the funds to purchase UHF mobiles to "seed" the Berkshire County UHF simulcast and allow several departments to come online with the system. This purchase is being finalized and the radios will be in the field within the next couple of weeks.

The Western Mass Fire Chiefs Association submitted a request to the committee to further expand the Fire Mutual Aid of the WMLEC system. This would be Phase III of the project. The request would allow for additional departments to be added into the system, provide upgraded equipment to departments who need it, and it will provide mobile repeaters for the three regional

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Incident Support Units. The request total is \$111,185.91. The committee approved the request and recommends it to the Council.

<p>Motion: Carmen Massimiano moved to appropriate \$111,185.91 from FFY06 Interoperability Continued Buildout for WMFCA Phase III WMLEC Fire Mutual Aid. Eric Madison seconded. Voted unanimously.</p>

Russ reported that the Berkshire County VHF simulcast is up and running and will be remaining online as configured. It had been proposed to temporarily reprogram the system back to its previous configuration while some bleed-over communications were addressed. It has since been decided by the system users, that they would like to keep the simulcast as it currently is; address any challenges on a case by case basis, and continue to further develop additional tower sites for better coverage.

The Interoperability Consultant provided the committee with a preliminary overview of a recommended alarm system for interoperability emergency communication systems. The committee had requested this report after it received a proposal and request for an alarm system from Franklin County. The consultant will also be providing a narrative summary. The committee will consider this report further.

Rick Andreano, Statewide Interoperability Coordinator for EOPSS attended the meeting. He discussed the CASM regional system administrator training. Tom Grady and Steve Cote took the training and are now the CASM administrators for the region. They have the ability to give authorized personnel login capabilities to the CASM database. This database is populated with information regarding interoperability systems throughout the state.

The Interoperability Committee received letters of inquiry from the Franklin and Hampshire REPCs, seeking assistance in determining radio equipment availability in the region and also training regarding specific ICS communication courses. Chief Sienkiewicz has responded to these inquiries by informing representatives from both groups attending the meeting of current and planned resources that would likely satisfy their requests.

The Statewide Interoperability Executive Committee (SIEC) met on Monday. Bob Hassett attended representing Western Mass, as Melissa Nazarro was unable to attend. The SIEC has begun preliminary work on determining projects to be funded with the PSIC grant. Melissa noted that both she and Bob Hassett now serve on the committee, so there will be two active voices at the table representing the concerns of Western Mass.

The Western Council has been asked to provide an alternate representative to the SIEC. Linda Moriarty stated she would like to recommend Alan Zawistowski as alternate. Alan is agreeable to serve.

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Motion: Carmen Massimiano moved to approve the appointment of Alan Zawistowski as alternate to the Statewide Interoperability Executive Committee. Stephen O'Brien seconded. Voted unanimously.

Information Sharing: As part of the FFY08 Plan review, EOPSS had asked the Council to demonstrate how the departments receiving COPLOGC would be chosen. The committee determined that they would ask the Western Police Chiefs to prioritize those to receive the systems.

Pandemic Flu: Sandra Martin reviewed the FFY08 proposed Pandemic Flu projects. The Council had been advised by Kelly Griffin that the continued IRAA efforts of the Crisis Communications project should be separated out as its own project justification. Also, there has been ongoing clarification of the Crisis Communication project, which should be brought before the Council for review.

Based on the success of the regional IRAA Emergency Preparedness Workshops for community based organizations (CBOs) and first responders, the Pan Flu committee has identified a gap in outreach regarding IRAA and schools, and is proposing to path channels to remedy this with work funded by FFY08. School outreach will focus on elementary through college. The subcommittee is recommending that the Council allocate \$110,000.00 for this project.

Motion: Sandra Martin moved to approve the IRAA School Outreach as proposed for FFY08. Eric Madison seconded. Voted unanimously.

A question was raised regarding how interested members of the community would connect with the IRAA project. Sandra noted that 211 would have contact information, or any of the regional Public Health Coalitions would be able to provide that information. She also noted that 211 is working on developing deeper, password accessible layers of its database. These layers would have after hours contact information for IRAA CBOs that could be helpful for first responders in emergency situations.

Copies of the revised Crisis Communication project were provided to the Council for review. Sandra noted that this would be a password secured, shared information web based system. Its main focus would be to provide a channel for cross communication from town-to-town throughout the region. This would be for organized communication efforts for any crisis, but particularly for Public Health, where getting a uniformed, yet area specific, message out to the public is a crucial part of containing a Public Health emergency. The project will strive to bring together representatives from all the first responder professions to discuss risk communications. Another aspect of the project will be to pilot a share-point system to be used as the channel for public information communication. The Pan Flu committee is recommending that \$59,000 of FFY08 Pan Flu Funds be utilized for Crisis Communication project.

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Motion: Sandra Martin moved to approve the amended Crisis Communication project for FFY08. Carmen Massimiano seconded. Voted unanimously.

Motion discussion – A question was asked to MEMA of how do the efforts of this project join or not join with communication channel efforts of MEMA? Bob Barry noted that WebEOC is intended as a tool for EMDs and is more concerned with available assets. His understanding of this project is that it will offer a tool to all responders and be more of a channel for distributing public information related communications.

Sandra noted that this project is intended to be multi-directional and will try to encompass the broader aspects of messaging while also providing a regional standard for public information/education messages so all towns are including a universal message in crisis communication efforts. She emphasized that this project will not replace any universal messages that are distributed from state and/or federal authorities.

Training and Exercise: Tom Grady reported. The Training & Exercise committee met before the full Council meeting and considered several received requests.

District 4 & 5 Hazardous Materials Response Teams have approximately \$60,000 remaining in the training funds awarded to them by the Council in January. The Teams would like to utilize these funds by sending another round of members to the Advanced Tank Car training in Pueblo Colorado, and other members to an additional training, Incident Response to Terrorist Bombings. No vote is needed, as the funds have previously been awarded. The committee supports this continued training.

Western Massachusetts Emergency Medical Services submitted a request for “Gang Awareness Training for EMS Personnel.” The course is designed for members of the EMS community who routinely respond to calls that have gang members present. The one-day course topics include: indentifying gang members, graffiti interpretation, dealing with gang members at the scene and personnel safety. The training is led by SRR Training, who has conducted this training for Berkshire County Sheriff’s Office and for the Western Mass Hospital Emergency Preparedness Committee. The training will be held on November 16, 2009 at the Holiday Inn in Holyoke. The course is open to all EMS agencies in Western Ma and can accommodate up to 100 participants. The total request is \$9,695 and includes food and facility rental fees. The committee approved this request.

Motion: Tom Grady moved to appropriate \$9,695.00 from FFY06 Training for Western Massachusetts Emergency Medical Services request for “Gang Awareness Training for EMS Personnel”. Sandra Martin seconded. Linda Moriarty abstained. All others approved. So voted.

Tri-State Mutual Aid requested funds to send officers to the Incident Management Team training at the New York Wildfire Academy. The committee has deferred a decision on this request until

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further information is obtained. It is thought that other fire chiefs throughout the region may also be making efforts to train Incident Management teams. The subcommittee will ask for further information on these efforts. The goal being, if support from the Council is given towards this effort, it is a coordinated effort throughout the region.

Springfield AMR has asked for an additional \$3,150.00 to allow for six more participants in the Tactical EMS training which was approved by the Council at the July meeting. The committee approves this request.

Motion: Tom Grady moved to appropriate an additional \$3,150.00 from FFY07 training for the Tactical EMS training sponsored by Springfield AMR. Russ Sienkiewicz seconded. Voted unanimously.

The Berkshire County Fire Chiefs Association submitted a request for funding of \$9,300 to conduct Rapid Intervention Train the Trainer course. The two-day course is designed for fire department members and partners in the fire response community. It involves 10% classroom participation and the balance in hands-on training. Skills included in the course include rescue drags, emergency SCBA evolutions, ladder rescues, thermal imaging training and personnel removal. The course addresses command and response mission target capabilities. The committee approved this request.

Motion: Tom Grady moved to appropriate \$9,300.00 from FFY06 Training for Berkshire County Fire Chiefs Association "Train the Trainer Rapid Intervention." Carmen Massimiano seconded. Voted unanimously.

Fiduciary Report: Sue Brown reported. The spend out of FFY05 Surplus funds will be finalized later today with the purchase order for mobile radios for Berkshire County. FFY06 will be further reviewed for funds that might be moved to finalize the purchase of a fourth trailers. Sue asked Brook Chipman if he knew if both FFY06 and FFY07 will be extended. Brook believes that FFY07 will, as it has not yet been extended. He understands that FFY06 will not be extended. With this information, Sue noted that subcommittee chairs should expect to hear from her to ensure spend down of the FFY06 grant by the end of the calendar year.

Old Business: There was no old business.

New Business: Linda brought the Councils' attention to a notice from Jeff Timperi, EOPSS, regarding NIMCAST and encouraging all communities to complete the NIMCAST registration. EOPSS is requesting the Councils assistance in asking municipalities to complete the NIMCAST.

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Tom Grady reported that the Training and Exercise committee is considering sponsoring ICS 300 & 400 training throughout the region. The committee would like to assess the need for such training, and asks all Chiefs to assess their departmental needs for the training. Information on need should be sent to Sue for compilation.

Brook Chipman noted that the HSPD 8 meeting will be at MEMA, Framingham on September 24th. There have been regular attendees to the HSPD 8 meetings, but Brook reminded everyone that the meeting is an open meeting, and anyone interested is encouraged and welcome to attend. He also noted that the next Statewide Homeland Security meeting is planned for Thursday, November 5th in Marlboro. The announcement for the meeting should be published soon.

The next meeting will be held Tuesday, October 20, 2009, 9:30 a.m. at Western Massachusetts Emergency Medical Services, Northampton, MA.

There being no further business, David Lafond moved that the meeting be adjourned. Eric Madison second. Voted unanimously

Meeting adjourned at 11:15 am.

Respectfully Submitted by

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