Minutes

Central Region Homeland Security Advisory Council

Tuesday, February 4, 2020 3:00 PM

CMEMSC

361 Holden Street

Holden, MA 01520

Members Present: **Marc Kasaras**, WCSO; **Jim Barclay**, EMD, Town of Royalston; **Andrew Klein,** VP of Student Affairs, Anna Maria College; **Neal Aspesi**, Emergency Mgmt./Fire, Town of Southborough; **Nicholas DaDalt**, CMEMSC; **Kevin Roy**, Fire Chief, City of Fitchburg; **Russ Hall**, Fire Chief, Town of Holden; **C. Thomas O’Donnell**, Police Chief, Town of West Brookfield; **William Lyver**, Police Chief, Town of Northborough; **Christopher Montiverdi**, Public Health, Town of Leicester; **William Coyle**, DPW, Town of Auburn; **Dean Kochanowski**, Fire Chief, Town of Dudley

Members Absent: **Lewis Evangelidis**, Worcester County Sheriff; **Carl Ekman**, Charlton EMD; **Michael Lavoie**, Fire Chief, City of Worcester; **Patrick Purcell**, Fire Chief, Town of Westborough; **Julie Jacobson**, Town Manager, Town of Auburn; **John Broach**, MD, MPH, Dir. Div. of Disaster Medicine and EM, UMass Memorial; **Steven Sargent**, Police Chief, City of Worcester; **Thomas Ford**, Police Chief, Sturbridge Police Department; **David Trabucco,** WRTA

Non-Voting Attendees Present: **Peter Peloquin**, CMRPC; **Conor McCormack**, CMRPC; **Anthony Senesi**, CMRPC; Janet Pierce, CMRPC; John Warren, DHS/CISA; **Gary Fleischer**, Worcester Fire Department; **Kristen Jerome,** MEMA; **Greg Lynskey**, South Worcester Communications Center; **Amy Reilly,** MAPC.

Call to Order: Chairman, Chief Dean Kochanowski called the meeting to order at 3:05 PM.

Minutes: Chief O’Donnell motioned to accept the meeting minutes of January 7th, 2020 seconded by Chief Roy. All in favor. **Motion approved**.

Financials: Mr. McCormack gave the report.

FFY2018 Budget Review:

Mr. McCormack gave the update. The Council has just over $58,000 that has not been allocated for FY18 currently. A handful of allocated projects are awaiting delivery, those include the Dive Team Scuba Equipment, Dive Team Boat Operations for Fire District 8, Active Shooter Exercise at Wachusett. Additionally, there are three projects that are allocated in the FFY18 Plan and in the budget but the Council has not received a project submission for them yet.

Mr. Fleischer noted that there may be a need to pit in a PJ at some point soon for the Calibration Stations that were purchased by the Council. The calibration stations need to be upgrades. Mr. Fleischer says that the communities may need less calibration stations, however, we will know once we meet with the vendor.

FFY2019 Budget Review:

The budget was released last month. Funds are available, the Council can start taking PJs and TRRs. The Council will work with MAPC for core capabilities.

The Council should start thinking about different project proposals for the FY20 budget.

Financial Transfers: None

LETPA Spending Update: FY18 funds are on track for 20%.

Committee Reports:

Chairman’s Report:

Discussion: CRHSAC Council Seat and Membership:

Chief Kochanowski gave the report. Chief Kochanowski recommends that instead of two education seats, the Council should change it to having one cybersecurity council member and one education council member.

To change the bylaws, the motion requires a two-thirds majority approval from the Council and approval from EOPSS. Chief O’Donnell made a motion to amend the bylaws to have a Cybersecurity specialist replace one of the education seats on the Council, seconded by Chief Roy, All in favor. **Motioned approved.**

Equipment Sub Committee Report: Mr. McCormack gave the updates.

Completed Projects:

PJ17-4.02 Fire District 8 Dive Team Equipment (FFY2017)

PJ17-7.01 CEMLEC SWAT Team Equipment (FFY2017)

Project updates:

PJ18-2.01 Equipment Resources Map (FFY2018)

CMRPC is continuing to refine the map, CMRPC is working to make sure it works with mobile devices. After discussion, there will be contact information for each resource on the map.

There was discussion to make the map inter-operable with other regions. Ms. Reilly said each community signs on to an agreement and that would mean the agreements for each community would have to change.

PJ18-4.01 CMDART Equipment (FFY2018)

This project will be complete in April once the website management contract is complete.

PJ18-5.05 Fire District 8 Dive Team Equipment (FFY2018)

We are still waiting on the delivery of the dry suit, Chief Sullivan has checked with the vendor. The dry suit should hopefully be delivered within the month.

PJ18-6.02 Fire District 8 Trench Rescue Equipment & Trailer (FFY2018)

The quote came in and the trailer looks good and the purchase order has been placed. For the equipment, we are working with the project POCs to review the orders and will submit purchase orders once everything looks good.

PJ18-6.05 Fire District 7 Trench Rescue Trailer (FFY2018)

The bid came in last week and it has been reviewed with MAPC and POCs. We will submit a PO once it’s been reviewed by the POCs.

PJ18-6.06 Fire District 14 Tech Rescue Boat (FFY2018)

This project was approved by EOPSS after the January meeting, EOPSS should be submitting the Water Craft Request Letter to FEMA.

PJ18-6.07 Fire District 7 Trench Rescue Equipment (FFY2018)

The bid came in last week and it has been reviewed with MAPC and POCs. We will submit a PO once it’s been reviewed by the POCs.

PJ18-8.09 CEMLEC Robot (FFY2018)

Waiting for delivery, it should arrive in late March.

PJ18-8.10 CEMLEC SWAT Equipment (FFY201b)

Waiting on one purchase order for nitrile gloves.

PJ19-10.01 ASHER Training Equipment (FFY2019)

Awaiting EOPSS approval.

New Business:

Council’s American Red Cross Canteen Vehicle

Mr. McCormack has been speaking with a representative with the Salvation Army and has been finalizing the language in MOU. This time next month we should have the MOU in place. CMRPC will be the fiduciary, not MAPC, because that piece of equipment was purchased in 2006.

Project Amendment: PJ18-8.07 TECC Training Cache (FFY2018)

Spencer PD has taken on hosting the training cache equipment. They are looking for storage equipment to house the cache in the estimated amount of about $1,000. Mr. Barclay made a motion to approve the training cache storage equipment, seconded by Ret. Chief Wilson, **motion approved**.

PJ18-5.01 Fire District 7 Ice Dive Equipment (FFY2018)

Brian Sheridan from Auburn Fire presented a project to fund the purchase of new dive equipment for the FD-7 Dive Team. He stated that members are still using personal equipment on dives. Funds were allocated in the FFY19 Plan for this equipment. Chief O’Donnell made a motion to approve this project in the amount of $16,544, Ret. Chief Wilson seconded, **motion approved.**

Inter-Operability Sub Committee Report: Mr. Barclay gave the report.

Project update: PJ18-9.01-Fire District 8 High Band Repeater System Upgrade (FFY2018)

Met with Dave Monty in Westminster and reviewed the scope of work and spec list. Mr. McCormack is working with Mr. Monty on the refining the scope and spec list and will send it along to procurement to MAPC once it is ready.

New Business:

PJ19-10.01 WCSO MCU Radio Upgrades (FFY2019)

Mr. Kasaras presented the project. Mr. Barclay clarified that this is an equipment upgrade. Chief Kochanowski made a motion to approve the upgrade, Mr. Lynskey seconded, **motion approved**.

Update: Mr. Barclay stated that there will be a survey that will go around to all Central region communities to see if they are still using the APEX radios. The radios were originally purchased in 2005-2006.

Training Sub Committee Report: Lt. Neal Aspesi gave the report.

Completed Projects:

TRR17-4.04 FD-7 Rapid Deployment Search and Rescue Training (FFY2017)

Project Updates:

TRR18-1.03 – Council Support MCPPO Training (FFY2018)

The final reimbursement for travel was submitted and paid. This project is now complete.

TRR18-3.01 MCPPO Cybersecurity Training (FFY2018)

Advertisements have been rolled out for the training on March 10th. Mr. McCormack asked that Council members please share notice of this opportunity where possible. Still awaiting for EOPSS approval on the rental fee at Anna Maria College. Working with Anna Maria College and IG’s office on the rental agreement.

TRR18-8.06 Spencer Stop the Bleed Training (FFY2018)

Mr. McCormack attended a training in January. It went well and was well received by attendees. There are still funds available in the budget to reimburse for instructor costs.

TRR18-8.08 Active Shooter Incident Command (FFY2018)

Mr. McCormack recommends the committee unallocate the funds for this project because, after discussion with MEMA, it is unlikely that the Region will be allocated a delivery of this training during the current fiscal year. This would open up these funds for other uses. Lt. Aspesi made a motion to unallocate the $6,000, seconded by Chief O’Donnell, **motion approved.**

New Business:

TRR18-5.06 – Fire District 7 Ice Dive Training (FFY2018)

This project was presented by Mr. Sheridan. The training will recertify and certify new team members of FD-7. It is in the FFY18 Investment Plan and already allocated in the budget. Lt. Aspesi made a motion to approve the allocation of funds for this training, seconded by Chief O’Donnell, **motion approved**

New Business: TRR18-8.11 – Worcester Airport ASHER Training (FFY2018)

Tracy Wadsworth from Massport presented the project. Massport is holding an ASHER training at Worcester Airport on April 29th. They are looking for support from the Council to reimburse some of the surrounding towns that are supporting the training. The communities are Auburn, Worcester, Leicester, and Paxton. Representatives from Massport spoke regarding the training. Lt. Aspesi made a motion to approve, seconded by Chief O’Donnell, **motion approved.**

Planning Subcommittee Report: Chief Kochanowski gave the report.

Discussion: Review of FFY2019 Plan Funding Allocations and Project Proposals

Mr. McCormack stated that EOPSS has given the Council roughly $105,000 in additional funding. These funds represented 1) an EOPSS account error that increased the total allocation to the Region and 2) a change in the structure the SHSP fiduciary-subfiduciary relationship in the SHSP program. Management & Administration funding will no longer be provided for sub-fiduciaries. Instead, sub-fiduciaries will have to receiving all of their funding directly through Council Support. The new FFY2020 Council budget is $1,084,216.00. EOPSS requested that the Council approve an updated FFY2019 Investment Plan. Mr. McCormack presented a Project Proposal to fund the Council Support line at $150,500 and to allocate the remaining funds from the increase to the Active Threat Training & Exercise and Technical Rescue Training & Exercise lines. Chief Roy motioned to approve the updated FFY19 plan, seconded by Chief O’Donnell. All in favor, **motioned approved**.

PJ19-1.01 – Council Program Support (FFY2019)

Mr. McCormack presented the FFY2019 Council Support PJ, as previously described in the Project Proposal. Chief O’Donnell motioned to approve the project as stated. Chief Lyver seconded. All in favor, **motion approved.**

CMRPC: Mr. McCormack introduced Mr. John Warren from DHS/CISA. Mr. Warren introduced himself and briefed the Council on the various guidance, programs and trainings he can offer the region.

MAPC: MAPC complete a few federal reports recently. National Homeland Security Conference, registration is available, in Chicago the end of June.

EOPSS: There will be a meeting with all the Chairs of the Homeland Security Council regions. There will be a faith based organization symposium in April. Mr. Spellacy is no longer employed with EOPSS. EOPSS is following the federal guidelines for inventory over $5,000 starting in FY19.

MEMA: ICS 300 will be scheduled in Auburn March 24-26. The next EMD meeting will be at March 12 for Central Mass at the Sutton Police Station. Hopefully the two new local coordinators will begin in late March.

New Business Unforeseen by the Chair: None

Next Meeting: March 3, 2020 at CMEMSC, 361 Holden Street, Holden, MA 01520

Adjourn: Chief Roy made a motion to adjourn the meeting at 3:47 PM, seconded by Chief O’Donnell, **motion approved.**

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Meeting minutes taken and prepared by Anthony Senesi, CMRPC.

Minutes approved:

Meeting Materials:

* Agenda
* Jan 7 Meeting Minutes
* Budget Reports
* Transfer Motions
* Project Proposal documentation