

# **AGENDA**

## **CRHSAC Mass Care and Shelter Subcommittee Agenda**

### **(Hybrid)**

**Tuesday, December 2<sup>nd</sup>, 2025**

**2:45 PM**

**CMEMSC**

**361 Holden St.**

**Holden, MA 01520**

**&**

**<https://us02web.zoom.us/j/88042473209>**

- 1. Call To Order:** Lt. Michael Borowiec
  - a. Introductions
- 2. Minutes of June 4<sup>th</sup>, 2024 Meeting**
  - a. Vote to Accept Minutes
- 3. Financial**
- 4. Chair Report:** Lt. Michael Borowiec
- 5. Project Status**
  - a. **Completed Projects:**
    - i. None
  - b. **Project Updates:**
    - i. None
  - c. **Old Business:**
    - i. None
  - d. **New Business:**
    - i. Worcester EMS Mass Care Trailer & Supplies
      1. Discussion & vote
- 6. New Business Unforeseen by the Chair:**
- 7. Next Meeting:** TBD
- 8. Adjourn**

\* This meeting is audio recorded

## Minutes

CRHSAC Mass Care and Shelter Subcommittee Agenda (HYBRID)

Tuesday, June 4th, 2024

2:15 PM

Members Present: **Dean Kochanowski**, Fire Chief, Town of Dudley; EM; **Michael Shaw**, Chief, Webster Police; **Greg Lynskey**, (Chair) SWCCC; **Tina Dixon**, Central MA EMS Corp.; **Michael Borowiec**, Shrewsbury Emergency Management;

Attendees: **Seth Peters**, CMRPC; **Marc Granato**, CMRPC; **Sarah Cook**, EOPSS OGR; **Jonathan Martin**;

Call To Order: **Meeting called to Order at 2pm by Mr. Borowiec.**

Introductions: Held off until full council meeting.

Minutes: Motion to approve the minutes of April 2nd, 2023 Meeting by Mr. Lynskey, Seconded by Mr. Kochanowski. **Motion to approve the minutes of April 2nd, 2023 Meeting passes unanimously in a roll call vote.**

Financial: Financials tabled until full council meeting.

Chair Report: Mr. Borowiec, No Chair Report

Project Status/Old Business:

Completed Projects: None

Project Updates:

PJ20-3.01: Infectious Disease Protection Equipment Support Cache (FFY2020)

- Trailer locations discussion
  - o The City of Fitchburg, and Templeton have offered to pick up the trailers from Spencer and Leominster. The final trailer locations will be in the following Communities: Fitchburg, Dudley, Shrewsbury, and Templeton with Shrewsbury willing to give them over to another community if offered. Elected to move on this to approve the trailers for the listed communities,
- Mr. Kochanowski motions to approve the listed towns of Fitchburg, Dudley, Shrewsbury, and Templeton to host an infectious disease support cache trailer, seconded by Mr. Lynskey. **Motion to approve the listed towns of Fitchburg, Dudley, Shrewsbury, and Templeton to host an infectious disease support cache trailer passes with unanimous assent.**

Membership: Mass Care and Sheltering Committee is looking to recruit new members to council and subcommittee. Organizations that could be reached out to include UMass Memorial, City of Worcester, Worcester Emergency Management, and existing Council members.

Mr. Borowiec thinks it's a good time to extend invitations to this subcommittee out, and will work with Mr. Peters following this meeting.

New Business:

New Business Unforeseen by the Chair:

Lettering for Trailers:

- Mr. Granato sought out quotes for Trailer lettering for the Swiftwater and Infectious Disease Cache trailers which returned a 3400 dollar quote. Within the Council Bylaws the funding that can be spent on lettering is capped at 800 from 2018 policy,
  - o This quote includes reflective lettering and chevrons, based on FEMA recommendations and responder safety organizations.
- Mr. Lynskey noted that the older policy needs updating as lettering cannot be done for 800 dollars, let alone chevrons for the rear doors.
- **Tabled for further discussion**

Next Meeting: TBD

Adjourn: Motion to adjourn made by Mr. Lynskey, seconded by Mr. Shaw. **Motion to adjourn passed unanimously, meeting adjourned at 2:25 pm.**

Minutes approved on \_\_\_\_\_.

**Massachusetts Executive Office of Public Safety and Security  
Office of Grants and Research - Homeland Security Division  
Project Justification Template**

**Project Justification 7.9  
Equipment Trailers  
FFY07 CRHSAC  
LETPP  
\$33,260.00**

**Instructions:** Based on the template below, a Project Justification (PJ) must be completed for each project undertaken by a homeland security region. Projects involving interoperability and information sharing activities must also include the Interoperable Communications Investment Proposal (ICIP) section and comply with related State Interoperability Executive Committee/Office of Technology & Information Systems (SIEC/OTIS) special conditions. Please note that no project-related expenses or obligations may be incurred until written approval for the project is provided to the Council/Fiduciary by EOPSS.

**I. Project Name and Number:** Equipment Trailers PJ 7.9

**II. Homeland Security Region:** Central Region Homeland Security Advisory Council (CRHSAC)

**III. Anticipated Project Date Range:** May 1, 2010 –October 1, 2010

**IV. Project Summary:** Please address as applicable the who, what, where, when, how, & why of the project, being certain to touch on the following points.  
(1 page maximum):

- Regional need for project (e.g. capability gap/problem description)
- Goals and objectives of the project (at least one of each)
- Activities that will be undertaken to achieve project goals and objectives
- Project management and participants
- Anticipated outcomes that can be measured and how they will be measured and tracked.

Regional Need: The CRHSAC purchased eight trailers with FFY06 funds to store cots, blankets and mats (shelter supplies) thru-out the region. Four of these trailers once loaded were deemed too small and overloaded. This project is designed to replace those four trailers and to re-utilize the existing trailers as rescue-recovery equipment trailers.

The Council has received requests from many towns for trailers to carry rescue and recovery equipment in. The Council has decided that the best option is to replace the four small trailers with larger trailers for the storage of shelter supplies and to revert the smaller trailers previously purchased to rescue and recovery trailers. We have surveyed the four communities hosting the small trailers and all are willing to exchange them for larger trailers.

Goals and Objectives:

Goal: To provide four additional adequately sized trailers for the storage of shelter supplies; and four trailers for the storage of storage of rescue and recovery equipment within the region.

Objective: To have eight (8) regionally and strategically placed trailers, fully loaded with Shelter supplies (cots, blankets, mats), ready for immediate distribution within the region to any community in need within one hour; and to have four (4) trailers regionally placed with rescue and recovery equipment and readily transportable to any community within one hour.

Activities to be undertaken:

The Council would purchase four large trailers from an existing bid and replace the four smaller trailers currently storing shelter supplies. All shelter materials would be moved to the new trailers.

Once this was completed, the existing four trailers would be re-assigned to host communities and be equipped with rescue and recovery equipment. We believe, based on the requests we have received, that no equipment would need to be purchased, rather the trailers could be out-fitted from supplies that are now stored in buildings.

Project Management: The Project Manager will be the Homeland Security Program Coordinator at Central MA Regional Planning Commission (CMRPC) in conjunction with the Equipment Committee of the CRHSAC. The DPW rep to CRHSAC will play a role in determining the new locations for the rescue – recovery trailers.

Measurement:

We would have eight adequately sized trailers, located strategically in the region, outfitted with shelter supplies for quick delivery to any community in need. Additionally, we would have four trailers with rescue and recovery equipment located within the region that also could be quickly dispatched to any community in need.

**V. Project Context Summary:** Describe the context for this project including the following: (1 page maximum)

- Prior homeland security funding source amount/year
- Description of project status if an on-going project
- Coordination with other initiatives/stakeholders or relation to similar initiatives

1. Prior Funding: FFY06: \$49,640.00

2. The previous project was to purchase 4 community sized trailers and 4 city sized trailers for the storage of cots, mats and blankets. All eight trailers have been purchased and assigned. However, after assignment it was determined the community sized trailers were inadequate for the amount of equipment they were carrying both in terms of space and weight. These remain in service but some of the items intended to be stored in the trailers has been taken off and

stored in buildings to reduce the weight on the trailer. This obviously disrupts the intent of having loaded, ready-to-go trailers.

3. The four new trailers, which will be the same as the city-sized units, will replace the existing smaller trailers. The small (community sized) will be reverted to other communities and become rescue and recovery equipment trailers.

**VI. Milestones:** Using the table below, please sequentially list no less than five but no more than 10 milestones for this project.

<b>Milestones</b>	<b>Tasks/Activities</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Estimated Cost</b>
<i>Dec. 2009</i>	<i>Survey of Need</i>	<i>12-1-09</i>	<i>12-30-09</i>	
<i>Council approval for new trailers</i>	<i>Equipment Committee evaluation of existing trailers</i>	<i>1-10</i>	<i>2-10</i>	
<i>PJ Proposal to EOPSS</i>	<i>PJ Prepared and submitted</i>	<i>5-17-10</i>	<i>6-16-10</i>	
Place Order	Lowest Qualified Bidder	6-30-10		\$33,260
Distribute	Selected Communities		8-10	
Total Cost:				<b>\$33,260</b>

**VII. Budget Plan by Cost Category:** Please complete the Budget Table below. Please refer to the applicable FFY HSGP Guidance for allowable costs.

<b>Planning</b>	
<b>Equipment</b>	\$33,260.00
<b>Training</b>	
<b>Exercises</b>	
<b>Maintenance<sup>1</sup></b>	
<b>Total</b>	<b>\$33,260</b>

<sup>1</sup> Please refer to DHS Information Bulletin #336 for further detail

- VIII. Budget Detail:** Please complete the budget table below. Insert additional rows if needed. Group line-items by Cost Category. For equipment, list the Authorized Equipment List number.

Cost Category	Description	AEL #	Quantity	Unit Cost	Total
				\$	\$
Equipment	Trailers, Equipment	12TR-00-TEQP	4	\$8,315.00	\$33,260.00
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>GRAND TOTAL</b>					\$33,260.00

- IX. Budget Narrative:** For each cost category that has an associated funding request for this project, please provide a brief narrative. Please highlight personnel costs and other sources of funding that will be sought or have already been secured. (½ page maximum)

Equipment: The cost of the project is estimated at \$33,260.00 for four Mission trailers. The cost is all equipment; there are no personnel costs involved.

- X. Project Management/Participants:** Please describe how this project will be managed (i.e., key roles and responsibilities, structures, and subject matter expertise required, including at least the project manager and the contract management structure.) (½ page maximum)

The DPW member on the Council will serve as the subject matter expert along with some of the respective peers within their communities. All equipment is currently on an available bid based on specifications used to purchase the previous city sized trailers..

The Central MA Regional Planning Commission (CMRPC) will serve as the fiduciary agent for CRHSAC. CMRPC will manage the region's homeland security funding and procurement under M.G.L. Chapter 30B. In addition to their fiduciary role, CMRPC may be authorized to perform specific work as planners working as an adjunct to the CRHSAC. The Homeland Security Program Coordinator of CMRPC is the lead manager for all CRHSAC's Investment Justifications and Projects

- XI. Support for State Homeland Security Strategy:** Please explain how this project supports the goals and objectives of the most recent Massachusetts State Homeland Security Strategy. (½ page maximum)

This project supports Goal #3 which provides an all hazards approach to homeland security and public safety. The capability to enhance recovery capability is essential to the community recovery from both terrorist and natural disaster. These trailers will enable the council to strategically place shelter



trailers and rescue/recovery trailers within a one-hour response time to all communities within the region..

**XII. Sustainability:** Please describe plans for sustaining this project. (½ page maximum)

The project will be sustained by the community's signing an MOU with the Council to assume ownership of the trailers, including registration, insurance and upkeep. While also committing to delivering them to other communities in an emergency.

The trailers are all aluminum to reduce weight and to reduce the occasion of rust.

**XIII. EHP Review:** If an Environmental Planning & Historic Preservation (EHP) review is required for this project, please provide a separate EHP Statement of Work. If no EHP is required, please provide a brief statement why one is not required.

Not Applicable.



888-414-2287  
actrailer.com

Invoice 6706

Sold To:

City of Worcester  
29 Albany St.  
Worcester, MA. 01604

Date:

Feb. 2, 2010

Salesman:

Dave Igo

☒ NEW  
☐ USED

YEAR MAKE MODEL COLOR

ID #

2010 Mission MEC65X16 5K White 5WFBE1620AW007448

Optional Equipment & Accessories

Sale Price	\$8315.00
Trade	
Trade Difference	
Registration - Title	
Office Conveyance Fee	
Tax	
Total Cash Price	\$8315.00

PD in full

Trade Information

Year: \_\_\_\_\_  
Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Vin #: \_\_\_\_\_  
ACV: \_\_\_\_\_

All ordered trailers must be  
picked up and paid in full  
within 5 days of arrival.

Deposit	\$1000
Cash on Delivery	
Amount Financed	

Total	\$8315.00
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10 Boulder Park Way, Route 20, North Oxford, MA 01537