

AGENDA
CRHSAC Training Subcommittee Agenda (Virtual)
Friday, September 11, 2026
12:00 PM

<https://us02web.zoom.us/j/85712153704>

- 1. Call To Order:** Chief Neal Aspesi
 - a. Introductions
- 2. Chair Report:** Chief Neal Aspesi
- 3. Project Status:**
 - a. **Completed Projects:**
 - b. **Project Updates:**
 - c. **Old Business:**
 - i. BF/ OT Policy Update
 1. Discussion & vote
 - ii. D14 TRT Reimbursement (FFY24 C.06)
 1. Discussion & vote
 - d. **New Business:**
- 4. New Business Unforeseen by the Chair:**
- 5. Next Meeting:** TBD
- 6. Adjourn**

* This meeting is audio recorded



CENTRAL REGION HOMELAND SECURITY ADVISORY COUNCIL

Backfill & Overtime Reimbursement Policy

Effective April 7th, 2026

In order to ensure maximized investment of Homeland Security funds allocated to the Central Region Homeland Security Advisory Council (CRHSAC), CRHSAC has instituted the following backfill and overtime (BF/OT) policy. This policy supersedes all previous BF/OT policies.

Hourly Rate:

The CRHSAC will reimburse BF/OT for eligible agencies per participant at their hourly rate, ~~not to exceed \$40.00/hour~~, for CRHSAC approved and eligible training/exercises. ~~The balance of hourly rates exceeding \$40.00/hour will be the responsibility of the member's agency/community.~~

Eligible Hours:

Reimbursement will be a maximum of 8 hours per day for overtime or 8 hours per day for backfill for CRHSAC approved and eligible trainings/exercises. Reimbursement will not exceed the advertised hours for the associated training/exercise. Per Department of Homeland Security guidance, travel time to and from any training/exercise is not eligible for BF/OT reimbursement.

Eligible Trainings/Exercises:

Per Homeland Security guidance, all exercises must comply with Homeland Security Exercise & Evaluation Program (HSEEP) requirements. In general, only the following activities are eligible for CRHSAC reimbursement:

- Multi-day trainings/exercises
- ICS 300 & 400 and Command & General Staff position courses
- Technical Rescue Team (all disciplines/specialties) scenario based practical exercises
- District Dive Team scenario based practical exercises
- Active Shooter/Hostile Emergency Response (ASHER) associated multi-disciplinary scenario based practical exercises

Eligibility for reimbursement of specific trainings/exercises can also be made on a case-by-case basis, pending approval by the CRHSAC Training Subcommittee and Full Council.

Reimbursement Request Process:

Communities will follow all instructions listed on the required CRHSAC reimbursement forms, accessible for download at [Documents and Guidance | CRHSAC](#) or by contacting CMRPC staff directly. Submissions must include a fully completed and signed reimbursement form(s) and all associated supporting documentation. Reimbursement forms and supporting documentation need to be submitted to CRHSAC Program Staff within 60 days after the last day of the training/exercise and no later than 180 days, or before the closing of the funding grant year, whichever comes first. No submissions will be accepted after this deadline.

Note: This policy does not apply any trainings or exercises approved by CRHSAC prior to effective date of this policy.

**Executive Office of Public Safety and Security
 Office of Grants and Research
 Homeland Security Division
Training Review Request (TRR)**

This form must be completed and approved by EOPSS before a federal homeland security grant-funded training may occur. Before selecting a training or training provider keep the following in mind:

1. You must first consider available DHS-funded and state-provided trainings before seeking to hire an outside provider. DHS-funded courses are those offered by DHS/FEMA (i.e., Office of Bombing Prevention), the Emergency Management Institute, and providers associated with the National Domestic Preparedness Consortium and Rural Domestic Preparedness Consortium. More information on DHS-funded trainings is at www.firstrespondertraining.gov and www.dhs.gov/bombing-prevention-training.
2. An outside provider must meet any national standards and qualifications for both the course and trainers.
3. For SHSP-funded homeland security region sub-recipients, this form must be sent to your EOPSS Program Coordinator within one week following the council's vote to approve the training. For all other sub-recipients, this form must be sent in at least 30 days prior to the training (additional time recommended for DHS-funded courses).
4. Review the current version of the *Guidance for Using Federal Homeland Security Funds for Trainings and Exercises* at www.mass.gov/eopss/funding-and-training/homeland-sec/grants/hs-grant-guidance-and-policies.html.

Please provide the information requested below.

Date Form Submitted	7/24/2025
Sub-Recipient Name and its POC and e-mail	Shawn Green sgreen@shrewsburyma.gov
FFY & Grant Program of Funding, and PJ # if applicable	FFY24 SHSP PJ24-C.06 D14 BF/ OT
Date of Council or JPOC approval, if applicable	2/6/2024
Course Title & DHS course ID if applicable *	D14 BF/ OT Reimbursement Funding
Briefly Describe Course Purpose and Regional Need(s) - Documented Gap(s) Bring Addressed	The Massachusetts Fire District 14 Technical Rescue Team has been active since 2000. The team conducts monthly training drills, 10 annually, to keep the members proficient in their skills. This training focuses on discipline specific skills as outlined in NFPA 1006. The Massachusetts Fire District 14 Technical Rescue Team is a regional response asset that provides specialized search and rescue skills to the 23 communities in the Fire District 14 response area. This is a service area of

	approximately 388 square miles with a population over 460,000 people. Additionally, the team is part of region 3 of the Statewide Technical Rescue assets and is available to respond to any of the other 5 regions if needed. This project proposal is for Backfill and Overtime to help offset the budget impact of the five departments in the Central Mass region who have members participating in the annual training of the technical rescue team. The team conducts ten, 8-hour drills annually (no drills in July and August). The total amount requested will be reimbursed over these ten months.
Level of Training (awareness, performance, management, planning, conference)	Performance
Primary DHS National Preparedness Goal Mission Area	Response
Primary DHS National Preparedness Core Capability	Mass Search & Rescue Operations
State or UASI Homeland Security Strategy Implementation Step (i.e., 5.9.1)	Objective 6.4 - Build and maintain specialty response team capabilities to augment emergency response efforts, such as Incident Management Teams (IMT) and technical rescue teams.
Training Course in Sub-Recipient's MYTEP? (If yes, provide page #. If no, why is the new training necessary?)	Yes, Fire Districts 7, 8 and 14 Tech Rescue & Dive Team Training.
Training Provider Name * If an outside provider, were available DHS-funded and state-provided trainings considered? ☐ YES ☐ NO	D14 Tech Rescue Teams
Course Date(s) *	• November 10, 2025- Tree Rescue and Confined Space (Error in date on prior TRR) • January 13th - Maynard Confined Space • February 10th Natick Search • March 10th, Westboro Trench • April 14th Marlboro Confined Space • May 12th Hudson Rope • June 9th Wayland Wide area search • September 8th, Holliston Rope with a wide area • October 13th Ashland Rope • November 10th, Natick, Heavy lifting

	December 8th Milford Structural Collapse
Disciplines of Participants *	D14 Central Region Technical Rescue Team Members
Attach Training Brochure or provide Web Address (<u>not</u> the course curriculum) *	N/A
An Environmental and Historical Preservation (EHP) Screening Form may need to be submitted to EOPSS for DHS review and approval <u>before</u> a training can be conducted. Review the training description and EHP Guidance, in particular FEMA Policy 108-023-1. Then indicate if an EHP review is necessary, supporting a 'no' decision with a specific justification statement.	No as all trainings are held at designated training facilities.

* This information can be an estimation, with an update provided later to EOPSS.

TRR Budget

ITEM	AMOUNT
Instructor/Consultant Cost(s)	
Estimated First Responder Backfill (BF) / Overtime (OT) Cost(s) (Please list by discipline.)	\$37,360.00
Facility Rental Cost(s)	
Supply Cost(s) (Specify and provide AELs as applicable.)	
Food Cost(s) (Only allowable for events 5 hours or longer; agenda and sign-in sheet required for reimbursement.)	
Other Costs (Specify and provide AELs as applicable. Include travel costs here.)	
TOTAL	\$37,360.00

Estimated Figures:	Overtime	Backfill	Total
January	\$2,880	\$800	\$3,680
February	\$2,560	\$1,200	\$3,760
March	\$2,560	\$1,200	\$3,760
April	\$2,560	\$1,200	\$3,760
May	\$2,560	\$1,200	\$3,760
June	\$2,560	\$1,200	\$3,760
September	\$3,520	\$0.00	\$3,520
October	\$2,240	\$1,600	\$3,840
November	\$2,560	\$1,200	\$3,760
December	\$2,560	\$1,200	\$3,760
Total	\$26,560	\$10,800	\$37,360