

Central Regional Homeland Security Advisory Council
Meeting Minutes
January 28, 2008
Worcester County Sheriffs Office
5 Paul X. Tivnan Drive
West Boylston, MA 01583

Voting members present: Chairman, Chief Gerard Dio; Vice Chairman, Ed McNamara CMEMSC; Paul McNulty, Westborough BOH; Chief Kevin Roy, Fitchburg Fire; Chief Scott Freitas, Uxbridge Police Department; Lieutenant William Trotta, Worcester Police Department; David Clemons, Worcester 911 Communications Center; Trevor Beauregard, Worcester County Sheriff's Office; Chief Neil Erickson, Gardner Police Department; Paul McQuade, Worcester Department of Public Works; Gina Smith, UMass Medical Center; Luke Gallant, Worcester County Sheriff's Office; Daniel Morgado, Town of Shrewsbury.

Non-Voting Liaisons; None Present

Non-Voting Attendees: Robert Biagi, Montachusett Regional Planning Commission; Kelly Robichaud, EOPSS; Jeff Zukowski, MEMA; Christopher Montiverdi, City of Worcester DPH; George Lear, CMRPC; Jonathan Church, CMRPC.

1:00PM Vice Chairman Ed McNamara called the meeting to order. Has asked for a motion to approve the meeting minutes of the January 7, 2008 Council Meeting. **A motion was made by Mr. Paul McQuade to approve the meeting minutes of January 7, 2008. The motion was seconded by Lt. Bill Trotta and passed unanimously.**

Mr. George Lear gave the Fiduciary Agent Report. He stated that the Council would be well advised to extend the FY2005 SHSP deadline from January 31, 2008 to March 31, 2008 given the issues involved with acquiring the surveillance van in Florida. Such an extension would put the Council's deadline in sync with the FY 2005 LETPP funds. Ms. Kelly Robichaud recommended this as well and. Mr. David Clemons questioned the ability to extend the SHSP funds and asked what would happen if the City of Worcester was not able to be reimbursed for the project. Kelly Robichaud indicated that the TTP was not a problem. Ms. Robichaud also questioned the contract ending point.

Mr. Ed McNamara stated that the Council will gain possession of the surveillance van and have expenses for travel paid for, however it is questionable whether the training would be completed in time. Also, these expenses cannot be invoiced after January 31, 2008 and that is the reason that the extension is so important. Mr. Jonathan Church will work to with Ms. Robichaud and will inform the Council if an extension is possible.

Mr. George Lear indicated that all the invoices up until December have been cleared and reviewed and \$84,000 has been paid out. Mr. Lear also mentioned that a letter has been

received by the Town of Sutton regarding a deficiency in the location of light towers and other equipment in the Blackstone Valley.

A question was posed to Mr. Jonathan Church regarding the grant application and its contents. Mr. Church stated that he would make sure that it was sent so everyone. Ms. Kelly Robichaud recommended that the status of the applications should be sent out in a memo by February 14, 2008 to EOPSS. There were questions as to who received the application and how submissions will be received. Mr. Ed McNamara asked Mr. Jonathan Church to resend the application to area recipients and have submissions sent in electronically so Council members could review them before the next Council meeting.

Mr. George Lear mentioned that twenty-three communities have submitted NIMS Compliance forms. Notices will also be sent out to municipalities by February 8, 2008 reminding them to submit their forms so the list may be sent to EOPSS by February 15, 2008.

Resources Subcommittee Report

Mr. Charlie Coggins apologized for being late and gave the report. He distributed a minutes from the subcommittee meeting to the members. He reviewed each of the investments prioritized by the subcommittee. Upon review, Mr. Coggins made a recommendation that the amount allocated for Shelter supplies should be increased to \$75,000. A number of questions from Council members followed including how much was funding was paid out in 2004 for Team Equipment? Mr. McNamara provided background on necessity of team equipment.

Fusion Subcommittee Report

Mr. David Clemons indicated that he would like it if Chief Erickson would aid in the majority of the effort due to the fact that the Chief possessed all the equipment and the capacity to complete the tasks and training. However it is up to the discretion of the Council what will be recovered and the subcommittee will have to meet in order to determine this.

Interoperability Subcommittee Report

Mr. Mark Cady reported that the subcommittee met in Uxbridge to discuss FY2005 purchases and a motion was made to purchase more equipment under that contract. FY2006 purchases are still ongoing and Motorola has added \$15,000 to its PO. FY2007 funding is waiting for approval by EOPSS. It was voted to create a charter for the Interoperability Subcommittee using a template based on the UASI Region's charter. Future build out will require the hiring of a consultant under state contract. In addition, Mr. Cady requested that the Motorola budget be increased from \$35,000 to \$45,000. **A motion was made by Chief Kevin Roy to increase the Motorola budget from \$35,000-\$45,000. The motion was passed unanimously**

Chief Dio received an email from Mr. Cady indicating that he would be stepping down as Chairman of the Interoperability Subcommittee. It was recommended that Mr. David Clemons become his replacement. **A motion was made to accept Mr. Cady's resignation and appoint Mr. Clemons as the new Interoperability Chairman. The motion was seconded and passed unanimously by Council members.**

Recovery Subcommittee Report

Ms. Kelly Robichaud indicated that the subcommittee can spend money funds on light towers and message boards, however she would like to see how the \$540,000 would be spent. Lt. Bill Trotta stated that the City of Worcester could be a key agency for equipment, similar to the likes of Boston, and be used as a template for all other towns. Lt, Trotta indicated that they should begin looking for money, around \$30,000 to begin work with Worcester. **A motion was made by Chief Scott Freitas to allocate \$150,000 in funding for Worcester towards Investment 8 for light towers and message boards. The motion was passed unanimously by the Council.**

It was mentioned that the City of Lawrence had requested the use of four light towers due to recent fires and activities there. Apparently, the City of Lawrence was denied their request due to confusion over how to loan equipment and where it is located. Many Council members asked what was the reason for the denial? MEMA made calls to the communities and the Council was being blamed for problems with identifying where the light towers are located and what the process is to loan them. Mr. Paul McQuade indicated that if there is a community in need of assistance than the Council needs to "step up to the plate". Mr. Paul McNulty stated that this should be investigated and that they should begin more discussions about a procedure for loaning equipment. Also, inventorying and mapping of equipment of equipment should occur. Mr. Jonathan Church mentioned that the equipment map discussed last fall was left "in limbo" and that he would like to remedy this. He would see that the map was posted on the Homeland Security website if this was the correct map. The Council members stated that it was and that it should be posted. Mr. Ed McNamara also mentioned that large sized, 2'x 3' maps were needed for some municipalities. Mr Church stated that would be possible and that he would send an email out to municipalities to request large sized maps.

Lt. Bill Trotta mentioned that the State Resource Committee needed a new voting member and he volunteered to be that member. **A motion was made by Chief Kevin Roy accept Lt. Trotta as a voting member of the State Resource Committee. The motion was seconded and passed unanimously.**

Training Subcommittee Report

Chief Kevin Roy provided the report. He inquired about the status of the RFP to hire a person to coordinate training activities for the Council. Mr. Jonathan Church asked the Council members to help clarify the need to hire such a person. Mr. Church was under the impression that CMRPC staff could handle all Council requests and with the departure of Steven Bonavita CMRPC is looking at its staff levels. Mr. Church asked the

Council members if they would be willing to hold off on hiring someone through the RFP process until CMRPC hired a new staff member. Discussion occurred among all Council members that a dedicated staff person was needed. Following the discussion, Mr. Ed McNamara declared that Mr. Church should come back with a proposal at the next Council meeting.

Pandemic Subcommittee Report

Mr. Paul McNulty provided the subcommittee report. He stated that the FY2006 money is being spent in hospitals; however there is \$100,000 in FY2007 that could be spent, however there is no guidance on how to spend these funds. Mr. George Lear indicated that the only response the subcommittee has received was from Saint Vincent's Hospital.

Council Member Term Limits and Upcoming Elections

Mr. Jonathan Church stated that there is a handout that includes all the members who are up for re-election this coming June. He also mentioned that there is no waiver for a persons term limits, each member of the council has only two years to serve.

Other Business

Mr. Charles Coggins stated that there was an error in the listing of the shelter supplies. The listing should show that supplies should be charged to FY 2006 funds and not FY 2007 funds.

Mr. Trevor Beauregard indicated that the Face Identification presentation has been postponed until a later date.

Mr. Mark Cady indicated that the SCIC is up for review. He also asked if it could be reconfirmed with the appropriate representative. Chief Scott Freitas was nominated to be an alternate.

Chief Dio received a letter from the Central Massachusetts Chiefs of Police Association. The letter stated that the Chief Thomas O'Donnell of West Brookfield was appointed by the association as the alternate member to the Council. **A motion was made to have Chief Thomas O'Donnell be an alternate for law enforcement. The motion was passed unanimously.**

Mr. Jonathan Church asked the Council about a number of "housekeeping" items. The first included the process for the website. CMRPC staff is in the process of creating a new, separate website for the Council. Mr. David Clemons stated that the option of a separate website was not necessary. The Council was looking for improvements to their existing page. The second item mentioned was that the Council's letterhead is outdated, particularly the names and titles on the left side. It was decided by the Council that the list should include the voting members and alternates.

The Brimfield Ambulance Service is a private, non-profit and has one of several trailers from the regional DPH. They are requesting that the Council fund the purchase of a vehicle to tow the trailer. Discussion ensued among the members and Chief Dio asked Mr. Church to write to them asking whether or not they have also contacted the Western Region Homeland Security Council.

Mr. David Clemons indicated that the Council should add the names of the cities and towns NIMS complaints on the website. Mr. Church stated that the list of compliant municipalities will be posted on the Homeland Security webpage of the CMRPC website.

There was a motion to adjourn the meeting which was seconded and passed unanimously.

The meeting was adjourned at 3:10 P.M.

The next Central Region homeland Security Advisory Council meeting will be on February 11, 2008 at the Worcester Fire Training Center at 1:00 P.M.