



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Full Council Meeting

Minutes

June 11th, 2020

9:30AM

[*Video Link*](#)

Remote Conference Call: 1-646-876-9923

Meeting ID: 947 3789 4657 / Password: 016506

Conference Call Etiquette

- Chief J. Gilliland reminded participants to keep themselves muted unless asking a question or making a comment recognized by the Chair.
- In accordance with the Inspector General's guidance on the modified Open Meeting Law due to the COVID-19 outbreak, Chief J. Gilliland informed participants that for this meeting and all future virtual/remote meetings:
 - The meeting(s) will be recorded.
 - All votes must be taken by roll call.

Call to Order

- Chair Chief Jason Gilliland called the June 11th meeting of the NERAC Full Council to order at 9:30am. He asked for the approval of the May 14th, 2020 meeting minutes.

MOTION put forth by J. Brickett.

- Approve the May 14th meeting minutes.
 - Seconded by Chief B. Moriarty.
 - All in favor.

EOPSS/MAPC Updates

EOPSS

- V. Mboka-Boyer provided the following update from EOPSS:
 - The Commonwealth Nonprofit Security Grant Program (CNSGP) awards were made, a total of 67 awards (23 in the NERAC region).
 - NERAC's FFY18 contract has been extended until March 31st, 2021.

MAPC

- A. Murray provided the following updates from MAPC:
 - MAPC staff will continue to work from home until at least later this summer.
 - MAPC received guidance from EOPSS that the revision to the Subcommittee Bylaws was approved ("...In order for a motion to be valid a quorum must be

present. A quorum is reached when at least one (1) Council member is present...”),, but with one key change.

- In order to fully comply with Open Meeting Law, there must be a simple majority of the members of the committee present. This means that NERAC will need to firmly establish who is on each of the Subcommittees, so there is a way for us to calculate a majority. As it stands now, all Council members are Committee members, which makes it impossible to know when a majority is present. MAPC will be reaching out to all Council members to identify who would like to officially serve on each of the Committees moving forward.
- MAPC will circulate a revised Bylaws with the requested change and the Council can vote to officially approve it at the next meeting.
- MAPC will be submitting the Quarterly Report covering all NERAC-funded activities from April 1st – June 30th, 2020 to EOPSS on July 15th.

MOTION put forward by D. Spinosa.

- Allocate \$5,000.00 from FFY18 Line Item K MAPC Program Management for the development of a new NERAC website.
 - Seconded by Chief B. Moriarty.
 - All in favor.

FFY18/FFY19 Budget Updates

- All Council members were provided with FFY18 and FFY19 budget updates.
 - For FFY18, 88.5% of the grant is encumbered, meaning there are purchase orders in place and MAPC is waiting for delivery from vendors.

Open Project Updates

NEMLEC Armored Vehicle

- A purchase order was issued to Lenco for a BearCat on June 2nd.
- The estimated delivery timeframe is 6-8 months.
- EOPSS is still reviewing the approval letter for the disposal of the old BearCat.
- Chief J. Fisher and J. LeLacheur confirmed that NEMELC is still moving forward with the purchase of the armored vehicle.

Portable Ventilators

- No additional ventilators have been delivered after the shipment of the first five last month.
- Several Council members requested that MAPC investigate whether or not there is still a clear need for the ventilators as the COVID-19 outbreak appears to be tapering off, and get a clear picture of the status of the existing ventilators.
- M. Foster announced that the Beverly cache site will take any unwanted ventilators.

Programmable Message Boards

- A purchase order was issued to Federal Contract Corp. (the Ver-Mac GSA vendor) on June 1st.
- The estimated delivery timeframe is 30-60 days.

Cybersecurity Initiatives

- MAPC provided the following three cybersecurity updates:
 - 1) The TEEEX cybersecurity training (MGT465-Recovering from Cybersecurity Incidents) that the Council approved will be difficult to schedule due to restrictions placed upon the National Preparedness Directorate (NPD) and National Domestic Preparedness Consortium due to COVID-19. TEEEX has canceled all courses through July and has paused the scheduling of future courses.
 - 2) The Massachusetts Cyber Center has hired a consultant—Robinson + Cole—to hold workshops for the development of cyber incident response plans in each of the HLS regions. The first of these workshops will likely be held in mid-July, with alternate dates possible for August/September. The workshops will be open to all and held virtually. MAPC will keep the Council informed as exact dates and materials become available.
 - a. A timetable of the workshops was provided to all Council members.
 - 3) All Council members were also provided with an outline of a joint cybersecurity initiative, led by the Western Region’s Program Coordinator, who is also a member of the State’s Municipal Cybersecurity Working Group. The proposal is for each Homeland Security Council to allocate \$15,000.00 for a series of cybersecurity trainings and seminars that will be held throughout the month of October (National Cybersecurity Month). The series of trainings, seminars, and speaker events will be recorded and made available afterwards. EOPSS has already approved the Central region’s Training Review Request for this project.

MOTION put forward by J. Brickett.

- Allocate \$15,000.00 from Line Item C Cybersecurity Penetration Testing and Seminars for the statewide cybersecurity initiative.
 - Seconded by Chief B. Moriarty.
 - All in favor.

Committee/Working Group Updates

Training & Exercise

- Chief J. Gilliland provided the following update:
 - The June Training and Exercise meeting was cancelled.
 - Many projects, including the Topsfield School Evacuation Drill, the Basic Disaster Life Support Course, and the ATIRC training have all been postponed due to COVID-19.
 - The NEMTRT is not currently training, but anticipates resuming later this summer or fall.
 - The next scheduled training is the AAIR course in Townsend, MA on July 20th – 21st.

Interoperability/Info Sharing

- D. Spinosa provided the following update:
 - The Interoperability Committee met on June 9th.
 - Additional funds were allocated to the NSR911 Center Shelter Wiring project in order for Green Mountain Communications to install a surge arrestor on the

- Center's side of the electrical wiring. This will provide more grounding in case of a lightning strike.
- The RFQ for the CMED Console Upgrade project was sent out on June 4th, with quotes due to MAPC on June 12th.
 - The all-band portable radios were delivered to the Beverly cache site (minus the bank chargers), and the radios destined for FD14 (Westborough FD) will be shipped by June 24th.
 - D. Spinosa will check with MEMA regarding the funding that is available for upgrades to the field communications units as a result of the Merrimack Valley Gas Explosions. If the deadline to apply for that funding is not extended or if that funding is now unavailable, the Committee will proceed with the \$25,000.00 that is currently allocated in FFY19 for field comm unit upgrades.
 - The Committee discussed the best way to proceed with the COML Programming project.

Regional Equipment Cache

- J. Sanchez provided the following update:
 - The Cache Committee met on June 4th.
 - MAPC will be updating the MOUs between NERAC, MAPC, and each of the three cache sites, as well as other Host communities that store NERAC equipment. Many of the MOUs are outdated and do not reflect recent updates to the Rules for Borrowing and/or equipment repair/purchase procedures.
 - MAPC will also revise the policy surrounding the return of sheltering supplies—more discretion will be given to the Cache Site Managers on whether or not to accept borrowed equipment that is in some way soiled or exposed to pathogens.
- All Council members were provided with a request from M. Foster and the Beverly cache site to use Cache Fees for the purchase of replacement tires for all generator, sign board, and light tower trailers.
 - The request is for a total of \$7,938.46, which is why the purchase requires Council approval.

MOTION put forward by Chief R. Picariello.

- Approve the use of Cache Fees for the replacement of trailer tires at the Beverly cache site, not to exceed \$7,938.46.
 - Seconded by J. Brickett.
 - All in favor.

Evacuation Planning

- J. Costanzo will work with MAPC to schedule meetings to move forward with the Evacuation/Sheltering TTX Template.

Hospitals

- No update.

New Business Unforeseen by the Chair

Chelmsford Soft Shelter

- All Council members were provided with a quote for proposed upgrades to the trailer that currently stores the inflatable shelter in Chelmsford.
- The quote was submitted by Chelmsford Emergency Management Director Steve Maffetone, after the department realized that having interior lights would be beneficial after setting up and removing the shelter from Lowell General Hospital, where it was used to support COVID-19 operations.
- The request is for \$1,425.00.

MOTION put forth by J. Brickett.

- Table the discussion of upgrading the Chelmsford trailer.
 - Seconded by J. Sanchez.
 - All in favor.
- MAPC will look into changing the logo for the NERAC mobile application.

MOTION put forth by Chief R. Picariello.

- Adjourn.
 - Seconded by J. Brickett.
 - All in favor.

ATTENDEES- COUNCIL MEMBERS

Chief Jason Gilliland, Chair: Marblehead Fire Department
 Joe Costanzo, Vice-Chair: Administrator, MVRTA
 John Brickett: Executive Director, Northeast EMS
 Paul Cohen: Town Manager, Town of Chelmsford
 Chief John Fisher: Carlisle Police Department
 Mark Foster: Director, Beverly Emergency Management
 Chief John LeLacheur: Beverly Police Department
 Chief Brian Moriarty: Lawrence Fire Department
 Chief Robert Picariello: Marble Police Department
 John Sanchez: Director, Burlington Public Works Department
 Dave Spinosa: Communications Director, Essex County Sheriff's Department

ABSENT- COUNCIL MEMBERS

Bill Klag: Emergency Preparedness Director, North Shore Medical Center
 Chief Tom Judge: Concord Fire Department
 Christopher Ryan: Deputy Director, North Shore Regional 911 Center
 Christopher Malone: Superintendent, Tewksbury Public Schools
 Sheriff Kevin Coppinger: Essex County Sheriff

ATTENDEES- OTHER

Carrie Clifton: EOPSS/OGR

Caroline Graham: MAPC
Vicky Mboka-Boyer: EOPSS
Austin Murray: MAPC
Amy Reilly: MAPC