



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## Full Council Meeting

### Minutes

*September 12<sup>th</sup>, 2019 1:00pm  
Burlington Town Hall  
29 Center Street, Burlington, MA*

### Call to Order

- Chair Chief Jason Gilliland called the September 12<sup>th</sup> NERAC Full Council meeting to order at 1:00pm. He asked for introductions from all those in attendance. He then asked for approval of the minutes from the August 8<sup>th</sup>, 2019 meeting.

### MOTION put forth by R. McLaughlin.

- Approve the minutes from the August 8<sup>th</sup> meeting.
  - Seconded by R. Day.
  - All in Favor.

### EOPSS/MAPC Update

#### *EOPSS*

- Before the meeting was officially called to order, Director of the Homeland Security Division at OGR Martin Spellacy introduced himself to the Council and provided a brief summary of his background.
- V. Mboka-Boyer provided additional updates on behalf of EOPSS, including:
  - EOPSS received a site monitoring visit from FEMA from August 19<sup>th</sup> – August 22<sup>nd</sup>. As a result, EOPSS will work to update their policies and processes and will update the Council once that work is complete.
  - During the site visit an error was found in their budgeting formula that will result in additional funds for the Council in both FFY18 and FFY19.
    - FFY18 increase of \$39,692.26
    - FFY19 increase of \$112,818.94
  - FEMA approved NERAC's FFY19 proposal, so EOPSS is now working on the administrative requirements to make the FFY19 funds available to the Council.
  - The Commonwealth has made \$500,000.00 available as part of its Nonprofit Security Grant Program, the NOFO will be released in the coming weeks.

#### *MAPC*

- A. Murray and A. Reilly provided updates on behalf of MAPC.
  - MAPC will be attending the 2019 New England Public Works Expo on September 18<sup>th</sup> and 19<sup>th</sup> in Boxborough, MA.
  - MAPC hired Lauren Sacks as a full-time grant manager. She will work on homeland

- security and HMCC procurements.
- MAPC is in the final stages of applying to be the statewide fiduciary for homeland security funds in FFY2019 – 2021. Applications are due on September 13<sup>th</sup>.

### **FFY17/FFY18 Budget Update**

- All Council members were provided with a FFY17 and FFY18 budget update.
- MAPC also provide some budget motions in preparation for the FFY17 close-out, which should happen by the November meeting.

### MOTION put forth by J. Costanzo.

- Transfer \$20,000.00 from FFY17 Line Item A to FFY17 Line Item J NEMLEC.
- Transfer \$20,000.00 from FFY18 Line Item H Tactical Ballistic Vests → FFY18 Line Item J Trainings and Exercises.
  - Seconded by Chief R. McLaughlin.
  - All in favor.

### **Project Updates**

- All Council members were provided with a packet containing project updates and milestones for all open projects.

### *Regional Communications Center Shelter*

- MAPC is continuing to work with Industrial Communications, LLC on the installation of the shelter, and associated foundation/trench work.
- The shelter has been built, but the site is not ready for installation. According to Industrial Communications, LLC, it will be approximately 7 weeks before the shelter is fully installed.
- MAPC met with D. Spinosa, the contractor, and the State building inspector before the meeting. It was productive and the project manager has everything he needs to move forward with the permitting process.
- All Council members were provided with pictures of the shelter in its current form.

### *NEMLEC Robot Repairs*

- NEMLEC has requested that funds within its line item in FFY17 be redirected to repairing one of their large remote entry robots—the ICOR MK3 Caliber. The funds were left over from several FFY17 trainings that were cancelled or came in under budget.
- The quote for repairing the robot came to \$11,028.82.
- While NEMLEC agreed to cover the remaining cost, the Council discussed funding the entire amount.

### MOTION put forth by R. Day.

- Allocate \$10,023.26 in FFY17 Line Item J NEMLEC for repairs to the ICOR MK3 Caliber.
- Transfer \$1,005.56 from FFY17 Line Item G Technical Rescue Drills/Training to FFY17 Line Item J NEMLEC for repairs to the ICOR MK3 Caliber.
  - Seconded by P. Cohen.
  - All in Favor.

### *Active Shooter Training*

- MAPC reviewed the AAIR Train-the-Trainer project that was discussed at the T&E Committee meeting.

### *Cybersecurity*

- MAPC has begun exploring penetration testing to make the region more aware of common cybersecurity vulnerabilities.
- Only a handful of vendors have gotten back to MAPC regarding the project, and MAPC is currently developing the scope.

### **FFY19 Planning Discussion**

- MAPC provided context for the additional FFY19 funds that are being made available to the Council.
- EOPSS increased NERAC's FFY19 allocation by \$112,818.94 from what was originally included in the FFY19 plan.
  - The size of that increase reflects the fact that EOPSS eliminated the planning funds from a separate contract with MAPC and the other statewide fiduciary members (SRPEDD in the Southeast, FRCOG in the West, and CMRPC in the Central region) for the management and administration of the grant. Instead of distributing the planning funds separately as in years past, for FFY19 EOPSS decided to allocate those funds directly to the Councils.
- In FFY18, NERAC's planning budget was/is \$84,532.78.
- The Council agreed to level-fund the planning project in FFY19 at \$84,532.78, but no official vote will take place until the contracts have been executed and the funds become available.

### **Committee/Working Group Updates**

#### *Training & Exercise*

- Chief J. Gilliland provided the following update:
  - The After-Action Report for the Natick Mall Full-Scale Exercise was approved by EOPSS on 8/16.
  - The Wenham TTX was held on Tuesday, 9/10 at the Beverly Cache site.
  - The Committee allocated \$6,000.00 out of the unallocated funding within FFY17 Line Item H Trainings and Exercises to the Wenham Gas Pipeline Explosion TTX project for BF/OT for participants.
  - The Committee approved the Topsfield Fair MCI Tabletop Exercise AAR.
  - The second of two Active Attack Integrated Response (AAIR) trainings was held on August 21st and 22nd at Regis College in Weston, MA. 35 first responders participated.
  - EOPSS approved the TRR for the AAIR Train-the-Trainer on 8/21, and EHP approval was received on 8/28. As of September 11th, there were 14 police and 22 Fire/EMS personnel interested in attending the course.
  - The Committee approved \$14,848.10 out of the unallocated funding within FFY17 Line Item H Trainings and Exercises for an offering of ITLS. The funds will cover the instructor costs and BF/OT for participants.

#### *Interoperability/Info Sharing*

- D. Spinosa provided the following update.

- The Interoperability Committee will meet on Tuesday, September 24<sup>th</sup>.
- The Fire and EMS Mobilization Plan revision was discussed after the August Interoperability Committee meeting.
- D. Spinosa, met with MAPC, the contractor, and the State building inspector before the meeting about the shelter installation project. It was productive and the project manager has everything he needs to move forward with the permitting process.

### *Regional Equipment Cache*

- A. Murray provided the following update:
  - The Cache Committee met on August 27<sup>th</sup> in Framingham.
  - At that meeting there was no quorum, but MAPC reviewed the Cache Site Inventory visits that took place at each of the three Cache Sites on 7/31 and 8/1.

### *Evacuation Planning*

- J. Costanzo provided the following update.
  - The Sheltering Committee met before the T&E meeting to discuss a TTX template that can be used to test a municipality's evacuation and sheltering plans.

### *Regional Shelter*

- R. Day provided the following update:
  - The Sheltering Committee met before the T&E meeting to discuss a TTX template that can be used to test a municipality's evacuation and sheltering plans.
- MAPC will provide M. Foster and the other cache site managers with a guide on the equipment listed in the functional needs trailers.

### *STARS*

- Chief R. McLaughlin provided the following:
  - NEMLEC held its annual meeting with the Suffolk County District Attorney, which focused on school safety and suicide prevention efforts.

### *Hospitals*

- B. Klagg provided the following update:
  - Hospitals are working to spend down the ASPER funding, on areas such as pediatric care and infectious disease.
  - The HMCC has developed a low-impact, immersive active shooter toolkit for use by hospitals and businesses.

## **New and Old Business**

### *Active Shooter Training Kits*

- Chief J. Gilliland introduced the possibility of purchasing kits that communities can borrow that would contain the materials needed to conduct active shooter trainings for first responders.
- Instead of waiting for the ALERRT Center to ship kits, these would be stored at a cache site and loaned out whenever needed.
- Chief Eric Shears of Merrimac Police Department provided MAPC with a quote for the kits, and it came to approximately \$60,000.00.
  - Some of the materials included in the kit were redundant and unnecessary, so the

actual price may be lower.

- The Council discussed putting the additional \$39,692.26 in FFY18 funds towards the purchase of the active shooter training kits, plus the leftover amount from the program management funding that MAPC gave back to the Council.
  - An official motion will be made once the new funds are officially allocated to the Council.

MOTION put forth by M. Foster.

- Adjourn.
  - Seconded by R. McLaughlin.
  - All in Favor.

ATTENDEES- COUNCIL MEMBERS

Chief Jason Gilliland, Chair: Marblehead Fire Department  
Joe Costanzo, Vice-Chair: Administrator, MVRTA  
Paul Cohen: Town Manager, Town of Chelmsford  
Richard Day: Health Director, Town of Chelmsford  
Mark Foster: Director, Beverly Emergency Management  
Bill Klagg: Emergency Preparedness Director, North Shore Medical Center  
Chief Tom Judge: Concord Fire Department  
Chief Richard McLaughlin: Belmont Police Department  
Christopher Malone: Superintendent, Tewksbury Public Schools  
Dave Spinosa: Communications Director, Essex County Sheriff's Department

ABSENT- COUNCIL MEMBERS

Engrid Backstrom: Endicott College  
John Brickett: Executive Director, Northeast EMS  
Sheriff Kevin Coppinger: Essex County Sheriff  
Chief Brian Moriarty: Lawrence Fire Department  
Chief Robert Picariello: Marble Police Department  
John Sanchez: Director, Burlington Public Works Department  
Christopher Ryan: Deputy Director, Essex County RECC  
Chief Roy Vasque: Lawrence Police Department

ATTENDEES- OTHER

Caroline Graham: MAPC  
Theophilos Kuliopulos: North Reading Emergency Management  
Austin Murray: MAPC  
Dan Witts: HMCC  
Amy Reilly: MAPC  
Lauren Sacks: MAPC  
Martin Spellacy: EOPSS  
Vicky Mboka-Boyer: EOPSS  
Jim McLoughlin: MEMA