



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Full Council Meeting

Minutes

August 12, 2021

1:00pm

Zoom Link

Meeting ID: 912 8942 1682

Passcode: 839776

Dial In: 646 876 9923

Call to Order – Chief J. Gilliland, Chair

- Chair Chief J. Gilliland called the August 12, 2021 meeting of the NERAC Full Council to order at 1:00pm.
- Benjamin Podsiadlo, the new Grants Division Chief for Homeland Security at EOPSS Office of Grants and Research was welcomed, along with two new proposed Council members:
 - Noah Berger, Merrimack Valley Regional Transit Authority (Transit Representative)
 - Chief Neal Hovey, Topsfield Police Department (Law Enforcement Representative)
- Each council member introduced themselves.

Approval of Minutes from the July 8, 2021 Meeting

- Chair Chief J. Gilliland asked for the approval of the minutes from the July 8, 2021 meeting.

MOTION put forth by Chief B. Moriarty.

- Approve the July 8, 2021 meeting minutes.
 - Seconded by Chief J. Fisher.
 - In Favor: J. Brickett, P. Cohen, Chief J. Fisher, M. Foster, B. Klag, Chief J. LeLacheur, Chief B. Moriarty, D. Spinosa.
 - Opposed: None.
 - Abstain: C. Ryan.
- The motion passed.

MOTION put forth by Chief J. Fisher

- Approve the appointments of Noah Berger and Chief Neal Hovey to the Council.
 - Seconded by C. Ryan.
 - In Favor: J. Brickett, P. Cohen, Chief J. Fisher, M. Foster, B. Klag, Chief J. LeLacheur, Chief B. Moriarty, C. Ryan, D. Spinosa.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

EOPSS/MAPC Updates – B. Podsiadlo/A. Reilly

EOPSS Update

- B. Podsiadlo provided an update on behalf of EOPSS that there is preliminary approval for NERAC's FFY2021 funding in the amount of \$1,469,035.23. Contracts are expected in the fall of 2021.

MAPC Update

- A. Reilly provided the following update on behalf of MAPC:
 - An offer has been made and accepted for a second NERAC Program Manager, and Rosemary Volinski will begin in that role before the end of the month.

Council Membership Updates – Chief J. Gilliland/A. Reilly

- Selection of Vice Chair
 - Chief J. Gilliland called for a motion to nominate Chief J. Fisher as Vice Chair.

MOTION put forth by Chief B. Moriarty

- Approve the nomination of Chief J. Fisher for the position of NERAC Vice Chair.
 - Seconded by Chief J. LeLacheur.
 - In Favor: J. Brickett, P. Cohen, M. Foster, B. Klag, Chief J. LeLacheur, Chief B. Moriarty, D. Ouellette, C. Ryan, D. Spinosa, N. Berger, Chief N. Hovey.
 - Opposed: None.
 - Abstain: Chief J. Fisher.
- The motion passed.

FFY19/FFY20 Budget Updates – L. Sacks

- All Council members were provided with copies of the FFY19 and FFY20 budgets.
- Conex Box for Beverly Cache Site
 - Large quantities of PPE were procured due to very low pricing that MAPC was able to secure via a large joint procurement for those items on behalf of NERAC, NEEMS, the Region 3 HMCC, and the Western Homeland Security Region. These large quantities of items have now created a storage problem at the Beverly Cache Site. The PPE has been delivered and is currently blocking access to other equipment, so additional storage space is needed.
 - The Beverly Cache Site is requesting that \$7,000 be allocated for a Conex Box to store the items.
 - A. Reilly explained that we are also planning to hold distribution events to reduce the quantities that the cache must manage, however the box is needed in the meantime and will have a use for storing NERAC items beyond the PPE project.
 - D. Ouellette offered to look into any available storage space in Dracut. M. Foster and A. Reilly indicated that relocating the items would be logistically difficult and reiterated that the storage space is needed for storage of other NERAC items as well.
- Owl Pro Hybrid Meeting Equipment
 - The Council was asked to consider whether to conduct hybrid meetings with mask requirements beginning in September or remain fully virtual.
 - Hybrid meetings will require specialized equipment to allow people to participate both in person and virtually.
 - After consultation with MAPC IT staff, it was determined that the best option is the Meeting Owl Pro, which is a central tabletop unit with a built in speaker, mic with 18ft radius, and 360-degree camera that rotates to the person currently

speaking. It is a one-time cost of \$999.99.

- Chief B. Moriarty, B. Klag, and Chief J. Fisher indicated support for continuing with virtual meetings.
 - Chief J. Fisher supported moving forward with the process to purchase the Meeting Owl Pro now so that we are prepared for hybrid meetings in the future.
- L. Sacks clarified that the equipment is a small, portable device that could be used for Council and Committee meetings in various locations, and A. Reilly confirmed that the equipment would work in the Burlington meeting space.

MOTION put forth by Chief B. Moriarty.

- Continue with virtual meetings and purchase the Owl Pro for future hybrid meetings, using funding from FFY19 G.01 MAPC Program Support; allocate up to \$7,000 for the Conex Box for the Beverly Cache Site, using funding from FFY19 G.01 MAPC Program Support.
 - Seconded by Chief J. Fisher.
- Discussion: P. Cohen asked if the Council should wait on the purchase of the Owl Pro until a date for hybrid meetings is determined. Chief J. Fisher stated that he would like to be prepared in case there are any delays, and A. Reilly explained that a Council vote and EOPSS approval will be needed before the purchase can be made, which can take time.
 - In Favor: J. Brickett, P. Cohen, Chief J. Fisher, M. Foster, Chief J. LeLacheur, Chief B. Moriarty, D. Ouellette, C. Ryan, D. Spinosa. N. Berger, Chief N. Hovey.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

- **BDLS Course Food**

- The BDLS Course has been scheduled for August 31, 2021 at Grand View Farm in Burlington. Registration is open and the flyer was sent out to applicable stakeholders. The Council was asked to help spread the word and share with related contacts.
- The Council was asked to consider if lunch should be served during the full day course.
 - L. Sacks looked into several caterers in the area suggested by the venue, and looked for boxed lunch options rather than buffet, due to COVID-19 considerations.
 - Wegmans is the least expensive box option at \$10/pp (includes sandwich, chips, cookie, and bottled water), plus \$35 delivery.
- The course is for 60 students, plus 4 instructors and guests – estimating around 70 attendees.
- Funding options:
 - \$251.95 from remaining FFY19 T&E, and \$548.05 from FFY19 MAPC Program Support (for a total of \$800).
- J. Brickett asked if taking funding from MAPC Program Support for the previously discussed projects would have any negative impact on the program management. A. Reilly explained that there is funding available in that line item due to the staffing changes and re-allocating it to these projects will not have any negative impact on MAPC's work for NERAC.

MOTION put forth by J. Brickett

- Allocate \$800 for boxed lunches for the BDLS course.
 - Seconded by Chief J. Fisher.

- In Favor: J. Brickett, P. Cohen, Chief J. Fisher, M. Foster, B. Klag, Chief J. LeLacheur, Chief B. Moriarty, D. Ouellette, C. Ryan, D. Spinosa. N. Berger, Chief N. Hovey.
- Opposed: None.
- Abstain: None.
- The motion passed.

Project Updates – L. Sacks

- NERAC PPE Cache
 - Most of the equipment has been delivered, and there is now the storage issue discussed earlier.
 - We are looking into the option of distributing items to communities to reduce the load that the cache has to store and monitor for expiration. We would require documents attesting that communities which receive it have proper storage and know their 90-day burn rate so that equipment will be used before it expires.
 - MAPC could manage requests and facilitate 2-3 distribution events for communities to pick up equipment that they're approved for.
 - Chief J. Fisher asked if it would be a generic open offer for all communities, or if we should start with an earmark for hospitals, etc. and inquired as to whether this would be a Council decision.
 - A. Reilly explained that she is working with M. Foster and J. Brickett to determine a plan based on which funding sources purchased which equipment, and how best to target the various disciplines with those items. That plan will then be brought to the Council.
 - A PO will be issued this week for the Overhead Doors Replacement for the Beverly Cache Site that the Council approved funding for at the last meeting.
- Statewide CISO Project
 - All four regions have now approved this project, so it will be statewide. MAPC is working with other program managers to develop the scope for the RFP.
- NEMLEC Command Vehicle Disposal
 - The Council approved of the disposal at the July meeting.
 - NEMLEC has ordered a new Command Vehicle, which has a delivery ETA of about 16 weeks. Once it arrives, they would like to auction the vehicle on Municibid, which they have done successfully in the past to obtain a higher value than dealer trade-in. Funding received via Municibid will go towards the outfitting of the new vehicle.
 - MAPC is drafting a letter requesting approval from EOPSS for this plan.

Proposed NERAC Bylaw Updates – Chief J. Gilliland/L. Sacks

- Proposed bylaw updates were sent to the council earlier this week. According to the bylaws, proposed amendments must be submitted to the council 30 days in advance of any motions to accept, so we can discuss the document at this meeting and then hold a vote at the September meeting.
- Proposed changes.
 - 2 cybersecurity seats to be added to the Council membership list
 - Discuss number of seats that should be allocated to the emergency management and local government administrative disciplines
 - Language changes to reflect current practices regarding Council member appointments and funding for MAPC as the NERAC program manager
 - Addition of language related to committees and working groups, which had previously been a separate addendum to the by-laws

- J. Brickett expressed that he feels strongly that the Council should add 2 Cybersercurity Seats, and Chief. J Fisher expressed agreement.
- M. Foster suggested Allan Alpert as a nominee for the open emergency management position.
- P. Cohen stated that he is comfortable decreasing the local government administration representation to one seat. He indicated that there hasn't been interest in the other seat in the past, and he feels that an odd number of members and smaller council size is beneficial for quorum purposes.

Committee/Working Group Updates

- Training & Exercise - Chief J. Gilliland
 - Tech Rescue – The ERR for the September Trench Rescue drill has been approved by EOPSS, and the ERR for the October Multi-Skills drill was approved, but a date amendment is pending with EOPSS now.
 - BDLS – Registration is open for the Basic Disaster Life Support (BDLS) Course.
 - Salem Haunted Happenings TTX – Quotes for the consultant are in and under review, and a PO will be issued in the next few days.
 - Burlington Mall Full Scale Exercise – The scope of work and criteria are with the project leads for final review before the RFP is posted.
 - Large Animal Rescue Training – EHP is in progress.
 - Beverly Domestic Water Supply Dam Project – MAPC is working on a PJ.
 - Topsfield School Evacuation Drill – MAPC has been in contact with Topsfield and they would like to hold it in the spring of 2022.
- Interoperability/Info Sharing - C. Ryan
 - Pow Wow Hill Feasibility Study – Green Mountain submitted a final draft, and MAPC is gathering comments from the committee.
- Regional Equipment Cache – M. Foster
 - MAPC is working to schedule a meeting with EOPSS leadership and the committee to discuss their questions.
- Evacuation/Sheltering
 - J. Costanzo has retired, so this committee will need a new chairperson. Chair Chief J. Gilliland asked if N. Berger would be interested in that position.
- Hospitals – B. Klag
 - Some hospitals are experiencing ICU level increases.
 - There is a staffing shortage for nurses.
 - There are resource problems with EMS and difficulty with transfers.

MOTION put forth by J. Brickett

- Adjourn the meeting and appoint N. Berger as Chair of the Evacuation/Sheltering Committee.
 - Seconded by P. Cohen.
 - In Favor: J. Brickett, P. Cohen, Chief J. Fisher, M. Foster, B. Klag, Chief J. LeLacheur, Chief B. Moriarty, D. Ouellette, C. Ryan, D. Spinosa, Chief N. Hovey.
 - Opposed: None.
 - Abstain: N. Berger supported adjourning, but abstained from voting on his appointment.
- The motion passed.

**** Next Meeting – September 9, 2021 @ 1:00pm ****

ATTENDEES - COUNCIL MEMBERS

Chief Jason Gilliland, Chair: Marblehead Fire Department
John Brickett: Executive Director, Northeast EMS
Chief John Fisher: Carlisle Police Department
Mark Foster: Director, Beverly Emergency Management
Chief John LeLacheur: Beverly Police Department
Chief Brian Moriarty: Lawrence Fire Department
Dave Spinosa: Communications Director, Essex County Sheriff's Department
Paul Cohen: Town Manager, Town of Chelmsford
Bill Klag: Emergency Preparedness Director, North Shore Medical Center
Dave Ouellette: Dracut Public Health Agent
Christopher Ryan: Deputy Director, North Shore Regional 911 Center
Chief Neal Hovey: Topsfield Police Department
Noah Berger: Merrimack Valley Regional Transit Authority

ABSENT- COUNCIL MEMBERS

Sheriff Kevin Coppinger: Essex County Sheriff
Chief Tom Judge: Concord Fire Department
Christopher Malone: Superintendent, Tewksbury Public Schools
John Sanchez: Director, Burlington Public Works Department

ATTENDEES – OTHER

Theophilos Kuliopulos: North Reading Emergency Management
Benjamin Podsiadlo: EOPSS
Amy Reilly: MAPC
Lauren Sacks: MAPC
Brad Downey: MAPC
Mark Fine: MAPC

The following documents were used/referenced during the meeting:

- July 8, 2021 meeting minutes
- FFY19 and FFY20 Budget Updates
- August 2021 Project Status Updates
- By-Laws of the Northeast Homeland Security Regional Advisory Council (8.2021_Proposed Updates)
- Meeting Owl Pro website printout