



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## Full Council Meeting

### Minutes

September 9, 2021

1:00pm

[Zoom Link](#)

Meeting ID: 992 9700 5633

Passcode: 412120

Dial In: 646 876 9923

### Call to Order

- Chair Chief J. Gilliland called the meeting to order at 1:05pm.

### Approval of Minutes from the August 12, 2021 Meeting

MOTION put forth by Chief N. Hovey.

- Approve the August 12, 2021 meeting minutes.
- Seconded by Chief J. Fisher.
  - In Favor: P. Cohen, Chief J. Fisher, M. Foster, Chief T. Judge, B. Klag, Chief J. LeLacheur, C. Ryan, J. Sanchez, D. Spinosa, N. Berger, Chief N. Hovey.
  - Opposed: None.
  - Abstain: C. Malone.
- The motion passed.

### Cache Committee Update

- The Cache Committee Update was taken out of order in the agenda. EOPSS has informed the Committee that cache fees, as they are currently structured, will not be allowed moving forward. EOPSS staff will visit the cache sites and will seek NERAC's input on a policy that will be drafted regarding program income. Members of the EOPSS team will assist the Council in determining other ways in which cache site operations can be funded, while they seek to obtain further guidance from FEMA.
- Chair J. Sanchez wants to create a working group with M. Foster and H. Tecce to help inform EOPSS' program income policy.

MOTION put forth by Chief J. Fisher.

- Approve the creation of the Cache Committee's Cache Sustainment Working Group.
- Seconded by Chief N. Hovey.
  - In Favor: P. Cohen, Chief J. Fisher, M. Foster, Chief T. Judge, B. Klag, Chief J. LeLacheur, C. Malone, C. Ryan, J. Sanchez, D. Spinosa, N. Berger, Chief N. Hovey.
  - Opposed: None.
  - Abstain: None.

- The motion passed.

#### **EOPSS/MAPC Updates – V. Mboka-Boyer/A. Reilly**

- EOPSS Update – EOPSS is currently awaiting the official award letter for FFY21 funding from FEMA. There will be a briefing with the State Fire Marshall tomorrow regarding the status of foam trailers in the state and the need for decontamination of these trailers.
- MAPC Update –MAPC hired R. Volinski as a new program manager for NERAC. MAPC will hire another team member to help with some NERAC duties in upcoming months.

#### **Council Membership**

- *Open Emergency Management Seat*
  - A. Alpert has been nominated to the open Emergency Management council seat. He is currently the Director of Emergency Management for the City of Melrose.

#### **MOTION put forth by Chief J. LeLacheur.**

- Approve the nomination of A. Alpert to the Council.
- Seconded by M. Foster.
  - In Favor: P. Cohen, Chief J. Fisher, M. Foster, Chief T. Judge, Chief J. LeLacheur, C. Malone, C. Ryan, J. Sanchez, D. Spinosa, N. Berger, Chief N. Hovey.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

#### **FFY19/FFY20 Budget Updates**

- Council members were provided with copies of the FFY19 and FFY20 budgets in the meeting packet.

#### **Project Updates**

- *Conex Box for Beverly Cache Site*
  - The Conex box has been purchased and delivered to the Beverly Cache Site. MAPC will process the reimbursement.
- *NERAC PPE Cache*
  - All items have now been delivered and invoices are being processed.
  - MAPC is working with J. Brickett and M. Foster to determine quantities of PPE that will be available for distribution this Fall.
- *Owl Pro Hybrid Meeting Equipment*
  - The PJ has been submitted to EOPSS and MAPC will procure the Meeting Owl Pro once approval is received.
- *Statewide CISO Project*
  - We received EOPSS approval for NERAC’s portion of the project and MAPC is working on the joint procurement on behalf of the 4 homeland security regions.

#### **NERAC Bylaw Updates**

- Changes proposed and discussed at the last Council meeting include:
  - Addition of 2 cybersecurity seats to the Council membership list.
    - Decreasing the number of Local Government Administration discipline seats to 1 representative.
    - 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.

MOTION put forth by Chief J. Fisher.

- Approve the proposed amendments to the NERAC Bylaws.
- Seconded by M. Foster.
  - In Favor: P. Cohen, Chief J. Fisher, M. Foster, Chief T. Judge, Chief J. LeLacheur, C. Malone, C. Ryan, J. Sanchez, D. Spinosa, N. Berger, Chief N. Hovey, A. Alpert.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

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

- Training & Exercise – Chief J. Gilliland
  - The Committee approved a funding request for a GunSHOT Box Scenario Trainer kit, which simulates gunshot sounds to allow for more realistic active shooter trainings.
  - The Committee is reviewing the allocations for Tech Rescue Drills versus what is paid out in BF/OT to determine the best way to manage Tech Rescue allocations going forward.
  - The Basic Disaster Life Support (BDLS) Course was held on August 31, 2021.
  - The Burlington Mall Full Scale Exercise consultant procurement is underway and the Evaluation Committee is currently reviewing proposals to determine which vendor to award the contract to.
  - Planning is underway and moving rapidly to adhere to the tight timeline for the Salem Haunted Happenings Tabletop Exercise, which is scheduled for September 28, 2021.
  - The EHP for the SMART Large Animal Rescue Training has been submitted to EOPSS.
- Interoperability/Info Sharing – C. Ryan
  - There is nothing to report because the Committee will meet next week.
- Regional Equipment Cache – J. Sanchez/ L.Sacks
  - MAPC is working on the purchase of the portable message boards and generator. We are waiting on the purchase of the portable barricades until we have final costs for the message boards and generator.
  - MAPC is working to obtain appraisal information on the surveillance cameras before disposing of them to Beverly.
- Evacuation/Sheltering – N. Berger
  - Council members were invited to join the Committee.
- Hospitals – B. Klag
  - Hospitals throughout our region are seeing overcrowding due to non-COVID related surges, issues with hospital and EMS staffing, and lack of ability to transport patients .

### **New Business Unforeseen by the Chair**

Chief J. Gilliland suggested a motion to have Chief N. Hovey sit on the Training and Exercise Committee.

MOTION put forth by Chief J. Fisher.

- Appoint Chief N. Hovey to the Training and Exercise Committee. Adjourn meeting.
- Seconded by M. Foster.
  - In Favor: P. Cohen, Chief J. Fisher, M. Foster, Chief T. Judge, Chief J. LeLacheur, C. Malone, B. Klag, C. Ryan, J. Sanchez, D. Spinosa, N. Berger, Chief N. Hovey, A. Alpert.
  - Opposed: None.
  - Abstain: Chief N. Hovey.
- The motion passed.

**\*\* Next Meeting – October 14, 2021 @ 1:00pm \*\***

**ATTENDEES - COUNCIL MEMBERS**

Chief Jason Gilliland, Chair: Marblehead Fire Department  
 Chief John Fisher: Carlisle Police Department  
 Mark Foster: Director, Beverly Emergency Management  
 Chief John LeLacheur: Beverly Police 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  
 Christopher Ryan: Deputy Director, North Shore Regional 911 Center  
 Chief Neal Hovey: Topsfield Police Department  
 Noah Berger: Merrimack Valley Regional Transit Authority  
 Chief Tom Judge: Concord Fire Department  
 Christopher Malone: Superintendent, Tewksbury Public Schools  
 John Sanchez: Director, Burlington Public Works Department  
 Allan Alpert: Director of Emergency Management for the City of Melrose.

**ABSENT- COUNCIL MEMBERS**

John Brickett: Executive Director, Northeast EMS  
 Sheriff Kevin Coppinger: Essex County Sheriff  
 Chief Brian Moriarty: Lawrence Fire Department  
 Dave Ouellette: Dracut Public Health Agent

**ATTENDEES – OTHER**

Theophilos Kuliopulos: North Reading Emergency Management  
 Benjamin Podsiadlo: EOPSS  
 Vicky Mboka-Moyer: EOPSS  
 Amy Reilly: MAPC  
 Lauren Sacks: MAPC  
 Rosemary Volinski: MAPC  
 Brad Downey: MAPC  
 Mark Fine: MAPC

**The following documents were used/referenced during the meeting:**

- August 12, 2021 meeting minutes
- Allan Alpert's resume
- FFY19 and FFY20 Budget Updates

- September 2021 Project Status Updates
- By-Laws of the Northeast Homeland Security Regional Advisory Council (8.2021\_Proposed Updates)