



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Training and Exercise Committee Meeting

Minutes

March 11th, 2021

12:00pm

[Zoom Link](#)

Phone Number: 1-646-876-9923

Meeting ID: 936 4087 8705 Password: 170958

Call to Order

- Chair Chief J. Gilliland called the March 11th, 2021 meeting of the NERAC Training and Exercise Committee to order at 12:00pm. He asked for the approval of the September 10th, 2020 meeting minutes.

MOTION put forth by J. Brickett.

- Approve the September 10th, 2020 meeting minutes.
 - Seconded by Chief T. Judge.
 - In Favor: J. Costanzo, J. Brickett, Chief J. Fisher, Chief T. Judge, B. Klag, Chief B. Moriarty.
 - Opposed: None.
 - Abstain: None.
 - The motion passed.

Budget Update

- All Committee members will be provided with the following budget update in their packets:
- MAPC informed the Committee that the FFY18 budget will be closed out in the coming weeks, ahead of the March 31st deadline.

Project Name	Funding Year	Allocated Amount	Encumbered Amount	Invoiced Amount
Northwest Regional AAIR Training (Pepperell, Groton, Ashby, Dunstable, Townsend)	FFY2019	\$13,700.00	\$0.00	\$0.00
Regional Stop-the-Bleed Training (West Newbury/Merrimac/Groveland)	FFY2019	\$28,351.92	\$4,780.60	\$4,780.60
Active Shooter Training Equipment Trailer	FFY2019	\$5,000.00	\$4,295.00	\$4,295.00
Basic Disaster Life Support (BDLS) Course	FFY2019	\$14,825.00	\$14,825.00	\$0.00
Topsfield School Evacuation Full-Scale Exercise	FFY2019	\$27,050.00	\$27,050.00	\$0.00
Active Shooter Training	FFY2020	\$30,000.00	\$0.00	\$0.00
Advanced Disaster Life Support Training	FFY2020	\$20,000.00	\$0.00	\$0.00
Burlington Mall Full Scale Exercise	FFY2020	\$80,000.00	\$0.00	\$0.00
ICS-300/400	FFY2020	\$10,000.00	\$0.00	\$0.00

Rescue Task Force Training	FFY2020	\$95,000.00	\$0.00	\$0.00
Salem Haunted Happenings TTX	FFY2020	\$20,000.00	\$0.00	\$0.00

Remaining unallocated funds:

- FFY18 General Trainings and Exercises: \$0.00
- FFY18 Technical Rescue Drills: \$0.00

- FFY19 General Trainings and Exercises: \$3,460.47
- FFY19 Technical Rescue Drills: \$10,545.15

- FFY20 General Trainings and Exercises: \$0.00
- FFY20 Technical Rescue Drills: \$90,000.00

- B. Klag suggested that MAPC reconnect with the POC for the Basic Disaster Life Support course. They have begun to implement smaller classes and depending on what the gathering restrictions look like in the coming months, it may be possible to conduct several smaller offerings of the class in the region.

Current Grant End Dates:

- FFY18: March 31st, 2021
- FFY19: December 31st, 2021
- FFY20: July 31st, 2022

Project Updates

Topsfield School Evacuation Full-Scale Exercise

- MAPC will reconnect with Chief Collins-Brown and Superintendent Morrison regarding the planning meetings for the full-scale evacuation exercise.
- The planning committee for that exercise was only able to hold the Initial Planning Meeting before pausing due to COVID-19.
- The Committee recommended that the planning team wait until the start of the school year in the fall of 2021 in order to avoid additional disruptions to students and staff.

Burlington Mall Full-Scale Exercise

- The ERR, PJ, and EHP have all been approved by EOPSS.
- A scope of work was sent to the main points of contact at Burlington PD and FD. The group determined that targeting an exercise date of January 2022 made the most sense considering a request from the mall to avoid the holiday period.
- MAPC will conduct a procurement (RFP) for the consultant in the coming weeks.

Salem Haunted Happenings Tabletop Exercise

- The ERR and PJ have both been approved by EOPSS. No EHP review is necessary due to the classroom-based nature of tabletop exercises.
- Interim Police Chief Dennis King is interested in completing the exercise by September/October.
- MAPC will conduct a procurement (RFQ) for the consultant in the coming weeks.

Active Shooter Training Supplies – Merrimac PD

- NERAC's active shooter training kits have been purchased and are currently housed at the Merrimac PD's new police station.
- Merrimac PD has informed MAPC that there is a request to utilize the equipment for a training conducted by the Gloucester Fire Department.
 - Gloucester had one individual attend the AAIR Train-the-Trainer course.
- Ahead of that training, Merrimac PD requested additional funds to purchase folding tables and EZ-Up tents to include with the training trailer.
- There is currently \$705.00 remaining in the budget after the purchase of the trailer.
 - EZ-Up Tents: 2 x \$365.00 = \$730.00
 - Folding Tables: 3 x \$95.00 = \$285.00
 - Straps for tying equipment down inside trailer: \$200.00
- An additional \$500.00 is needed to purchase all of the needed equipment.

MOTION put forth by Chief J. Fisher.

- Allocate \$500.00 from the unallocated funds in FFY19 Line Item O Trainings and Exercises to the Active Shooter Training Equipment Trailer Project.
 - Seconded by B. Klag.
 - In Favor: J. Costanzo, J. Brickett, Chief J. Fisher, Chief T. Judge, B. Klag, Chief B. Moriarty.
 - Opposed: None.
 - Abstain: None.
 - The motion passed.
- MAPC informed the Committee that Merrimac PD is also seeking reimbursement for OT spent on the following:
 - 4 hours to prepare the kits for initial use (one-time reimbursement)
 - Average rate of \$60.00/hr. x 4 hrs. = \$240.00
 - 4 hours total (2 before and 2 after for inventory purposes) for each subsequent deployment of the equipment.
 - Average rate of \$60.00/hr. x 4 hrs. = \$240.00
- The Committee discussed the potential for reimbursement but decided to not allocate any additional funds toward the project. Committee members did not want to set a precedent for any other equipment that is stored in the region.

MOTION put forth by J. Brickett.

- Table the discussion regarding OT support for Merrimac PD.
 - Seconded by Chief B. Moriarty.
 - In Favor: J. Costanzo, J. Brickett, Chief J. Fisher, Chief T. Judge, B. Klag, Chief B. Moriarty.
 - Opposed: None.
 - Abstain: None.
 - The motion passed.

Northeast Massachusetts Technical Rescue Team

- No NEMTRT items were brought forward for discussion.

Training & Exercise Projects for FY2021 NERAC Regional Plan

- The Committee discussed trainings or exercises that Committee members thought should be considered for the FFY21 Regional Plan.

- MAPC informed the Committee that there was only one request for training received from outside of the Council. The Weston Police Department, along with several other neighboring communities submitted a request for funding for an incident management training/seminar.
- The Committee discussed the request, but determined that more information was needed from Chief Goulding regarding the amount of funding required, the current level of familiarity with ICS within each department, and the agenda for the class.
- The Committee did not want to fund an ICS “refresher” training for staff that was potentially not already certified in ICS-100, 200, 300, 700, 800, etc.
 - Chief Goulding of Weston PD estimated between \$30,000 - \$40,000.00 would be needed between all four departments, but that was the only figure MAPC received.
- MAPC will ensure that Chief Goulding or another representative will have time during the April meeting to explain the request in more detail.
- J. Brickett recommended that the Council support two offerings of the ITLS course for the region in the FFY21 plan.

NERAC Multiyear Training and Exercise Plan Update

2021 – 2023

- The Committee discussed revising the 2021 – 2023 MYTEP.
- MAPC reminded Committee members that there was no update made to the MYTEP in 2020
- All Committee members were provided with a copy of the 2019 update.
 - The document is used to guide T&E spending and identify training and exercise areas to improve.
- The Committee agreed to hold a more formal TEP Workshop at its next meeting in April to discuss the plan in more detail. In the meantime, MAPC will compile areas for improvement identified in recent AARs to help build out the training plan.
- V. Mboka-Boyer recommended that the Committee revisit previously completed exercise cycles (such as the Natick Mall Exercise) to see if they could benefit from a tabletop exercise to test any new plans and procedures that have been implemented since the Full-Scale Exercise was completed.

New Business Unforeseen by the Chair

Next Meeting

- April 8th, 2021 @ 12:00pm

Adjourn

MOTION put forth by J. Brickett.

- Adjourn.
 - Seconded by Chief J. Fisher.
 - In Favor: J. Costanzo, J. Brickett, Chief J. Fisher, Chief T. Judge, B. Klag, Chief B. Moriarty.
 - Opposed: None.
 - Abstain: J. Costanzo.
 - The motion passed.

ATTENDEES- COMMITTEE MEMBERS

Chief Jason Gilliland, Chair: Marblehead Fire Department*

Jon Brickett: Executive Director, Northeast EMS*

Chief J. Fisher: Carlisle Police Department*

Joe Costanzo, Vice-Chair: Administrator, Merrimack Valley Regional Transit Authority*

Chief Brian Moriarty: Lawrence Fire Department *

Chief Thomas Judge: Concord Fire Department*

Bill Klag: Emergency Medical Services Coordinator & Emergency Preparedness Coordinator,
North Shore Medical Center *

ABSENT – COMMITTEE MEMBERS

Chief Robert Picariello: Marblehead Police Department*

John Sanchez: Burlington Public Works*

Mark Foster: Director, Beverly Emergency Management*

ATTENDEES-OTHER

Caroline Graham: MAPC

Vicky Mboka-Boyer: EOPSS/OGR

Austin Murray: MAPC

Heather Tecce: MEMA