



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Training and Exercise Committee Meeting

Minutes

January 11, 2024

12:00pm

*MPTC Lynnfield Police Academy
425 Walnut St, Lynnfield, MA 01940*

- **Call to Order**
 - Chair Chief J. Gilliland called the meeting to order at 12:01 PM.

- **Approval of Minutes from the December 14, 2023 Meeting**

MOTION put forth by B. Moriarty.

 - Approve the December 14, 2023 Meeting Minutes.
 - Seconded by N. Hovey.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
 - The motion passed.

- **Budget Updates**
 - Committee members were provided with copies of the FFY20 – FFY23 budgets in the meeting packet.
 - FFY20 – Grant End Date: June 30th, 2024
 - FFY21 – Grant End Date: June 30th, 2024
 - FFY22 – Grant End Date: July 31st, 2024
 - FFY23 – Grant End Date: July 31st, 2025

- **Project Updates**
 - *AAIR Trainings*
 - The course that was originally scheduled for January 8th and 9th was postponed.
 - A course is planned for March 11th and 12th, and the postponed January course is expected to be rescheduled in March as well.
 - MAPC is working to find a venue central to the region to host these courses and asks for suggestions that meet the following requirements:
 - *Training sites require multiple rooms off a common hallway, plus one larger room (cafeteria, theater large classroom, etc.) with enough desks and chairs for 50 people, and some access to the area approaching the building. Working bathrooms are required, and no significant hazards for the attendees.*
 - *School Safety Seminar*
 - The proposed timeframe for the next school safety seminar will be September/October 2024.
 - MAPC will be scheduling a check in with S. Morrison and the new public schools representative (after the Council votes today) to further discuss theme



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suggestions/speakers/location ideas and bring a proposed gameplan back to the Committee for input.

- *Topsfield Fair Functional Exercise*
 - MAPC had a call with N. Hovey to confirm and start the project planning. The lead facilitators of this project will be Chief Neal Hovey (Topsfield PD), Chief Collins-Brown (Topsfield FD), and Chris Ryan (Essex Regional 911 Deputy Director).
 - The ERR and EHP have been approved, and the next step is for the lead facilitators to confirm the planning team and schedule the first meeting.
 - There is currently \$24,307.83 allocated in FFY21 (N.02) for this project, with a new projected exercise timeframe of June 2024.
- **Radio Communications at NERAC Trainings and Exercises**
 - The NERAC Interoperability Committee developed suggested procedures to ensure that radio communications are addressed appropriately at T&Es and when cache radios are borrowed, which they will ask the Full Council to adopt as policy for the region.
 - The checklist and suggested procedures/workflow were included in the meeting packet.
 - Summary of the workflow for T&Es:
 - The checklist would be completed by project leads and submitted to Interop around the same time that MAPC submits the TRR/ERR to EOPSS (early in the planning stages).
 - This will allow the Interop committee to provide any necessary support to ensure that comms will be addressed appropriately and radios are programmed properly. The Interop committee is expanding the scope of their Radio Programming project to also include COML/COMT support for NERAC T&Es, so depending on the answers to the checklist a COML/COMT might be assigned to assist.
 - For exercises, the AAR-IP will also be submitted to the Interop committee so they can gather information on general strengths and needs of the region and provide support where needed.
 - These processes would occur simultaneously to EOPSS approvals and T&E planning, so they would not hold up any timelines but allow for more support along the way.
- **Technical Rescue Teams**
 - *Fire District 14 Technical Rescue Team*
 - AAR 12.2023 Wide Area Search Drill
 - ERR 4.2024 Tower Rescue Drill

MOTION put forth by N. Hovey.

- Approve the FD-14 AAR and ERR as submitted.
 - Seconded by J. Fisher.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
 - The motion passed.
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- *Northeast Massachusetts Technical Rescue Team*
 - AAR 11.2023 Trench Rescue Drill
 - ERR 5.2024 Rope Rescue Drill



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MOTION put forth by J. Fisher.

- Approve the NEMTRT AAR and ERR as submitted.
 - Seconded by N. Hovey.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
 - The motion passed.
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- **New Business Unforeseen by the Chair**
 - MEMA will be holding an ICS300 class at MPTC on March 26-28, 8:30 AM – 4:30 PM, and sign up is available on the MEMA website.

MOTION put forth by B. Moriarty.

- Adjourn the meeting.
- Seconded by N. Hovey.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

****Next Meeting: February 8, 2024****

ATTENDEES – COMMITTEE MEMBERS

Michael Collins: Beverly Department of Public Services*
Chief John Fisher: Bedford Police Department*
Chief Jason Gilliland, Chair: Marblehead Fire Department*
Chief Neal Hovey: Topsfield Police Department*
Chief John LeLacheur: Beverly Police Department*
Chief Brian Moriarty: Lawrence Fire Department *

ABSENT – COMMITTEE MEMBERS

Chief Thomas Judge: Concord Fire Department*
Bill Klag: Emergency North Shore Medical Center*

ATTENDEES – OTHER

Sarah Malloy: EOPSS/OGR
Ben Podsiadlo: EOPSS/OGR
Lt. Tom Rinoldo: FD-14 Tech Rescue
Shawn Green: FD-14 Tech Rescue
Iain McGregor: NEMTRT
Connor Grenier: NEMTRT
Jim McLaughlin: MEMA
Matt Kolhonen: MEMA
Lauren Sacks: MAPC
Rosemary Volinski: MAPC



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The following documents were used/referenced during the meeting:

- January 2024 Meeting Agenda
- December 2023 Meeting Minutes
- FFY20-23 Budget Updates
- FD-14 AAR 12.2023 Wide Area Search Drill
- FD-14 ERR 4.2024 Tower Rescue Drill
- NEMTRT AAR 11.2023 Trench Rescue Drill
- NEMTRT ERR 5.2024 Rope Rescue Drill