



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## Regional Cache Committee Meeting

### Minutes

*March 7, 2023*

*12:00pm*

*Zoom Link*

*Meeting ID: 814 4749 4029*

*Passcode: 974360*

*Dial In: 646 876 9923*

### **Call to Order**

- Chair M. Collins called the meeting to order at 12:02pm.

### **Approval of Minutes from the January 4, 2023 Meeting.**

MOTION put forth by Chief J. Gilliland.

- Approve the January 4, 2023 Meeting Minutes.
- Seconded by M. Foster.
  - In Favor: M. Foster, Chief J. Gilliland, J. Brickett.
  - Opposed: None.
  - Abstain: H. Tecce.
- The motion passed.

### **Budget Updates**

- Committee members were provided with copies of the FFY19, FFY20, FFY21, and FFY22 budgets in the meeting packet.
  - FFY19 – Grant deadline was December 31st, 2022, and is closed out.
  - FFY20 – Grant deadline was extended to June 30th, 2023.
  - FFY21 – Grant deadline is July 31st, 2023.
  - FFY22 – Grant deadline is July 31<sup>st</sup>, 2024.

### **Project Updates**

- 500 KW Generator
  - E. Seligman has been in contact with the generator manufacturer to discuss the accuracy of the fuel level reading issue. The representative he has been in contact with is aware of the problem and said he would send out the correct part once it's determined.
- Cache Heater Hose Storage Boxes
  - The PJ was approved by EOPSS and Beverly has purchased and installed the storage boxes.
- Lexington Conex Containers Cleaning and Transport



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- The Committee voted to allocate funding to hire a vendor to inventory, remove and properly dispose of the contaminated supplies, clean, and relocate the four (4) Conex containers currently located in Lexington.
- M. Collins confirmed that the additional two that were noted on the NERAC inventory as rusted are still usable. I will send a PJ amendment to include all six (6) Conex containers in this project.
- The NERAC Council approved M. Collins to dispose of the blankets and pillows inside the filled Conex containers. We are continuing to follow the EOPSS disposal guidance, so we need to continue to confirm the items unit price as being less than \$5000 and update our inventory lists.
- M. Collins continues to research the contents and how to dispose of them. The Committee would like to move forward with hiring a vendor to transport, and then clean/inventory/dispose of unusable items located inside.

## Cache Expenditure Policy

- The comments and edits discussed at the last meeting were incorporated into the policy document and it has been submitted to EOPSS for approval. The updated draft is in the meeting packet.

## FFY23 Plan Development

- The FY23 plan will be developed at Thursday's NERAC meeting and will be preliminary. We are working with FEMA guidance from the NOFO, but have not yet heard whether there will be additional requirements from EOPSS, or what the timeline for that guidance or deadlines will be. We are preparing now to ensure we have something in time and will rework it as needed.
- We don't know this year's total award to NERAC yet but are working under the expectation of level funding.
- FFY23 project request forms were sent to stakeholders and were due on February 24 so they could be reviewed during this week's council/committee meetings. We did not receive any FFY23 project requests for/from the Cache Committee. Last year, the Committee's only project recommendation to the Council was \$200,000 for cache maintenance.
- We'd also like to highlight that Beverly is requesting a \$20,000 annual fee in the updated MOU for use of the Host's real property to store Cache Equipment and Supplies (This would need to be a separate project from cache maintenance).

## MOTION put forth by Chief J. Gilliland.

- Suggest the following Cache Committee projects at the listed funding amounts to the Full Council for inclusion in the FFY23 Plan:
  - A-List:
    - *Two (2) 4-seat, 4-wheel drive, diesel powered gators: \$80,000.00*
    - *Cache Maintenance: \$200,000.00*
    - *Cache Host Fees: \$30,000.00*
- Seconded by H. Tecce.
  - In Favor: M. Foster, Chief J. Gilliland, J. Brickett, H. Tecce.
  - Opposed: None.
  - Abstain: None.
- The motion passed.



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## **Review of Cache Operations Documents**

- Updated MOUS with Cache Host Communities
  - Before finalizing the MOU, Beverly legal would like to review the subscription agreement forms.
- Subscription Form and User Agreement
  - The forms are with MAPC legal for review. They are still discussing if language can be included to have NERAC/MAPC be listed by borrowers as additionally insured.
  - Our next step would be sending the documents to Beverly legal for review.

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

- There is still no update on the status of the Lexington frozen cache account.

## MOTION put forth by Chief J. Gilliland.

- Adjourn the meeting.
- Seconded by J. Brickett.
  - In Favor: M. Foster, Chief J. Gilliland, J. Brickett, H. Tecce.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

**\*\* Next Meeting: TBD\*\***

## ATTENDEES – COMMITTEE MEMBERS

Mike Collins: City of Beverly, DPW\*

Mark Foster: Beverly Emergency Management\*

Chief Jason Gilliland: Marblehead Fire Department\*

Jon Brickett: Northeast EMS\*

Heather Tecce: MEMA

## ABSENT – COMMITTEE MEMBERS

Paul Cohen: Town of Chelmsford\*

Jeff Rousseau: Framingham Department of Public Works

## ATTENDEES – OTHER

Ed Seligman: MA-TF1

Amy Reilly: MAPC

Lauren Sacks: MAPC

Rosemary Volinski: MAPC

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

- March 2023 Meeting Agenda
- January 4, 2022 Meeting Minutes
- March 2023 Budget Updates
- Draft Cache Expenditure Policy