



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Sheltering Committee Meeting

Minutes

July 15th, 2024

3:00pm

Virtual via Zoom

- **Call to Order**
 - Chair D. Ouellette called the meeting to order at 3:01 pm.
- **Approval of Meeting Minutes**
 - June 17th, 2025 Meeting Minutes

MOTION put forth by J. Gilliland

- Approve the June 17, 2024 Meeting Minutes.
 - Seconded by E. Christensen.
 - In favor: E. Christensen, M. Collins, J. Gilliland, E. Robert, H. Tecce.
 - Opposed: None
 - Abstain: None
 - The motion passed.
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- **Cache Sheltering Trailers Discussion**
 - *Sheltering Trailer Inventory*
 - The Committee reviewed the inventory of sheltering assets located at the former Lexington Cache Site.
 - It was noted that there are a total of 18 100-person shelters across all 3 sites (6 at each), in addition to access/functional needs and companion animal sheltering assets.
 - The blankets already have approval for disposal and MSPCA has indicated interest in collecting those.
 - *NERAC Sheltering Trailer Hosting Survey Results*
 - MAPC sent the survey to NERAC municipalities to determine which communities would be interested in hosting a shelter trailer, functional needs trailer, or companion animal shelter trailer.
 - The Committee reviewed the results of the survey, in which 14 municipalities expressed initial interest in receiving more information.
 - Correction: Chief Todd Fitzgerald is Manchester-by-the-Sea, not Beverly.
 - Additional discussions will be needed to discuss MOU/responsibilities of host communities.
 - Respondents requested further information on the contents and responsibilities of trailers before confirming interest.

- **Sheltering Equipment Best Practices**



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- The Committee discussed sheltering equipment based on best practices to assist with determining next steps.
- It was noted that proper storage was a major downfall of the current setup. Trailers are not effectively watertight over time with wear/tear/damage.
 - Any blankets should be sealed in airtight/vacuum sealed packaging.
- The possibility of discussing with sheltering experts to determine what additional basic sheltering equipment should be included was noted.
- It was suggested to avoid consumables or items with expiration dates.
- A. Reilly noted that if a municipality has their own equipment and is just looking for a trailer, NERAC can consider disposing of a trailer to them.
- Consider if MRCs would be interested in hosting trailers or facilitating assessment and disposal.

MOTION put forth by E. Christensen.

- Re-allocate the \$20,794.27 of Sheltering Workshop Funds towards assessing, disposing, of items as needed, and re-stocking the trailers.
 - Seconded by J. Gilliland.
 - In favor: E. Christensen, M. Collins, J. Gilliland, E. Robert, H. Tecce.
 - Opposed: None
 - Abstain: None
 - The motion passed.
- **New Business Unforeseen by the Chair**
 - None.

MOTION put forth by J. Gilliland.

- Adjourn.
- Seconded by M. Collins.
 - In favor: E. Christensen, M. Collins, J. Gilliland, E. Robert, H. Tecce.
 - Opposed: None
 - Abstain: None
- The motion passed.

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

ATTENDEES – COMMITTEE MEMBERS

Chair Dave Ouellette: Dracut Public Health Agent*

Mike Collins: Beverly DPW*

Eric Christenson: Northeast EMS*

Chief Jason Gilliland, Chair: Marblehead Fire Department*

Heather Tecce: Lowell Emergency Management*

Elizabeth Robert: Region 3 HMCC/MAPC

ABSENT – COMMITTEE MEMBERS

None.



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ATTENDEES – OTHER

Amy Reilly: MAPC

Lauren Sacks: MAPC

Rosemary Volinski: MAPC

*Denotes a Full Council Member.

The following documents were used/referenced during the meeting:

- July 2024 Meeting Agenda
- June 2024 Meeting Minutes
- Sheltering Trailer Inventory
- Sheltering Trailer Hosting Survey Results