



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Sheltering Committee Meeting

Minutes

May 13th, 2025

3:00pm

Zoom Link

Meeting ID: 861 2805 0721

Passcode: 888862

- **Call to Order**
 - Chair A. Chui called the meeting to order at 3:06 pm.
- **Introductions**
 - A. Chui facilitated attendee introductions.
- **Approval of Meeting Minutes**
 - July 15, 2024 Meeting Minutes

MOTION put forth by E. Christensen.

- Approve the July 15, 2024 Meeting Minutes.
- Seconded by J. Gilliland.
 - In favor: E. Christensen, M. Collins, J. Gilliland, E. Robert, H. Tecce.
 - Opposed: None
 - Abstain: None
- The motion passed.
- **Cache Sheltering Trailers**
 - *Sheltering Trailers Status and Inventory*
 - MAPC reported the original inventory of the sheltering trailers was purchased between 2010 and 2015. The contents of the trailers last reported are as follows:
 - Eighteen 100-person sheltering trailers (6 at each cache site).
 - Three functional needs sheltering trailers (1 at each cache site).
 - One animal sheltering trailer (at Lexington Cache Site).
 - Additional sheltering equipment in Conex boxes
 - The Lexington Cache Site is now inactive; some items have been moved to the Beverly Cache Site.
 - *Discussion of Project Plans*
 - Based on discussions from the last Committee meeting, the Committee expressed a desire to reallocate funds towards the cleaning of the sheltering trailers, disposal/restock, and relocation.
 - The trailers had not been in use at the Cache sites, sustained damage over time, and it was determined that they would serve a better purpose if



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dispersed throughout the region. To do so, this would require cleaning and updating the trailers, through a multi-phase rehabilitation project:

- Inventorying and cleaning of the trailers and Conex boxes
- Maintenance for the mechanics of the trailers
- Purchasing any additional items needed to make the trailers complete sheltering sets again
- Devising a plan to relocate the trailers to communities throughout the region
 - A survey was sent out last year, and interest was expressed, however more information was needed on responsibilities and contents of the trailers.
- Originally \$20,794.27 was allocated in FFY22 B.04 for a Sheltering Workshop. Based on past Committee discussions, NERAC approved re-allocation to the sheltering rehabilitation project, and an additional \$19,205.73 to allow for up to \$40,000.00 for the project.
- Funding for the project is in FFY22, with a spending deadline of July 31st to complete work and receive items.
- L. Sacks drafted an RFQ scope of work to procure inspection and cleaning services.
- M. Collins suggested having a company add a coat of oil-based paint to seal the plywood to keep the trailers sanitary moving forward, since the interiors are sheets of plywood that are not sealed. The trailers can most likely be restocked with equipment we already have, such as cots in the Conex boxes.
 - A. Reilly noted that the goal is to scale down the inventory of the trailers; once we determine which will remain our sheltering assets, we can have that done.
- J. Gilliland noted that previously the MSPCA was interested in acquiring the Animal Sheltering Trailer and corresponding supplies.
- MAPC advised that it would be best to have a committee member at each Cache Site during the cleaning/inventory/disposal process.
- **New Business Unforeseen by the Chair**
 - None.

MOTION put forth by E. Christensen.

- 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 ****



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ATTENDEES – COMMITTEE MEMBERS

Anthony Chui, Chair: Melrose, Stoneham, Wakefield Health and Human Services*

Mike Collins: Beverly DPW*

Eric Christenson: Northeast EMS*

Jason Gilliland: Marblehead Fire Department*

Heather Tecce: Lowell Emergency Management*

Elizabeth Robert: Region 3 HMCC/MAPC

ABSENT – COMMITTEE MEMBERS

None.

ATTENDEES – OTHER

Amy Reilly: MAPC

Lauren Sacks: MAPC

Karla Kahale: MAPC

*Denotes a Full Council Member.

The following documents were used/referenced during the meeting:

- May 2025 Meeting Agenda
- July 2024 Meeting Minutes
- Sheltering Trailers Inventory
- FY22 Budget
- Draft RFQ: NERAC22 - Trailer Inspection and Cleaning Services