

## Minutes

### Central Region Homeland Security Advisory Council

(CRHSAC)

November 5, 2019

3:00 PM

Members Present: **Dean Kochanowski (Chair)**, Fire Chief, Town of Dudley; **Kevin Roy**, Fire Chief, City of Fitchburg; **Carl Ekman**, Charlton EMD; **Julie Jacobson**, Town Manager, Town of Auburn; **Patrick Purcell**, Fire Chief, Town of Westborough; **Marc Kasaras**, WCSO; **William Lyver**, Police Chief, Town of Northborough; **Thomas Ford**, Police Chief, Town of Sturbridge; **Jim Barclay**, EMD, Town of Royalston; **Andrew Klein**, Anna Maria College; **Nicholas DaDalt**, CMEMSC; **Ira Nemeth, MD**, UMass Memorial, Designee; **C. Thomas O'Donnell**, Police Chief, Town of West Brookfield;

Non-Voting: **Russ Hall**, Fire Chief, Town of Holden; **Neal Aspesi**, Emergency Mgmt./Fire, Town of Southborough

Members Absent: **Steven Sargent**, Police Chief, City of Worcester; **Michael Lavoie**, Police Chief, City of Worcester.

Attendees: **Gary Fleischer**, District Fire Chief, City of Worcester; **Lorri Gifford**, EOPSS; **Amy Reilly**, MAPC; **Peter Peloquin**, CMRPC; **Conor McCormack**, CMRPC; Patrick Waugh, Patrolman, Town of Spencer; **Christopher Rae**, American Red Cross

Call to Order: Chief Kochanowski called the meeting to order at 3:00 PM.

Minutes: Mr. Barclay motioned to accept the meeting minutes of September 3, 2019 and October 1, 2019, seconded by Mr. Ekman. All in favor, **motion approved**.

Financials: Mr. McCormack gave the update.

FFY17 Budget – Mr. McCormack noted that Council support is continuing to spend down the fiscal year funds by December 31, 2019. Although an extension from EOPSS is available, we expect to spend down the budget by the current deadline. Projects moved since last meeting from FY18 to FY17 to help spend down the funds include MACTAC, Heavy Vehicle Rescue Training and Heavy Vehicle Rescue Equipment. CEMLEC SWAT robot moved to FY18 due to delivery timeline. Still waiting for several small projects, equipment and reimbursements, to come in but all funds are allocated and awaiting invoicing.

FFY18 Budget – Several projects moved to help fill FY17 funds so a significant amount of funds have become unallocated and there will be a need to develop more projects to fill the budget. Additionally, EOPSS uncovered nearly \$27,000 in funds that will added to the FY18.

LETPA Spending - FFY2017 LETPA threshold has been met with 48% of spending going towards LETPA projects. Anticipated spending for FFY2019 LETPA is below the 25% threshold at 17% due to several projects being moved to FY17. New projects developed for the unallocated funds should include projects that cover LETPA spending so we can get that percentage up.

Budget Transfers – None

**Committee Reports:**

**Chairman's Report:** Chief Kochanowski gave the updates.

Discussion: Council Membership – K-12 Seat: Darryll McCall, Superintendent of Wachusett Regional School District, notified the Council that he can no longer serve as the K-12 seat. His nomination has been withdrawn. The Council needs to look for new people to fill that position. Ms. Jacobson suggested we look at the region's technical school districts/programs as there might be good opportunities to partner with them if we had someone represented from there on the Council. They are also regional schools so they encompass more than just one town district. Ms. Reilly noted that NERAC's education seat is a superintendent, for when considering what position/person the Council should look to bring on.

Discussion: December 3, 2019 CRHSAC Meeting Location: Chief Kochanowski suggested having the next Council meeting at the Dudley Fire Department because it is brand new. All in favor.

**Equipment Subcommittee:** Chief Purcell and Mr. McCormack gave the updates.

Completed Projects:

PJ17-4.02 Fire District 8 Dive Team Equipment (FFY2017): Currently waiting on one dry suit to be delivered. Delivery is expected before December's meeting. Once delivery is confirmed project will be complete.

PJ17-4.03 FD-7 Dive Team Equipment (FFY2017) This project is complete as of the last week of October.

PJ17-7.01 CEMLEC SWAT Team Equipment (FFY2017): Deliveries have begun to arrive, currently working with Ken Charlton, Auburn PD, to inventory as Items arrive. We have received no bids on the Bluetooth Headsets and are currently rewriting the specs in the hops to receive bids for appropriate equipment. We are also working with MAPC to re bid the robot in FY18.

PJ18-2.01 Equipment Resources Map (FFY2018): Letter of agreement was recently signed by Chief Kochanowski. CMRPC will set up the MOU to begin work on the resource map.

PJ18-4.01 CMDART Equipment (FFY2018): Five (5) P.O.s have been submitted, two more P.O.s are need to complete the project. Once equipment is delivered and P.O.s submitted project will be complete.

PJ18-6.02 Fire District 7&8 Tech Rescue Structural Collapse Equipment (FFY2018): Received EOPSS approval this month, reviewing the spec list with MAPC and will be submitting to MAPC to put out to bid shortly.

PJ18-6.04 Fire District 7, 8 & WFD Heavy Vehicle Rescue Equipment (FFY2018) Three of the vendors have delivered the equipment. That equipment has been inventoried. We are still awaiting the arrival of the Parateck equipment from Northeast.

PJ18-6.05 Fire District 7 Trench Rescue Trailer (FFY2018) We have received EOPSS approval this past month. We are currently reviewing the spec list and will submit to MAPC for procurement upon completion of review.

PJ18-8.02 FD-14 Fire/EMS Tactical Gear (FFY2018) We have received the replacement vest from Central Equipment. The original vest were received without identification tags and were sent

back for replacement for vest with the appropriate identification. We are still waiting for the ASHER TECC training kits to arrive from Rescue Essentials.

PJ18-8.07 TECC Training Cache (FFY2018) We are waiting on two (2) bids to come back. The items were re-bid because no bids were received. The second round of bids are currently ongoing.

Update: Council's American Red Cross Canteen Vehicle: Chief Purcell explained that Mr. Montiverdi is working with ARC and was told the ARC is going to transfer ownership to the Salvation Army. The Salvation Army is 99.9% sure they will accept ownership of the vehicle. The vehicle will be stored in the City of Fitchburg, but we are waiting to approve the transfer until we have the acceptance in writing. That document was supposed to be received with-in the last 24 hours and was not received before the start of the November meeting time. The transfer was tabled until the document accepting ownership is in hand.

#### New Business:

PJ18-6.06 Fire District 14 Tech Rescue Boat (FFY2018) – Chief Purcell explained that the District 14 Dive Team was requesting funds to purchase a new dive team operations boat. SOP requires two (2) divers and three (3) support team members to safely operate while diving, along with a stable platform to operate from when away from shore. The current dive boat cannot handle the five (5) person capacity along with the stable operating platform. The current boat was procured from a Federal surplus and was not designed to operate in the required conditions and has encountered countless mechanical failures since taking ownership of the boat. The new boat project would also include a two tiered trailer. The boat in the PJ was chosen by looking at the boat the town of Charlton and city of Worcester have. A motion was made by Mr. Barclay to approve \$45,000 to fund the District 14 Tech Rescue Dive Team Boat project. Chief Purcell abstained from the vote due to the fact that he is from Fire District 14. Mr. Ekman seconded the motion. All in favor, **motion approved.**

PJ18-6.07 Fire District 7 Trench Rescue Equipment (FFY2018): Chief Purcell explained the project which is to fill out the trench rescue trailer with equipment. He highlighted that FD-7 currently relies primarily on individual town's equipment. This project would give the fire district its own set of equipment that can be easily transported in the trailer. It was also noted that this project would allow them to work better with FD 8, FD 14, and Worcester Fire. It will be located in Oxford so it is central to the FD-7 region. Chief Purcell also noted that in the future it would be a better practice to present all aspects of the projects into one PJ instead of several different projects because it gives a better picture and would allow for better planning of funds. Chief Purcell motioned to approve the project in the amount of \$75,000.00 seconded by Mr. Barclay. **All in favor, motion approved.** Chief Kochanowski explained that the Council will need to move \$27,250 from Line I and \$33,226.15 from Line H to Line F in order fund this project. A motion was made by Chief O'Donnell, seconded by Chief Roy. All in favor, **motion approved.**

**Inter-Operability Subcommittee:** Mr. Barclay gave the update.

#### Project Updates:

PJ18-9.01-Fire District 8 High Band Repeater System Upgrade: Mr. McCormack noted that the EHP was finally approved. He is working with David Monty and MAPC on the specifications and

scope of services for the install. Mr. Monty is continuing to work with Mass DCR on the permitting.

**Training Subcommittee:** Mr. McCormack gave the project updates.

TRR17-4.04 – FD-7 Rapid Deployment Search and Rescue Training (FFY2017) – Took place Oct 10-13 in Auburn. Still receiving and processing reimbursements but planning on getting this project paid out by the end of the year.

TRR18-1.02 – Program Support MCPPO Training (FFY2018) – Mr. Peloquin just took the last class – Supplies and Services. Mr. McCormack will be taking it in a couple weeks. Will then be good to process for reimbursement.

TRR18-3.01 MCPPO Cybersecurity Training (FFY2018) – MCPPO willing to bring the class out to the Central Region if we can help find a location to host it. It will be a one day, in class training for municipal employees for anywhere from 15-200 people but realistically looking at 30-60. Mr. McCormack suggested that since the training will be in the Central Region and the Council will be helping put it on, the Council could increase the amount allocated to reimbursing Central Region personnel to attend the class. Lt. Asepsi motioned to increase the reimbursement allocation to \$10,000.00, seconded by Chief Lyver. All in favor, **motion approved.**

TRR18-6.01 Heavy Vehicle Rescue Training - FD-7 & 8 and WFD (FFY2018): Working on the reimbursements and expect to finish this process and make payments shortly. Mr. McCormack noted that someone from Ayer FD attended the training as a member of FD-8, even though Ayer is not part of the Central Region. He said that after checking with EOPSS, the Council could vote to cover the reimbursement. The Council weighed the merits of reimbursing a member of FD-8 who would respond to incidents in the Central Region against maintaining the practice of splitting the project based on regions and decided in the subcommittee to not fund the reimbursement and to seek reimbursement through NERAC.

NIMS ICS 300 & 400 (FFY2018): Reimbursements came in from Oxford and Worcester. The Worcester reimbursement will be moved to FY17 to help close the gap in that budget.

TRR18-8.01 – MACTAC Training (FFY2018): Training taking place Nov 18-22 at the Mass State Police Academy in New Braintree. Working the training staff there and the vendor, Sig Sauer, on the project, coordinating logistics. Officer Charlton from Auburn PD is working to fill out the roster and expects to fill it out by the end of the week.

TRR18-8.06 – Spencer Stop the Bleed Training (FFY2018): Waiting in delivery from one vendor, Rescue Essentials and then all equipment is in and being processed for payment. Working with Officer Waugh of Spencer PD to schedule classes and set up payments for instructors.

TRR18-8.08 Active Shooter Incident Management Training (FFY2018) – Received EOPSS approval. Waiting MEMA and EOPSS to for the dates of the class, expecting it to be some time in the spring.

#### Old Business:

Discussion: 2020-2022 CRHSAC MYTEP Update: Lt. Aspesi noted that it was presented last meeting and no comments were received since then. He suggested moving towards approving it due the end of the year approaching. Lt. Aspesi reviewed the MYTEP briefly with the Council. Lt. Aspesi motioned to approve the MYTEP as is, seconded by Chief Roy. All in favor, **motion approved.**

Planning Subcommittee: No update

Mass Care and Sheltering Subcommittee: No update

CMRPC:

No updates

MAPC:

Ms. Reilly explained that the contracts are in for FFY2019 funding. They are being reviewed and funds should be released shortly. She also noted there was an increase in FFY2018 funding and the paperwork is in process to add almost \$27,000 to budget, expected by next meeting. EOPPS has received a request for accomplishments from each region and upcoming projects. She noted the Central Region has already submitted their information and that report is pending submission.

EOPSS:

No updates

MEMA:

Mr. McCormack noted that Joseph Hattabaugh will be the new Region 3/4 Training Coordinator moving forward.

THIRA/SPR:

Chief Kochanowski updated the Council where we are in the process of filling out the THIRA. He explained that he is working with program support staff to fill out the THIRA and will share with the Council once complete for comments and review.

New Business Unforeseen by the Chair: None

Next Meeting: December 3, 2019. Chief Kochanowski said he would be providing food, to include coffee and donuts at a minimum.

Adjourn: Chief Roy made a motion to adjourn the meeting at 3:43 PM, seconded by Mr. Ekman. All in favor, **motion approved.**

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Meeting minutes taken and prepared by Conor McCormack, CMRPC

Minutes approved: January 7, 2020

Materials included in the meeting packet:

- Agenda
- Meeting minutes of October 1, 2019
- FFY2017 budget
- FFY2018 budget

- CRHSAC Fiduciary Reports
- FFY2017 Current LEPTA spending
- FFY2018 Current LEPTA spending
- Email related to ARC Canteen Vehicle Transfer
- Project Proposals and backup materials
- Draft 2020-2022 CRHSAC MYTEP