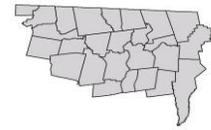


FRANKLIN COUNTY REGIONAL EMERGENCY PLANNING COMMITTEE

WORKING TOGETHER FOR PUBLIC SAFETY



| Meeting Minutes: Franklin Regional Emergency Planning Committee | | | |
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| Date | April 19, 2016 | Location | Franklin County Sheriff's Office 160 Elm St Greenfield, MA |
| Time | 3:30 – 5:30 p.m. | Duration | 2.0 Hours |
| | | Facilitator | Bob Escott, Chair |
| | | Meeting Cancellation Notice | 413-774-3167 x153 |

| Agenda Items | Motions/Action Taken |
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| 1. Welcoming remarks/ agenda/introductions | Bob Escott opened the meeting at 3:35 p.m. Attendees Include: Bob Escott, Herb Guyette, Tim lively, Chris Myers, Michael Nelson, Carolyn Ness, Dan Nietzsche, Tracy Rogers, Pat Smith, Walter Smith, Walter Tibbetts, Charles Washer, Glen Ayers, Alan Schmidt, Lynn Dole A quorum was not achieved so no voting took place at this meeting. |
| 2. Review/approval of January 6, 2016 meeting minutes | |
| 3. Roundtable Updates a. Planning/Training Subcommittee b. MEMA c. NWMIMT | a. On April 1 and 2, 2016 a Multi-Casualty Incident seminar and drill was held. Despite the poor weather the events were well attended. Many of the participants commented that they learned a lot. An after-action report and improvement plan will be written and distributed. b. MEMA was not present for this meeting. c. The Multi-Casualty Incident was a good exercise for the Northwest Massachusetts Incident Management Team. They were able to work under different functions then they are normally assigned during response activities. In July the team is going to Jericho, VT. for the Vigilant Guard exercise. The NWMIMT will be running the logistics section for Massachusetts Task Force One. It's a five day event with NWMIMT operating for four days. |
| 4. Old business: a. Bus driver project update b. MACC Project/Vote to Accept c. HMCC updates | a. Bob Escott reported that he contacted the remaining towns that have yet to respond asking them to declare if they are in or out of the program. Bob received additional responses after his query. Bob believes it is time to move forward with the driver training. The REPC agreed and Dan Nietzsche will reach out to Michael and start the project moving forward. b. Tracy Rogers reported a memorandum of understanding has been drafted and will be presented to the Emergency Management Directors. She noted there is still the outstanding question of who will staff and fund the Multi-Agency Coordination Center for operations. Tracy and Dan Nietzsche have been in discussion about where the MACC will be located with both Greenfield Community College and the Franklin County Jail. An initial upfit budget has been created and options for funding this equipment have been found. |

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| | <p>c. Tracy spoke about the HMCC. The Steering Committee 10 members have been voted on and will begin work. A draft emergency coordination plan has been completed and is going through the review process. The ECP needs to be a close match to the states ECP. On July 1, 2016 the On-Call people will start.</p> |
| <p>5. New business: a. Officer Elections</p> | <p>a. Bob Escott announced his retirement as the Chief of the Turners Falls Fire Department. Due to this development the REPC will need to vote in a new Chair. Bob described the job description and asked that people think about offering themselves for the position.</p> |
| <p>6. Business not reasonably anticipated 48 hours prior to the meeting</p> | <p>a. Tracy Rogers reported the REPC received its annual Hazardous Materials Emergency Planning grant allocation in the amount of \$2,300 which will be used to provide basic hazmat awareness training. She has also applied for \$5,000 in additional HMEP funds to complete a joint full scale exercise to include the Franklin County and Hampshire County REPCs. The scenario will be a leak from train car as its making a delivery to a fertilizer facility in Hatfield. This exercise, if approved by MEMA, will be completed by the end of September 2016. MEMA has already put out the application for next year's annual HMEP grant, for which Franklin County should receive a \$2,200 allocation, and Tracy asked for suggestions on what the REPC would like her to say we'll use the funding for. There were multiple people who wished for Hazmat Operations level training to be conducted.</p> |
| <p>7. Regional Sheltering</p> | <p>Pat Smith, from Franklin Regional Council of Governments, gave a presentation on the current status of the regional sheltering project. Please see the attached pdf.</p> <p>Bob Escott discussed the issues his town accountant expressed to him. She reported that a town accountant would need to take on a lot of additional work if a town were to host a shelter. The accountant would need to track costs, find ways to pay for the shelter, and then invoice the towns using the shelter for reimbursement. This would cause a tremendous strain on the host town. Bob asked if the solution would involve multiple towns sharing the paperwork burden.</p> <p>There was a discussion about determining the true cost of hosting a shelter. Chris Myers suggested the budget include the administrative costs to the host town to help alleviate the issue of having to handle the accounting side of shelter operations.</p> <p>Bob Escott suggested a table top exercise be conducted to brainstorm on how much it really costs to host a facility.</p> <p>It was asked that Section F on Page 3 of the Addendum to the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement be revisited to be more inclusive of additional costs which are being identified.</p> |
| <p>8. Wrap up and adjourn</p> | <p>Meeting was adjourned at 5:00PM.</p> |