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| **Members Present** Ray Ledoux, BAT  Richard Brown, Somerset  Rob Kenn, East Bridgewater  Brian Clark, Norton PD  Thomas Lynch, Franklin PD  Robin Chapell, Walpole BOH  Mary Lyons, Mattapoisett PD | **Guests Present** David Faunce, Region V EMS  Rachel Fleck, MEMA  Scott Billings, PCSO | **Support Staff Present**  Todd Castro, SRPEDD  Jed Cornock, SRPEDD Jeffrey Walker, SRPEDD  Amy Reilly, MAPC  Vicky Mboka-Boyer, EOPSS |
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1. **Welcome/Introductions:**  A quorum was present. Mr. Ledoux opened the meeting at 10:53 AM.
2. **Public Comment:** None
3. **Approval of the Training & Exercise/Planning Subcommittee minutes of July 25 ,2019:** A motion was made and seconded to approve the July 25, 2019 planning meeting minutes. Voted- Unanimously in favor.
4. **FFY17 & 18 Budget Update**: Mr. Castro referred the FFY17 & 18 at-a-glance budget sheet to subcommittee members. Mr. Castro indicated that $82,532.71 remains in not allocated funding within the Interoperability line item for FFY17. The FFY17 budget is set to expire on December 31, 2019. Only the LEC vest project has been assigned to FFY18 at this time.
5. **Training:**
6. **Rapid Deployment Search & Recovery Diver Training Project Funding Request:** Mr. Brown indicated that he had spoken to Chief Partridge concerning this project and requested that the project be tabled until the next meeting. Mr. Ledoux indicated that no action would be taken on this item.
7. **Planning:**
8. **City of Brockton Radio Shelter -** **Kohler 15Kw Diesel Generator:** Chief Clark indicated that the Interoperability Subcommittee is interested in identifying a cross-sharing plan with other agencies to financially support this project. Mr. Ledoux indicated that the new Administrator at BAT - Mr. Michael Lambert is interested in financially supporting this project. Mr. Ledoux also indicated that the Brockton Fire Department is interested in assisting with the installation and maintenance of the generator. Mr. Ledoux indicated that no action would be taken on this item and that this project funding request would be tabled until the next Planning Subcommittee meeting. Mr. Ledoux indicated that it is very difficult for the SRAC to support these types of generators many of which many reside within the region.
9. **Items not anticipated by the Chair 48 hours in advance of the meeting:** Mr. Castro reminded the Planning Subcommittee members that the new version of the Multiyear Training & Exercise Plan (MYTEP) is due by the end of December 2019 as the old version is set to expire. Mr. Castro asked members to forward any training and exercise ideas to him so that they can be incorporated into the new MYTEP. Mr. Castro stressed the importance of the MYTEP as it serves to identify training gaps in our region. It also functions as a guidance document for our SRAC FFY Homeland Security Plans and is a template document for council members to refer to when planning out training and exercises. Ms. Mboka-Boyer indicated that she often compares project funding requests to the MYTEP to ensure that the trainings/exercises are allowable. If the project is not within the MYTEP, it makes it more difficult to have a training/exercise approved. Chief Lyons reminded members to include Cybersecurity trainings in the document. Ms. Mboka-Boyer stated that members can also use the THIRA document as a reference guide to putting their ideas into the MYTEP. Mr. Ledoux indicated that in years past we have held separate MYTEP meetings. Chief Lyons recommended meeting in December to discuss MYTEP ideas.

Ms. Chapell brought up the previously discussed and tabled Mass Care project funding request for a Shelter Training Consultant. Ms. Chapell indicated that although she was not present at the last Planning Meeting; she understood that the Planning subcommittee was looking for assurances that MEMA was not conducting a similar type of shelter training. Ms. Chapell cited an email response from Jeff Tedesco of MEMA which indicated, “MEMA’s Training and Exercise Unit does not possess an existing product/curriculum nor do we plan to. We will continue to offer our Basic Sheltering Concepts course as part of our MYTEP and implementation plan. That course will remain under our ownership with the understanding it will also be included as one of several courses.” Ms. Chapell indicated that the Mass Care, Sheltering Subcommittee has identified a gap in shelter training and believes that a Shelter Training Consultant will fill that gap. Ms. Fleck confirmed that MEMA is not supporting this type of training and noted that MEMA would not coordinate other agency’s trainings. Ms. Chapell noted that the consultant would be responsible to put together the training plans and then the trainings would be held on a continuous training date every year. Chief Benjamino asked if the Department of Public Health has a similar type of training in place to which Ms. Chapell stated they do not. Mr. Ferreira indicated under the guidance of the Stafford Act it is important to have shelter-set up trainings. Chief Lyons asked what the amount was being request to which Ms. Chapell stated $6,500. Mr. Castro indicated that the remaining not allocated, FFY17 amount of $3,666.95 along with $2,833.05 from FFY18, not allocated monies can be used to fund this project. Mr. Ledoux asked if Rachel Fleck of MEMA was the signatory of the project funding request to which Ms. Fleck replied that she is but only doing so as a member and on behalf of the Mass Care Sheltering Subcommittee. Mr. Ledoux asked who would perform the procurement/developer of the curriculum. Ms. Chapell indicated that the subcommittee would work both fellow subcommittee members and SRPEDD.

A motion was made by Mr. Ledoux and was seconded to approve the Shelter Training Consultant project funding request for $6,500. Voted- Unanimously in favor.

Chief Lynch inquired about the remittance process for paying vendors along with the time frame for getting remittances paid for. Ms. Reilly indicated that when projects are completed; either the vendor or SRPEDD will let MAPC know that the project is completed. MAPC will not start the payment process until the receiving document is signed by the project lead. Once that happens the document are forwarded to EOPPS and generally payment will be received within approximately sixty days. Ms. Reilly indicated that many layers of review occur within EOPSS. MAPC cannot issue payment until EOPSS finishes their review process. Chief Lynch cited late payment being made to Michael Odle of LEADs Consultants. Mr. Odle is upset because payment was received late. Chief Lynch believes that LEADs will not do business again with our region. Ms. Reilly indicated that his payment was split up into two payments and she has been in contact with him. Ms. Reilly believes someone told Mr. Odle that he would be paid in thirty dates which may have led to this payment misunderstanding. Ms. Reilly indicated that she has worked with this company in the past and they are aware of the sixty-day payment policy. Ms. Reilly indicated that it took sixty-three days for payment to reach LEADs. The first payment was received in forty-five days and the second was received within sixty-three days. LEADs is now paid in full.

1. **Next Meeting:** The next meeting date is October 3, 2019.
2. **Meeting Adjourn:** The meeting adjourned at 11:15 AM.