



# Southeast Region Homeland Security Advisory Council (SRAC)



## Full Council Meeting Minutes

Meeting Conducted via Zoom Platform

December 3, 2020 – 11:00 A.M.

### Members Present

Chief Mary Lyons, Mattapoisett PD  
Chief Brian Clark, Norton PD  
Chief Thomas Lynch, Franklin PD  
Chief David Guillemette, Harwich PD  
Chief Kevin Partridge, Easton FD  
Chief Lance Benjamino, Middleboro FD  
Robert Kenn, E. Bridgewater DPW  
Rick Ferreira, TEMA

### Guests Present

James Mannion, MEMA

### Support Staff Present

Todd Castro, SRPEDD  
Kevin Ham, SRPEDD  
Jed Cornock, SRPEDD  
Vicky Mboka-Boyer, EOPSS  
Amy Reilly, MAPC

**Members Absent:** Chief Michael Winn, COMM FD; Michael Lambert, BAT; Stacy Lane, Norwood Health Department; David Faunce, Southeast Region V EMS; Richard Brown, Somerset Town Administrator; Joan Cooper-Zack, South Shore Hospital; David Faunce, Southeast Region V EMS; Ralph Swenson, Barnstable County Sheriff's Office; Joseph McDonald, Jr., Plymouth County Sheriff's Office

1. **Call to Order:** Chairman Lyons called the Zoom meeting to order at 11:00 A.M.
2. **Public Comment:** No public comments were provided.
3. **Approval of Minutes:** The November 5, 2020 Full Council minutes were unanimously approved as presented.
4. **Project Update/Fiduciary Report:** Mr. Ham referred the members to the December 2020 At-A-Glance Budget document and indicated that he and Mr. Castro have been working with MAPC to close out the FFY18. In doing so, four projects are not anticipated to be closed out by March 2021 and therefore will need to be moved to FFY19. Those projects include the MassCare Serve Safe Food Course, Copicut Hill Radio Equipment, Fire Service's ICS 201 Class, and Fire Service's Tox Medic Class. Mr. Ham asked for a motion to move those projects from FFY18 to FFY19.

A motion was made, seconded, and unanimously approved to move FFY18 A.02 (Serve Safe Food Course), B.04 (Copicut Hill Equipment), D.04 (ICS 201), and D.09 (Tox Medic Class) to FFY19.

A Fiduciary Report motion was made, seconded, and unanimously approved in favor.

5. **MAPC Report:** Ms. Reilly reported that MAPC is pulling together a meeting of the program managers for all of the Councils to discuss next steps related to a statewide cyber project, building off of the success of the trainings held last month.
6. **EOPSS Report:** Ms. Mboka-Boyer had nothing to report at this time. Chairman Lyons indicated that EOPSS was looking to schedule a RAC Chair meeting on January 12<sup>th</sup> and would report back once that happens.



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### Sub-Committee / Working Group Updates

7. **MCSMS:** Mr. Ferreira reported that the committee continues to meet monthly to discuss projects. Currently, the committee continues to move the \$7,000 wash stations project forward. The next meeting will be held in January 2021.
8. **Training & Exercise:** No report at this time.
9. **Planning:** Mr. Kenn reported that the Planning Committee met in November to discuss funding and project ideas for FFY20. Chairman Lyons asked the members to consult with Mr. Castro or Mr. Ham on project ideas so the funding can begin to be spent. She reminded the members that trainings and exercises may continue to be delayed due to COVID and therefore purchasing equipment may be a better idea in the short-term. Mr. Guilmette asked when the deadline was for submitting projects. Chairman Lyons indicated that projects can be submitted on a rolling basis because FFY19 funding is still available and FFY20 funding will be available shortly. Ms. Reilly indicated that MAPC is currently putting together the FFY20 budgets and the Council will be able to start spending that very soon.
10. **Fire Services:** Chief Partridge reported that numerous trainings are on hold due to COVID and are awaiting rescheduling. He indicated that Fire Services is working on a foam replacement plan and there should be a report on that in the future.
11. **Caching:** Mr. Kenn indicated that due to the ongoing uncertainty with respect to trainings and courses, now may be the time to purchase equipment for the Cache sites. He indicated that he may bring something forward soon. Chairman Lyons noted that now may be the time to update the Cache sites inventory and review equipment condition, shelf-life, and to make sure the Cache site managers have what they need. Mr. Ferreira asked Mr. Kenn if communities have been requesting the use of Cache site equipment to help with COVID response rather than purchasing their own. Mr. Ferreira indicated that he has heard of communities trying to purchase COVID response equipment through the federal CARES grant and wondered if there was any record of them reaching out to use the Cache equipment instead. Mr. Kenn indicated that can reach out to the Cache site managers to find out and can report back at a future meeting. Chief Clark shared that Norton has used their sign board for effective public messaging in the past and noted that having those at the Cache sites could be beneficial to other communities in the region. Chief Partridge asked if there was an active Cache site inventory. Mr. Kenn indicated that he would work with Mr. Castro and Mr. Ham to have an updated inventory that could be shared with the members in advance of an open house for the Barnstable and Foxborough locations.
12. **Interoperability:** Chief Clark stated that Mr. Castro and Mr. Ham are trying to put together an equipment list for the tower in anticipation of filing a new EHP. Chief Clark noted that the site is clear, the foundation has been poured and the contractors at the site are currently awaiting a steel delivery for the tower construction. Chairman Lyons asked Ms. Reilly about the previous tower project in Plymouth – specifically when Motorola representatives were brought on board to help with the project. Ms. Reilly indicated it was after the contract was awarded to them for the tower equipment. Chairman Lyons, Chief Clark, and Ms. Reilly generally reviewed the necessary steps for moving the tower equipment component forward. Ms. Reilly noted that due to the technical nature of the equipment and the limitations of the support staff, it may be helpful to have another outside technical consultant review specification and to ensure the crafted list includes the necessary



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components. Chairman Lyons supported the concept and inquired about remaining funds. Mr. Ham noted that approximately \$158,000 has been allocated for the equipment and suggested that the scope of work could simply be broadened to include an outside consultant to help with development and review of the equipment list and bid review without increasing the funding request. Ms. Reilly noted that this would be the best course of action and providing council approval, a PJ and scope of services would be developed.

A motion was made, seconded, and unanimously approved to amend the now moved FFY19 Copicut Hill Equipment to allow for a consultant.

13. **LEC:** Chief Lyons reported that SEMLEC has been training regularly but no project or funding requests have been filed. Chief Clark indicated that METRO-LEC has no project or funding requests as well. Chief Guillemette noted that CCRLEC is still training and looking forward to a joint training with the upper cape team in mid-December to work on coordination efforts.
14. **MEMA:** Mr. Mannion reported that MEMA had a busy November with some WebEOC trainings and virtual local EMD meetings. In addition, MEMA distributed KN95 masks to all police departments, distributed emergency response guidebooks, and held some virtual trainings. Mr. Mannion mentioned that MEMA has one in-person ICS 400 training Plainville this month but he believes MEMA is going all virtual until the spring. Overall, it seems to be working out well but just a little more difficult for the instructors. Mr. Mannion indicated that MEMA just moved all of their equipment from the Bridgewater location to their new Franklin warehouse and during that process, they came across some equipment that may be of interest for the shelter trailers. He offered to provide a list of equipment to Mr. Castro and Mr. Ham to determine a plan to move forward. Mr. Castro indicated that they could coordinate in the future. Mr. Mannion noted in the past he would refer people to the Resource Guide that used to be on the SRPEDD website and mentioned that having an updated version would be helpful. Mr. Ferreira noted that the Franklin facility is quite impressive and mentioned the importance of the WebEOC resource during COVID.
15. **Items not reasonably anticipated by the Chair 48 hours in advance of the meeting:** Nothing to report at this time.
16. **Next Meeting/Adjournment:** The next meeting will be held remotely on January 7, 2021 at 11:00 A.M. Chief Lyons adjourned the meeting at 11:30 A.M.