



# Southeast Region Homeland Security Advisory Council (SRAC)



## Full Council Meeting Minutes

Meeting Conducted via Zoom Platform

**March 4, 2021 – 11:00 A.M.**

### Members Present

Chief Mary Lyons, Mattapoisett PD  
Chief Brian Clark, Norton PD  
Chief Thomas Lynch, Franklin PD  
Chief Kevin Partridge, Easton FD  
Chief David Guillemette, Harwich PD  
Chief Scott Fournier, Berkley FD  
Robert Kenn, E. Bridgewater DPW  
Stacy Lane, Norwood Health Dept.  
Michael Lambert, BAT  
Rick Ferreira, TEMA

### Guests Present

Rachel Fleck, MEMA  
Joe Hattabaugh, MEMA  
Melissa Nazzaro, EOPSS  
Chief Michael Kelleher, Foxborough FD  
Glenn Carrano, CISA

### Support Staff Present

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

**Members Absent:** 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; Chief Michael Winn, COMM FD; Richard Brown, Somerset Town Administrator

1. **Call to Order:** Chairman Lyons called the meeting to order at 11:00 A.M. Chairman Lyons stated that Chief Fournier from Berkley has taken over Chief Francis's position on the Council and is eligible to vote. She also mentioned that Chief Kelleher will be talking Chief Partridge's Council seat when he retires and that he is just observing today. Chairman Lyons noted that Chief Partridge recently submitted a letter of resignation from the Council indicating his retirement and she thanked him for his service on the Council.
2. **Roll Call:** Mr. Ham read the roll and attendance was taken.
3. **Public Comment:** No public comments were provided.
4. **Approval of Minutes:** The February 4, 2021 Full Council minutes were unanimously approved as presented via a roll call vote.
5. **Project Update/Fiduciary Report:** Mr. Ham referred the Council to the March 2021 Budget-At-A-Glance document and noted it includes overall spending and the status of current projects. He stated the support staff has started preliminary work on the FFY21 Plan and noted that a short project request form was recently sent out to members looking for project ideas. Mr. Ham indicated that support staff will continue to work on the FFY21 Plan development, work with Council members to spend down the remainder of FFY18 funds by June 30, 2021, and then focus on spending the FFY19 and FFY funds.
6. **MAPC Report:** Ms. Reilly stated that MAPC recently met with the Statewide Project Managers and they spoke of a number of items but focused on the FFY21 planning. Mr. Reilly stated when MAPC receives the FFY21 planning



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guidance from EOPSS, they will have another meeting with the statewide partners to brainstorm ideas for projects that are replicable across regions and to find ways that Councils can potentially work together. She encouraged the Council to work with the support staff on ideas and the concept of working with other Councils in the state. Ms. Reilly highlighted the successful cybersecurity trainings held in the fall and the previous joint tech rescue training as examples and reminded the Council members that the support staff is more than happy to do the legwork to build those projects.

- EOPSS Report:** Ms. Mboka-Boyer report that the FFY21 NOFO was released late last week and Massachusetts received \$6,428,138 for the Homeland Security Program Funding. She noted that the NOFO includes the following five national priorities: (1) Enhancing cybersecurity, (2) Enhancing the protection of soft target or crowded places, (3) Enhancing information and intelligence sharing and cooperation between federal agencies, (4) Combating domestic violent extremism, and (5) Addressing emerging threats like transnational criminal organizations, unmanned aircraft systems, and weapons of mass destruction. She reported that the NOFO included a requirement to allocate specific percentages of funding for each of the priority areas. Ms. Mboka-Boyer reported that each Council will need to allocate 7.5% of their funding for enhancing cybersecurity, 5% for the protection of soft targets, 5% for information and intelligence sharing, 7.5% for combating domestic violent extremism, and 5% for addressing emerging threats. Ms. Mboka-Boyer noted that the preliminary project list is due by early April and the final plan will be due by mid-April.

### Sub-Committee / Working Group Updates

- MCSMS:** Mr. Ferreira mentioned that the subcommittee has been continuing to meet and discuss a number of good projects. He noted that the subcommittee is bring forward the portable washing stations, explained the motion, and summarized the need for the additional funds.

A motion was made, seconded, and unanimously voted, via roll call, to approve \$5,000 out of FFY18, Mass Care, not allocated line item for additional costs for the procurement of portable hand-washing stations.

- Training & Exercise:** Mr. Ham mentioned that support staff is looking for FFY21 projects and noted that staff is available to help with any joint project ideas.
- Planning:** Mr. Kenn mentioned that since the FFY21 NOFO is available, the subcommittee will probably have a meeting next week to start discussing projects. Mr. Kenn asked Ms. Mboka-Boyer if she knew the amount of funding the Council was going to receive in FFY21. Ms. Mboka-Boyer stated that she wasn't sure yet, but she was sure it would be less than last year.
- Fire Services:** Chief Partridge mentioned that the five chiefs met to discuss the status of fire projects. He mentioned most of the projects were trainings or conferences that are on hold due to the pandemic and that funds may need to be moved around to deal with those delays.
- Caching:** Mr. Kenn reported that the subcommittee is looking into getting more equipment and possibly finding a new cache location. He noted it is all still a work in progress at this point.
- Interoperability:** Chief Clark reported that the Interoperability subcommittee met prior to today's Full Council meeting. He mentioned that the Copicut Hill project is moving along well with the shelter expected to be in



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place by March 9<sup>th</sup> and the entire tower getting up by the end of April. He mentioned that Mr. Castro and Mr. Ham submitted the EHP for the tower equipment to EOPSS and that Mr. Gover is planning on contacting Ms. Nazzaro regarding SEIC needs. Chief Clark noted that once all of those items are completed, the next step will be to go out to bid for the equipment.

14. **LEC:** Chief Lynch indicated that METRO LEC have been doing more training and there were a couple of minor calls. Chairman Lyons noted that MV LEC sent a letter to the other LEC and Fire Council members supporting the concept of a new Bearcat vehicle purchase for the METRO LEC and the transfer of their used and refurbished vehicle to MVLEC. Chairman Lyons indicated that this project idea is still conceptual but wanted to bring it to the Council's attention for discussion purposes. Chief Guillemette provided more detail about the letter and reiterated the conceptual project information. Chief Clark noted that this idea surfaced after a recent METRO LEC and Full Council meeting and that it would be a discussion at the next METRO LEC meeting.
15. **MEMA:** Ms. Fleck reported that MEMA is currently working on a significant PPE distribution. She also reminded the Council members of the ongoing Food Insecurity Program and the specific components. Mr. Hattabaugh noted that they have been with trainings lately, holding over 26 virtual ICS trainings. He indicated that MEMA will continue that approach until the state allows for in-person trainings to resume. Mr. Hattabaugh noted that he is working with Rachel to develop a virtual sheltering course and will notify folks when its available. He reminded the Council members to reach out with any training ideas or questions. Chief Partridge asked if an Active Shooter Train the Trainer program is something that MEMA could consider moving forward. Mr. Hattabaugh stated that he would check with Mr. Tedesco and bring information back to the Council.
16. **Items not reasonably anticipated by the Chair 48 hours in advance of the meeting:** Chairman Lyons stated that it's the time of year for the Council to consider and formally approve SRPEDD to remain the sub-fiduciary responsible for program support for the FFY20 cycle in the amount of \$193,711. Mr. Cornock referred the Council members to the FFY20 Scope of Work (shared virtually) and indicated that the document has not changed since the FFY19 cycle. He noted that the Council is responsible for an annual appointment of a sub-fiduciary and in order for SRPEDD to continue on in that role for FFY20, the Council would need to vote to approve that decision. Mr. Cornock reported that following a successful vote, support staff would send a letter, signed by the Council chair, to MAPC, and then a contract would be executed.

A motion was made, seconded, and unanimously voted, via roll call, to approve SRPEDD as the sub-fiduciary for the FFY20 program support in the amount of \$193,711.

Mr. Castro reminded the Council members that support staff will be reaching out for FFY21 plan project ideas in the near term. He asked that members reach out with any questions.

Mr. Ferreira informed Mr. Kenn that the Mass Care subcommittee is working on the purchase of "insta-signs" that would likely be part of the cache sites.

17. **Next Meeting/Adjournment:** Chairman Lyons reported that the next meeting is scheduled for April 1, 2021 at 11:00 A.M. and adjourned the meeting at 11:35 A.M.