



Southeast Region Homeland Security Advisory Council (SRAC)



Training & Exercise and Planning Subcommittee Meeting Minutes

Meeting held at SEMRECC, 100 High Rock Road Foxborough, MA

May 3, 2022 – 1:00 P.M.

Members Present

Robert Kenn, E. Bridgewater DPW
Chief Brian Clark, Norton PD
Robert Verdone, SEMRECC
Thomas Lynch, Franklin PD

Guests Present

Support Staff Present

Kevin Ham, SRPEDD
Todd Castro, SRPEDD
Grant King, SRPEDD

Members Absent: Chief Mike Kelleher, Foxborough FD

1. **Call to Order:** Chairman Kenn called the meeting to order at 1:00 P.M.
2. **Public Comment:** No public comments were provided.
3. **Approval of April 21, 2022 Minutes:** The April 21, 2022 draft minutes were unanimously approved as presented.
4. **Fiduciary Report:** Mr. Castro presented the status on projects. He mentioned that the METRO LEC plate project is completed. METROLEC has decided to keep the vests. He mentioned that he also had received approval on the JHIRT project last week and has forwarded it to MAPC for procurement. Mr. Ham issued a purchase order for the SEMLEC Bearcat tires. Mr. Castro mentioned that the HRT procurement went out today and the bid will expire Friday at noon. He mentioned the unallocated FY19 funds are set to expire on December 31, 2022 and the FY20 funds are set to expire on June 30, 2022.
5. **NOFO Changes/Office of Grants & Research Update(s):** Mr. Castro mentioned that there is still no guidance on the NOFO and the plan is due on the 13th. Mr. Castro mentioned he called EOPSS yesterday and there was no new information. He mentioned the plan is to solidify project ideas at this meeting today and pass them to the Council meeting on Thursday.
6. **FFY-2022 Project Funding Ideas/Solicitation of Ideas:** Mr. Ham referred the committee to list of projects and the committee reviewed and discussed them in further detail. Mr. Ham explained the SRPEDD Sub-Fiduciary Program Support and stated SRPEDD recently has a study on staff salaries. He mentioned that staff are underpaid according to this study. Mr. Ham mentioned SRPEDD is asking for an additional increase of about \$40,000. Mr. King mentioned that if any members have questions about this issue to please ask. Mr. King mentioned that staff evaluations are done every year as well. Mr. King mentioned that this was a part of a salary schedule update that was office wide, and the department that would be receiving merits and promotions. Chief Clark asked who decides on the merit raises. Mr. King mentioned that he, the Executive Director, Jeffrey Walker, and the SRPEDD Commission voted on



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them. He explained the salary analysis and explained the Homeland Security staff was being undervalued. Mr. King mentioned that Mr. Ham and Mr. Castro are putting out \$2 million in projects every year. He mentioned that other support staff, Stacy Royer charge to the Homeland Security contracts for meeting minute(s) support and the department is looking to hire an intern to work on the inventory as well. He did indicate that he does not charge to the Homeland Security contracts. Chief Clark stated that he believes they have a good working product with Mr. Ham and Mr. Castro. He stated if SRPEDD is telling him there is a deficiency in their pay, then he understands. Mr. Ham mentioned that this was an agency-wide issue.

Mr. Ham discussed the different project areas, asset repairs, the A list and the B list of projects. The committee discussed budget amounts as well. The document is available for review if needed. Mr. Ham stated that he would send the FFY22 Preliminary Project List to the Council members Wednesday morning before the Council meeting. Mr. Kenn mentioned that the Plan should be voted on today as written and then presented to the Council on Thursday just as a technicality. He mentioned that the plan is due next Friday.

A motion was made, seconded and unanimously approved to have the FFY2022 SRAC Plan as written.

Mr. Ham thanked the members for helping to get this plan together and all the projects.

7. **New Business/Old Business:** None
8. **Items not reasonably anticipated by the Chair 48 hours in advance of the meeting:** None
9. **Next Meeting/Adjournment:** The next T&E and Planning subcommittee meeting is TBD.