



# Southeast Region Homeland Security Advisory Council (SRAC)



## Training & Exercise and Planning Subcommittee Meeting Minutes

Meeting held via Zoom

December 1, 2022 – 11:00 A.M.

### Members Present

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

### Guests Present

Mark Goyette, Mansfield FD

### Support Staff Present

Todd Castro, SRPEDD  
Kevin Ham, SRPEDD  
Ben Podsiadlo, EOPSS

**Members Absent:** Kevin Sweet, Wrentham TA; Stacy Lane, Norwood Public Health

1. **Call to Order:** Chairman Kenn called the meeting to order at 11:00 A.M.
2. **Roll Call:** A roll call was done by Mr. Ham.
3. **Public Comment:** No public comments were provided.
4. **Approval of November 3, 2022, Minutes:** The November 3, 2022, draft minutes were approved as presented.
5. **Fiduciary Report:** Mr. Castro mentioned that he and Mr. Ham have closed out FFY 19 and had a great Comprehensive Finance Meeting with Ms. Reilly. He mentioned the reason why FFY 19 remained open was because of Copicut Hill. Mr. Castro stated that now the Copicut Hill project is completed they are able to close FFY 19. Mr. Castro stated that in FFY 20 there is unallocated funds in the amount of \$301,874.37. Mr. Castro explained the breakdown of the balances for FFY 20. He mentioned that the FFY 21 funds are available, and funds can start being used. Chief Clark mentioned that he and Mr. Castro had a discussion that on the plan there is a project request for a new METRO CP and a new Drone Vehicle. The CP is close to a million dollars, which probably would not be done by this Council. As for the Drone Vehicle, Mr. Castro suggested having a smaller version of a CS communications van that would be able to assist the regional area. He mentioned it would not just be a METRO vehicle but be a vehicle for the entire Southeast for communications. The Chief stated that METRO goes to the Southeast on a regular basis, and he thinks we are all sharing equipment. Chief Kelleher asked if the Council invested about \$50,000 or \$80,000 into the SEMLEC CP six months ago. Mr. Castro mentioned that the Council invested \$40,000 into METRO's Command Post and about another \$30,000 into the SEMLEC Command Post. Chief Kelleher mentioned that it is strange that METRO keeps coming to SEMLEC after investing all those funds as they have their own vehicle just sitting around. Chief Clark mentioned the vehicles are being used and he believes they are using multiple Command Posts for incidents. He mentioned there have been eight search and rescue missions in the last few months and



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he believes that CP is not needed but there is a need for communications. He mentioned the vehicles may not be beneficial. Chief Lynch mentioned the CPs are working in both but with a search and rescue mission they like to use both. He mentioned that none of them are large enough to hold Command staff and this goes for the Bearcats as well. Chief Clark stated that Martha's Vineyard has been asking for a Bearcat as well and it is a huge ask for limited use. He mentioned he has reached out to Nantucket to see what they are doing but has yet to hear from the Chief. Chief Kelleher checked with Kevin Stanton from EOPSS to see if you can lease vehicles with Homeland Security funds. He mentioned it is allowable to do. Mr. Kenn mentioned he does not want to go for an extension for funds and he would rather find projects to spend the funds on rather than give it back and the Council get less funds in the future. Ms. Reilly mentioned that all the regions will go for an extension in FFY21. Mr. Kenn mentioned that he would rather spend the funds and not ask for one if we don't need one. Chief Kelleher feels that a Drone Vehicle would be a lot of work. He asked who would house it, who would operate it and take care of it when deployed. Who do they envision running the vehicle. Mr. Ham stated that in the plan there was not mentioned of this, but the original idea came from Norfolk County Sheriff because they were looking for a transit van or SUV. He mentioned it would be a regional vehicle that would help support certain operations. Chief Kelleher mentioned that there are multiple agencies that know how to operate drones that he can go to.

- 6. Council Bylaw Discussion:** Chief Clark mentioned that recently that it has come up on how to remove members from the Council. He mentioned this was an issue before he became Chair and there is nothing in the Bylaws. He asked if the committee wants to entertain this idea and asked if the Bylaws should be amended. Mr. Kenn asked if EOPSS has authority to remove members. Mr. Ham mentioned that he has never seen any kind of guidance from EOPSS or any type of rules or regulations. Chief Kelleher mentioned the issue is that this can become very political and have a lot of gray areas. Mr. Kenn asked if Ms. Reilly is aware of any rules from NERAC to remove a member. Ms. Reilly mentioned that NERAC has never had an issue. Chief Clark mentioned he believes that EOPSS has to be on board with it. Mr. Ham mentioned that he will look into the removal of a member and asked if any other members have any other changes seeing how the committee is looking to make changes to the Bylaws to please let him know. Chief Clark mentioned prior to the next Council meeting Mr. Ham will send out the Bylaws. Mr. Castro mentioned that they need to discuss having a quorum and having designees. He mentioned there is only one designee.

Mr. Podsiadlo joined the meeting via Zoom.

Chief Clark asked Mr. Podsiadlo if the Bylaws should have language on removing a Council member or what do they need to do to remove a member. Mr. Podsiadlo mentioned the Council would go into executive session to discuss the removal of the Council member. Mr. Ham mentioned that right now in the Bylaws EOPSS can remove a member from the Council but what if EOPSS decides they want to keep the member? Mr. Podsiadlo mentioned that Robert's Rules of Order are referred. Mr. Podsiadlo read the rules from page 123 of Robert's Rules of Orders on how to remove a member. He recommended adding language into the SRAC Bylaws.



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7. **FFY 20 Available Funding:** Mr. Kenn mentioned this was discussed above under the fiduciary report. Mr. Ham mentioned there has been interest in COMMS, and headset from METRO but he imagines that other teams maybe interested in this as well.
  
8. **FFY 21 Projects:** Mr. Ham explained the five projects below and four of which can be moved forward. Chief Kelleher asked if Mr. Verdone had any Interop projects ready to move. Mr. Verdone mentioned yes, and he is waiting on PJs.
  - a. **Basic/Advanced SWAT:** Mr. Ham mentioned he wanted to know if there is a need for Basic SWAT. He mentioned they can do one or two of each of the SWAT trainings. Chief Lynch mentioned that there has been a lot of turn over and he will reach out to Chief Soffayer. He mentioned he does his own training.
  
  - b. **Wide Area Search:** Mr. Ham mentioned he has not heard any others needing this training.
  
  - c. **Emergency Response Trailer:** Mr. Ham mentioned that original thought here was to have Water fillable barricades, etc. He mentioned mainly he needs to know what type of equipment is needed for this trailer. Mr. Kenn stated that he will do some work on this project.
  
  - d. **Cybersecurity Symposium:** Chief Clark stated that Mr. Ham should reach out to Mike Courville or Glen Carrano for more information on the Cybersecurity Symposium. He stated maybe we can come up with some type of plan because those funds will not all be spent.
  
  - e. **Drone Equipment/Training:** This was not discussed here.
  
9. **Active Shooter/Integrated Rapid Rescue Active Shooter Training (IRRAT) Discussion:**
  - a. **Class allocation:** Mr. Kenn mentioned that they have not decided where the class will be located yet for the Active Shooter training. Mr. Ham stated that they have looked at the correctional facility where they have had HRT training in the past week. He mentioned Joint Base is good for the Cape area. Mr. Ham mentioned he just needs to locations to create the EHPs and he mentioned he could speak to members off line.
  
10. **New Business/Old Business:** none
  
11. **Items not reasonably anticipated by the Chair 48 hours in advance of the meeting:** None
  
12. **Next Meeting/Adjournment:** The next T&E and Planning subcommittee meeting is to be determined.