

**JPOC Meeting Minutes
Tuesday September 13, 2016
Boston Emergency Operations Center
85 Bragdon Street Roxbury MA**

In Attendance:

Chief Tony Carli, Everett Fire	Nancy Anderson, Boston OEM
Captain Ryan McGovern, Boston Fire	Chris Coakley, Boston OEM
Chief Paul Flanagan, Winthrop Fire	Emma DeSimone, Boston OEM
Capt. Ryan McGovern, Boston Fire	Sarah Eig, Boston OEM
Lt. Robert Gillan, Quincy Police	Rene Fielding, Boston OEM
Capt. James Guido, Revere Police	Deirdre Habershaw, Boston OEM
Sgt. Michael Kiely, Somerville Police	Brenda Jones, Boston OEM
Deputy Superintendent Kelly Nee, Boston Police	Mike Kane, Boston OEM
Chief Daniel O'Leary, Brookline Police	Eamon Miller Boston OEM

Agenda:

- Welcome/Introductions
- Approval of 6/9/16 Minutes
- Budget Update
- Funding Re-Allocations
- Training and Exercise Updates
- Project Updates
- IEMC
- Sail Boston 2017
- New Business
- Wrap Up

Welcome/Introductions

Nancy Anderson opened the meeting at 1:07PM.

The new JPOCS were introduced: Everett- Fire Chief Tony Carli and Revere- Police Captain James Guido

Deputy Superintendent Nee requested an updated JPOC distribution list

Approval of 6/9/16 Minutes

Motion to approve minutes of the 6/9/16 JPOC Meeting made by JPOC, seconded by Sergeant Kiely. Minutes approved.

Budget Update

UASI FY15 Investment Area Spending:

\$7.08M has been encumbered and spent to date across all goal areas which totals 49.1% of the grant.

UASI FY16:

OEM completed and sent the contract documents to EOPSS for approval. Additionally, EOPSS shortened the FY16 Grant performance period so it closes on March 31, 2019.

Funding Re-Allocations

FFY14- FFY15 Reallocations

At the end of FFY14 performance period, certain procurements could not meet the deadline and were moved into FFY15. There were also several items that had been ordered for the FFY15 grant that were already delivered and could be advanced into FFY14.

Reallocation approval requested for the funding year switch:

From: CIMS Maintenance: \$173,482 U15-2.2 and Portable Decon Units: \$49,945 U15-5.3

To: SRT Equipment (BrPD & QPD): \$128,610 U15-1.2 & U15-7.2 Shelter Equipment (Boston): \$94,817

Total: Re-Allocation Request: \$223,427

VOTE: Re-allocate \$223,427 from U15-2.2 and U15-5.3 to U15-1.2 and U15-7.3. Motion made, seconded and approved by Boston, Brookline, Everett, Quincy, Revere, Somerville, and Winthrop

Training and Exercise Updates

Sarah Eig was introduced as the new Regional Emergency Management Planner working with Emma DeSimone on plans for the MBHSR.

US&R Training:

- Surface Water Rescue Level 1 and 2 training is scheduled for September 19-23 and September 26-30 at Deer Island in Winthrop- approximate cost is \$50,000.
- Structural Collapse Training (SCT) will be held at MATF-1 in Beverly and 18 spots were offered to the MBHSR US&R team. SCT scheduled for October 22nd-29th- approximate cost is \$30,000.

- CBRNE Convergence is a CBRNE Conference in San Diego, CA from October 31st-November 2nd- OEM obtained EOPSS approval to send 15 police and fire personnel - approximate cost is \$25,000.
- EOD SWAT Integration Training is a High Dynamic Environment Integration Course. A vendor will be hired to conduct this interdisciplinary training locally for 52 students from Boston and Cambridge EOD and SWAT.
- Special Response Team (SRT) Night Vision Tactics is a 2-day training on night vision equipment that was purchased during previous grants and will include all MBHSR SRTs and various sessions. At the last working group meeting an indoor night vision training facility in Connecticut was identified to use for this training- approximate cost is \$30,000.

Project Updates

Communications Interoperability Subcommittee (CIS):

- Two vendors, Interisle Consulting and FTG Technologies, were hired to manage PsNet. A Kick-off meeting was held in August to further define PsNet roles for both vendors. Interisle will handle remote work and FTG will handle on-site work. Transfer of information occurred last Friday in Cambridge. OEM will continue to manage the vendors to ensure group tasks and duties run smoothly.
- The CIS voted that cost savings from the U15-4.3 Radio Console install would go towards WiFi and cameras for the Communications trailer. This will address the gaps in database access and security. Also \$3k will go towards radio programming software and cables to provide capability to each jurisdiction. The software and cables will be available following EOPSS' approval of the project justification (PJ) amendment.

CBRNE:

- 3 Portable Decon Units were purchased for BFD, OEM, EMS to decontaminate various areas including sheltering equipment, ambulances and training equipment. Training and demo for this product is scheduled for September 29.
- Water Rescue Phase I comprised of the procurement of 3 boats and 2 motors:
 - Boston- 1 inflatable boat and one motor
 - Quincy – 1 boat-in-a-bag and one motor
 - Revere- 1 boat-in-a-bag

Boat-in-a-bag configurations were chosen due to storage constraints for some jurisdictions. Additionally, jurisdictions not receiving motors are able to use paddles to maneuver their boats.

Med Surge:

- FY14 DelValle Institute projects:
 - CBRNE Training
 - Community Resilience Bilingual Trainers

- Emergency Tracking System
- ESF 8 Training
- Health and Mutual Aid
- Health and Social Services
- Shelter Operations and Functional Needs Support Services

DelValle's FFY14 End Report was requested by JPOC; OEM will provide to JPOC. A request was made to have a break down by jurisdiction and to have DelValle report on their projects at the next JPOC meeting. OEM will invite DelValle to report at the next JPOC meeting to answer any questions.

Planning and Community Preparedness:

- \$250K is allocated for shelter equipment for the region. Boston will receive \$100K and the balance will be divided proportionally based on jurisdictional population. An order sheet will be sent to jurisdictions to determine what is needed. JPOCs were invited to view OEM's new shelter trailers
- The FY16 Pictometry project will provide for oblique and ortho flyover imagery. GIS contacts are needed from each jurisdiction to prepare for this project. Stacey Schwartz will also be giving an updated training in the future.

IEMC

- FEMA's Emergency Management Institute will be conducting an Integrated Emergency Management Course. The course will take place in Boston at the BCEC from October 24-27.
- This course was previously attended by City of Boston staff to test Y2K planning in 1999 and plan more recently focusing on hurricane evacuation planning.
- The 4 day course includes threat briefings and facilitated discussions with the purpose of identifying gaps rather than testing plans. Although the scenarios presented will be Boston-based, interested JPOCs should contact Rene Fielding if they are interested in participating.
- \$50K is needed from the FFY15 Training and Exercise budget for rental of BCEC to host this event.

VOTE: Use up to \$50,000 of funding from UASI FFY15 to support BCEC rental for IEMC in October 2016. Motion made, seconded and approved by Boston, Brookline, Everett, Quincy, Revere, Somerville, and Winthrop

Sail Boston 2017

In anticipation of Sail Boston 2017, it has been requested that a portion of potential FFY15 cost savings be put toward OT costs and mutual aid costs. A discussion of other projects which could be funded with cost savings followed. It was agreed that if available, a maximum of \$100,000 would be given to Boston for OT costs and only for specific payments which should be pre-identified. This has been the practice for other special events including Red Sox playoff games, Boston Marathon, and July 4th events which

support all jurisdictions. Each cost savings must be given to JPOC before it can be used. Next JPOC will have a slide on Sail Boston.

VOTE: Up to \$100,000 from FFY15 cost savings FFY15 can be used in support of public safety agency OT related to Sail Boston 2017 Motion made, seconded and approved by Boston, Brookline, Everett, Quincy, Somerville, and Winthrop; Revere voted present.

Old/New Business

MBHSR in the News:

- Pictures of the Command Center at MIT for July Fourth
- Brief by Captain McGovern on the use of UASI assets at West Roxbury pipeline
- BPD first responder days allows children with access and functional needs to become familiar and comfortable with first responders and their equipment.
- Please send any MBHSR-related stories to Chris Coakley, City of Boston PIO at Christopher.coakley@boston.gov.

Travel Reimbursement:

- During the FY14 grant, the MBHSR reimbursed \$40k to over 70 conference
- \$18K of that total was conference fees which can be submitted for reimbursement after initial payment by the attendee.
- The average wait for reimbursement is 61 days and the average expense is \$1,200.
- The shortest time for reimbursement was 21 days and the longest was 130 days.
The EOPSS travel policy was discussed. This policy states that Per Diem expenses cannot exceed \$30 per day. On travel days reimbursement is limited to \$6.00 for breakfast, \$8.00 for lunch and \$16.00 for dinner.
- It was noted that the majority of delays are caused by:
 - Incorrect meal receipts (ie. alcohol included on food receipts).
 - Bundled trips (i.e Expedia combining hotel and flight) are delayed due to lack of itemization in the bundle.
- Other difficulties in reimbursement include:
 - A City of Boston policy which allows \$25 per diem with no receipts unallowable under State policy.
 - The State is also more restrictive with mileage reimbursement allowing only \$0.45/mile
 - The City requires detailed airfare payment documentation. Airfare receipts must indicate the last four digits of the attendees charge card number, or a credit card billing statement is required.
- Several options were proposed:
 - If an individual does not submit a food bill correctly then it does not get reimbursed.
 - Eliminate travel day food reimbursement

- The City/or Town reimburses the individual and OEM will reimburse the city/or town for the cost not to include food.
- Simply reimburse the city or town. OEM can draft an award letter addressing allowable reimbursements. It was noted that the departments may incur some cost if the GSA is exceeded. Pre Reqs will have to be signed for JPOC awareness.
- If a conference is less than 2 days, no meals will be covered.
- For travel reimbursements, the UASI Grant will only cover travel, hotel, and conference fees

VOTE: For travel reimbursements, the UASI Grant will only cover travel, hotel, and conference fees and will eliminate UASI Grant reimbursement of meals. This will take effect beginning in January 2017. Motion made, seconded and approved by Boston, Brookline, Everett, Quincy, Revere, Somerville, and Winthrop..

- Brookline requested a summary of travel rules and policy to provide to their personnel .
- It was noted that if a conference organizer is registered as a vendor with The City of Boston, it is possible to pay conference registration fees in advance
- Deputy Nee stated that she cannot speak for all Boston departments as to whether they can reimburse for food but she can inform them that if they want to attend a conference they need to cover their own food costs.
- It was requested that the travel pre -req should be updated to include information alerting attendees that they will not receive reimbursement for food.
- JPOC will review this new policy and will revisit at the next JPOC Meeting..

Charter:

- Charter needs to be updated, old versions will be sent out to all JPOCS and next steps will be outlined in next JPOC meeting.

New OEM Staff:

- New Regional Planners will be hired to fill vacancies by November. The Training and Exercise position has been tweaked and has been moved to a new pay scale. Once this position has been hired for we will develop a training and exercise task force.
- Discussion about OEM employees having residency requirement. Several jurisdictions do not agree that candidates for grant management positions should be required to live in the City of Boston.

Boston Procurement:

- Quincy brought up a concern about restrictive City of Boston procurement policies and inquired as to whether they could purchase equipment and be reimbursed by the city.
- It was determined by OEM that this would need to be reviewed but should be able to occur.

Wrap Up

A Doodle Poll will be sent to the JPOCs to select a standing JPOC meeting date; to begin in October or November.

Meeting slides will be sent out electronically

Motion to adjourn meeting, seconded and meeting adjourned