**Training & Exercise and Planning Subcommittee**

**Meeting Minutes**

Meeting held via Zoom

**August 17, 2022 – 10:30 A.M.  
  
NOTES OF THE MEETING DUE TO NO QUORUM**

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| **Members Present** | **Guests Present** | **Support Staff Present** |
| Robert Kenn, E. Bridgewater DPW Chief Brian Clark, Norton PD Thomas Lynch, Franklin PD | Chief Chris Soffayer, Millis PD, | Todd Castro  Kevin Ham  Vicky Mboka-Boyer EOPSS  Kayla Toner EOPSS/OGR  Amy Reilly, MAPC |

**Members Absent:** Michael Kelleher, Foxborough FD; Kevin Sweet, Wrentham TA; Stacy Lane, Norwood Hospital; Robert Verdone, SEMRECC; Kevin Sweat, TA Wrentham

1. **Call to Order:** Chairman Kenn called the meeting to order at 10:30 A.M.
2. **Roll Call:** A roll call was done by Mr. Ham.
3. **Public Comment:** No public comments were provided.
4. **Approval of August 4, 2022 Minutes:** The August 4, 2022 draft minutes were not approved due to lack of quorum.
5. **Fiduciary Report:** Mr. Castro reported that they have actively been developing projects. He mentioned funds are being spent for FY19. He mentioned for FY19 funds there is about $30,500 in Fire Services. He stated there is funding in FY20 as well for spending. Mr. Castro gave balances for the remaining budget. Chief Clark asked what year the Asset Repair funds are in. Mr. Castro stated they are in FY20. Mr. Ham submitted the O-305 approval to EOPSS as well as the MCI Training request. Mr. Castro mentioned that he and Mr. Ham are meeting tomorrow with the point of contact for NASAR to understand it better and to see what they are looking to do for the training. He asked the members to please reach out to the fiduciary for funding ideas.
6. **Active Shooter/Integrated Rapid Rescue Active Shooter Training & Mass Casualty Incident Training (IRRAT) Discussion:** Mr. Kenn asked if there was new development with the Active Shooter project. Mr. Ham mentioned he sent the curriculum to EOPSS but has not heard back yet. He mentioned maybe someone from EOPSS could update on it today. He mentioned he attended a training last Wednesday in Easton that went well.   
   * Active Shooter Equipment Needs: Mr. Kenn mentioned that he reviewed NERACs equipment list to see what it entails. Mr. Castro mentioned that there is $113,000 in the budget and $27,000 for those funds are to be applied to the first 3-5 classes. The committee discussed this in further details. Ms. Toner mentioned that she is still in the transitional period and is learning from Ms. Mboka-Boyer and she is aware of the project. Ms. Mboka-Boyer mentioned they have not discussed the curriculum yet because Mr. Podsiadlo was away last week. She mentioned she will follow up with him and get back to the committee.
   * NERAC Cooperation: This was discussed above.
   * Class Allocation: Mr. Ham asked how they would like to allocate the class for the training. Chief Soffayer mentioned there are 20 police officers and 20 firefighters. Chief Clark mentioned we could do first come first serve. He mentioned they need to find locations around the Cape and other areas, and we may need EHPs. Mr. Ham mentioned that COMM Fire and the Base are approved already with EHPs. Chief Clark suggested having classes at the approved areas because it may be easier.
7. **Position Specific Training Needs:** Mr. Castro mentioned that at the stakeholders meeting there is a need for a Position Specific Training that was discussed. Mr. Castro discussed it in further detail.
8. **Open Meeting Law Discussion:** Chief Clark mentioned that a member of the Council would like clarification on open meeting law. There was a question about committees and what they are. He mentioned this came up because the Mass Care Sheltering Committee is not a part of the by-laws. The Council member asked for clarification regarding the Open Meeting Law and contacted the Attorney General's Office, on what a committee consists of. Chief Clark mentioned the Attorney General’s Office wrote back stating that a committee is a multiple member body created to advise or recommendations to a public body. He stated that he just wanted to make sure the committee is aware of this because this specifically came up due to not having the Mass Care and Sheltering subcommittee in the SRAC by-laws.
9. **SRAC By-law Discussion/Review/Changes**: Mr. Kenn mentioned that the SRAC By-laws should be reviewed every 2 years. He mentioned if anyone has any changes to let him know. Chief Clark asked how often NERAC reviews their by-laws. Ms. Reilly mentioned they review and make changes as items come up and as needed.
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 will determined.