**June 2015 Technical Rescue MOBEX: Swift Response**

**Planning Meeting**

**Wednesday, February 25, 2015**

**1:00 PM**

**MEMA Headquarters, 400 Worcester Road, Framingham, MA**

* Welcome and Introductions

Chief Nord & Chief Rogers wont be present for HSEEP & Fiscal info

* Updates:

**Initiating event:**

Both North and South teams will utilize a Hurricane scenario. The North Team will send the exercise plan out to everyone in the group.

**Sites:**

*South Team*

The South Team has prepared their equipment list for distribution. The plan includes different lanes, vehicle extrication, etc. The South Site is waiting on information pertaining using a building but there is a high likelihood that it will not be used. For site set up,the National Guard confirmed the shipment of materials to Plainville but will need a machine for the setup- 10,000 lb rated. Chief Alexander will confirm the availability of a machine with SSG Kane.

*North Team*

The North Team has a permit request in with DCR to use the sites and anticipate the permit approval soon. DCR will also provide staff support to the site.

*Airframe Training*

The training scheduled for March 11th may change dependent on weather; snow or other conditions may interfere. Another date may be necessary; for further discussion on this CPT Leonard will be consulted upon his return and SSG Kane will report back to the group. All names for training have been submitted to SSG Kane for teams. People who haven’t been airframe trained will provide ground support only.

For Command Staff airframe training, the members will be identified and trained by the last week of March.

The process for determining priorities and distribution of assets for Aviation will be discussed further with Captain Leonard. Discussion should include how will the assets be arranged to pick up teams, what is the timeline and other factors in the plan.

*Communications*

The COML will need to ensure that all teams have standardized channels. If assets are needed, MEMA can supply cache equipment. Event talkgroups will be available to the teams on the state wide trunk system. A communications meeting will need to be held separately within a month to further discuss details.

*IST*

If MOBEX committee members have suggestions or interested parties that would like to be part of the IST in support of the operation they should send names of interested people to Chief Alexander. COMTRIST will not be fully operational by the MOBEX but the process will be set up in advance There will be a team for Plainville, Topsfield, and the MEMA SEOC to simulate a true IST activation but the coordinators will not be called as teams will already be in place. There will be no set limit on the number of people that the group will take to staff the IST in support of the exercise.

Further discussion will be needed to discuss the involvement of an IST within the IMT. For this exercise the IMTs can provide observers to support and provide feedback in the form of a short team. However, IMT participation needs to be flushed out further to include the training for the IST as related to the IMT. The process will begin with the incident where a tech rescue team is called for. The advance IST (initial command and control) will then respond and complement with additional IST elements.

* **Tabletop:**

The group needs names and roles for tabletop for the IST. The group needs clarification as to who is planning the table tops and what the actual costs will be. Any costs will be provided to Chief Alexander by March 4th 2015. The North team is meeting with mutual aid partners to discuss their involvement.

The table top should test policies, procedures and plans and those responsible. As identified in the AAR for Phoenix command and control was an area of improvement.

WebEOC will be utilized again this year for the table top and exercise. Some members may need additional training in order to utilize the system correctly.

The group decided to hold three (4) hour table tops:

(1)North Team, (1) South Team, (1) MEMA SEOC

Dates for the North and South teams will be reported back to Chief Alexander by March 4th, 2015, and the May 8th , 2015 table top will be the final Tabletop at MEMA. Each team will designate a POC for their respective table top. MEMA will look into providing training support to facilitate the tabletop. The next step is to host a controller/facilitator meeting/briefing as the controllers will be on site when teams arrive but the group needs further clarification on the details of controllers for each team.

Names and numbers will be provided by the next meeting.

* **Operational Plan**

MEMA will coordinate a collaborative Operational Plan for the exercise. The North and South Teams will provide information to MEMA for the creation of the Plan.

* **Financial**

Financial Requests have been submitted to EOPSS but they are awaiting FCAM Tech rescue Subcommittee approval. The South Team is has secured $125,000 for the exercise. The teams also need to distribute documentation to respective communities and ensure that the appropriate accounts are set up.

* **VIP/Observers/Press**

Rob Reardon has been nominated for the responsibility to coordinate VIP requests. Observation sites need to be determined. Further discussion regarding supplies and volunteers is needed.

* **Next Steps**

Katie McAuliffe will provide notes to the Group from this meeting via email. She will also send out DropBox account invites to share documents among the group.

***Next meeting: March 09 2015, MEMA Headquarters in Framingham***.