

## EXECUTIVE COMMITTEE MEETING MINUTES

June 25, 2009; 9:00 AM

25 Birch St., Milford, MA

IN ATTENDANCE: Chris Montiverdi (Chair)(Leicester); Phil Leger (Vice-Chair) (Athol and Royalston); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Lois Luniewicz (Grafton); Roger Mallet (Alternate)(Orange); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Region Coordinator); Ken Gikas (Program Consultant); Barry Lein (Program Consultant); Forrest Price (Program Consultant); Shawn Winsor (Worcester Regional MRC Coordinator); Seth Peters (Region II Healthcare Coordinator).

Visitors: Robert Morrison, MDPH Vaccine Manager; William O'Connell, MDPH Regional Director; Matt Dow (Westborough BOH Intern).

The Meeting was called to Order by Chairman Chris Montiverdi at 9:11am.

**Minutes of the June 11th, 2009 Executive Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes. The motion was seconded by Trish Parent. During the discussion several errors in the Next Meetings Schedule were discovered. The motion passed with these changes and with Phil Leger and Sandra Knipe abstaining.**

### **Next Meetings:**

Executive Committee: July 23, 2009, 9:30am, 25 Meade St., Worcester.

Executive Committee: August 13, 2009, 9:30am, 25 Meade St., Worcester.

Executive & Steering Committees: August 27, 2009, 9:00 & 10:00am, location TBD.

Chris reminded the committee that the next grant cycle should be starting on August 10<sup>th</sup> and that we would need to make nominations for the Executive Board for the next grant year.

### **Program Manager Updates: Kerry Clark**

- Kerry stated that the SNS meeting (conference call) last Friday concentrated on H1N1 planning. He also said that the CDC is considering four potential scenarios which range from no vaccine to sufficient vaccine to immunize everyone. They are currently working from scenario 2 which would be 40 million doses available. Massachusetts will receive 2.1% of the available supply based upon population.
- Sandi asked if the vaccine would be tested on humans. Bob Morrison discussed the vaccine development timetable and how testing was involved.
- Kerry stated that along with the election of a new Executive Committee that we would also be reviewing the Principles of Operation and that he would pass out copies at the next meeting.
- Kerry also stated that the trailer bid had been withdrawn due to the number of questions received which asked about trailer features. This project will be re-bid after these questions are answered and can be included in the new specifications.
- He also reported that the FRS radio bid is out.

### **Host Agency Report: Chris Montiverdi**

- Chris stated that there are no updates or changes to brief. They are still over at Meade St.
- This is his last week at Public Health before he goes to the new Emergency Management Department. He will remain as the Leicester representative to the region and will stay on the

Homeland Security Council as the Public Health representative. Derek will probably be the Worcester representative as he wishes to become re-involved with the region.

**Homeland Security Council: Chris Montiverdi**

- Chris reported that the last Council meeting had been cancelled and the next meeting is scheduled for August.
- He also stated that all hospitals in the region have received their allotment of medical cots (at least 50) and the council is ordering regular cots for shelters. They have four small trailers with cots which will be delivered to various towns and four larger trailers are being ordered for the same purpose. After this the council will be looking at supplementing this equipment and with purchasing some Special Needs equipment.
- Phil asked what the next funding cycle looks like and if the Reverse 911 system will be staying in the Sheriffs Department. Chris stated that the next Homeland Security Grant has not been awarded yet and that the Sheriff will continue to host Reverse 911. He said that a lot of money has gone to communications equipment and that the Resource Management Database project has bogged down.
- Ken stated that the number of R911 lines had been doubled from 48 to 96. Chris added that the Sheriffs Department is looking at a bi-lingual system for the future. He also asked the committee if they thought that we should look at contributing some money towards this capability.

**Regional Mutual Aid: Andy Pelletier**

- Andy said that we were up to 50 agreements signed with the addition of Oxford, Sterling, and Bellingham. Ken mentioned that the town of Shirley had also just signed the agreement.

**Local and State Advisory Committee: Sandi Knipe**

- Sandi stated that she could defer most of her comments until the Steering Committee.
- She did state that the state DPH was coordinating the purchase of PPE, mainly surgical masks from leftover state funds. Our region will be receiving 400 cases of adult masks and 133 cases of children's masks. Kerry has agreed to hold them at the office for distribution.
- Kerry mentioned that we still have some N95 masks on order.
- Chris asked the committee if we should consider setting aside some money for fit testing of the N95 masks. This started an extended discussion on this subject and the use of masks.
- Kerry stated that he would look into the possibility of a train-the-trainer course.

**Personnel Committee: Lenny Izzo**

- Kerry reported that due to contract approval delays, Trevor will not be hired during this grant cycle but will most likely be hired for the next cycle.

**Equipment/Acquisition/Training Committee: Sandra Knipe**

- Sandy stated that she would hold her report until the Steering Committee meeting following this meeting.
- She did ask the Executive Committee to consider forming a sub-committee to work out the logistics of the contracts for the Satellite phones and the trailers. It would address questions such as who gets to use the equipment during regional emergencies. Kerry stated that they were looking at the contract developed by the Homeland Security Council as a starting point.
- Trish suggested giving this task to the Strategic Planning Committee and the Executive Committee members concurred with this suggestion. Phil and Roger volunteered to work with

Tom on this matter. Chris offered a copy of the hospital MOU on the usage of Satellite phones as another resource to use for guidance.

- In response to a question from Andy Kerry said that the region trailers were planned to go to Northborough, Dudley, Athol, Worcester, and hopefully a town in the Nashoba area.

**MRC Sub-Committee: Jamie Terry**

- Jamie stated that she would hold her report until the Steering Committee meeting.

**Strategic Planning Committee: Tom Purcell**

- No report.

**Old Business:**

- Lenny suggested that the Committee look at connecting the Hopedale Satellite phone to the same system our new Satellite phones will be hooked up to. Chris stated that we would have to look at the phone and determine if it was compatible.

**New Business:**

- Chris briefed the Host Agency is currently undergoing an audit on the grant funds.
- Lenny asked about activating their EDS site for a fall flu clinic. Since it is a school and the BOH can only use it on a Saturday when their VNA nurses do not work, he would like to ask for grant funds to pay the nurses. Chris stated that Lenny could conduct a drill using HSEEP guidelines to qualify for funds.

**Sandi Knipe made a motion to adjourn the meeting. This was seconded by Phil Leger. The motion was approved unanimously.**

The meeting adjourned at 9:58am.