

EXECUTIVE COMMITTEE MEETING MINUTES  
July 08, 2010/9:30am  
25 Main St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Tom Purcell ((Webster); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (PHEP Program Manager); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Sara Kruczek (Program Planner); Denise Phaneuf (Program Planner); Forrest Price (Program Planner).

The Meeting was called to order by Chair Phil Leger at 9:30am.

**Minutes of the June 24, 2010 Executive/Steering Committee meeting were presented for review but voting on approval was delayed until the next combined Executive/Steering Committee meeting.**

**Next Meetings:**

Executive & Steering Committee Meetings: July 22 2010/9:00am/12 Dogwood Road South, Hubbardston.

Executive Committee Meeting: August 12, 2010/9:30am/Worcester.

Executive & Steering Committee Meetings: August 26, 2010/9:00am/Leicester (location TBD).

**Program Coordinator Update: Kerry Clark**

- Kerry stated that there was not too much to report. We are still waiting to hear on the PHER extension.
- He will be attending the Regional Coordinator meeting on Monday in Boston which will be followed by a meeting of the full Emergency Preparedness Board staff.

**Host Agency: Derek Brindisi**

- Derek briefed that the MRC contract had been signed by the city and sent to the state but that we have not yet received the funds.
- We are still waiting on the extension of the contract on the PHEP funds.
- The MRC funds audit has been completed and we are waiting on the finalized report.
- Jamie asked if we are receiving an audit on any other grant besides the MRC. Derek replied that receive an annual audit on the PHEP funds because any grant over \$400,000 triggers an annual audit. Jamie then asked if any other contracts were examined in conjunction with the MRC contract. Derek replied that some other contracts were examined to compare them with the MRC contract in the same audit.

**Homeland Security Council: Chris Montiverdi**

- There was no significant activity on the council recently.
- The Mass Bay Chapter of the American Red Cross has been awarded a grant to conduct some shelter conferences. The Central Region will be hosting a conference on October 08, 2010 at the Hoagland-Pincus Center. Chris will be looking at the agenda and exhibits for this conference.
- The State Mass Fatality Plan is out and may be reviewed by anyone who is interested.

**Regional Mutual Aid: Andy Pelletier**

- We are still at 59 agreements.

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

- Phil stated that he has no updates.

**Personnel Committee: Lenny Izzo**

- Kerry stated that the committee is trying to finalize the consultant contract and send it to the Legal Department for review.

- The committee will be meeting next week.
- The committee is also working on the MRC Coordinator job posting and adding some items.
- They are also finalizing the rate of pay for the consultants.

**Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe**

- The EAT Committee will be meeting after the Executive Committee meeting ends.
- Phil mentioned obtaining some cargo bars for the trailers to keep cargo from shifting around.
- Kerry stated that he is still receiving responses from the region communities on the proposed buy of BOH jackets.
- Patty O'Keefe from Community Fire addressed the meeting and showed members some examples of jackets which could be purchased and would meet BOH and ICS specifications. This presentation started an extended discussion on the numbers of jackets we should consider purchasing and how they should be distributed and used (personal use versus BOH use in responding to Public Health situations).
- Chris Montiverdi suggested that we purchase two jackets per BOH office, in sizes which match the sizes of likely responders to be used only for Public Health response to community emergencies.
- Cheryl Rawinski asked if these had to go out for bid because of the cost. It appears that they do not since these items are on the state bid list.
- Dottie McNamara asked if the larger cities would be held to two jackets considering the size of their Health departments. The EAT Committee will consider this.

**MRC Sub-Committee: Jamie Terry**

- Jamie stated that a new MRC website has been launched along with some postings for training.
- Two email messages were sent to volunteers on their availability to help with the Worcester Cooling Centers, however it appears that many committee members did not receive these messages.
- The MRC provided some volunteers to help with the American Cancer society Bike event.
- There were some questions about volunteer badges.

**Strategic Planning: Tom Purcell**

- Tom expressed thanks to those who participated in the recent table-top exercise.

**Old Business:**

- There was no old business discussed.

**New Business:**

- There was no new business.

**Cheryl Rawinski made a motion that we adjourn the meeting which was seconded by Lee Jarvis. The meeting was adjourned at 10:55am by unanimous consent.**