

EXECUTIVE COMMITTEE MEETING MINUTES
July 14, 2011/9:30am
25 Meade Street, Worcester, MA

IN ATTENDANCE: Phil Leger (Athol/Royalston)(Chair); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice Chair); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Kerry Clark (Region Coordinator); Ken Gikas (Planner); Sara Kruczek (Planner); Barry Lein (IT Consultant); Denise Phaneuf (Planner); Forrest Price (Planner).

EXCUSED: Derek Brindisi (Worcester); Chris Montiverdi (Leicester); Jamie Terry (Northborough).

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

There were no meeting minutes to review.

Next Meetings:

Executive & Steering Committee Meeting: July 28th, 2011/9:00am/Berlin Municipal Building, 23 Linden Street, Room 227, Berlin.

Executive Committee Meeting: August 11, 2011/9:30am/25 Meade St, Worcester.

Program Coordinator Update: Kerry Clark

- Kerry stated that he and the planners are wrapping up the deliverables for this year.
- He has not yet received the deliverables or the contract for the next grant year (BP1). He is working on the draft contract for the planners.
- The Emergency Preparedness Bureau will now be holding it's meetings on a quarterly basis in Boston.

Host Agency: Derek Brindisi

- Kerry stated that the new MRC contract has been signed and sent back to the state.
- Worcester is working on the contracts for the MRC Coordinator and Assistant. They are at Legal for review and will be signed and executed when they are returned.
- Worcester is in the process of wrapping up the budgets for this grant year.
- There will be a change in the way our purchase orders will be handled. There will be people in the Treasurers Office who will be helping with the processing of the POs.

Homeland Security Council: Chris Montiverdi

- The Homeland Security Councils have also received budget cuts similar to what we have seen.
- A survey on training requirements went out to the first responder disciplines but the council has had a poor response to it so far.

Regional Mutual Aid: Andy Pelletier

- Andy passed out a new cover sheet to the Regional Mutual Aid Agreement showing the 61 communities who have signed it.
- Phil suggested working with Bernie in Gardiner to get them to sign the agreement.

Local and State Advisory Committee: Sandi Knipe

- The next LSAC meeting will be Monday.
- Phil discussed the Local Public Health Institute meeting. There was some discussion about the cuts in public health funding. The local health educators are gone. In the next five years we will see a change in the way public health is handled in the state, particularly in what services will be provided and how they

will be handled. There is a lot of emphasis in the Regionalization project but those funds are already being cut. One of the key issues is the sustainability of programs and services.

- The Red Cross workshop on shelter operations will be held on July 27 at Worcester State University.
- The NACCHO Conference will be held in Hartford CT on July 20-22.

Personnel Workgroup: Lenny Izzo

- Lenny stated that he had no update.
- Kerry is drafting a new job posting for the vacant Planner position for the workgroup to review.

Education, Acquisition & Training (EAT) Workgroup: Sandi Knipe

- Sandi stated that we down to about \$19,000 left in the EAT budget. We are still waiting to hear from the state on the 7 AM radio transmitters. Pending approval of these units we would tentatively like to place them in the following locations: Auburn (already has one), Spencer and the Brookfields, Milford, Sterling, Westborough, Templeton, and possibly Groton.
- We are waiting for delivery of the trailers we ordered.
- We know what we want in the way of propane tanks and connectors and these will be ordered through Grainger.
- Sterling has requested \$4,000 in equipment and supplies for their Emergency Dispensing Site. Part of this request is a large container (bucket) and cart to contain pylons and traffic cones. They also requested some two-way radios and an extension cord.
- Holden has requested \$3,300 for an Emergency Preparedness Booklet for their community.
- This leaves us with about \$20,000 if everything gets approved. This may be used for trailer supplies.

MRC Workgroup: Jamie Terry

- The recent MRC volunteer appreciation dinner was held in Westborough. It was a successful program although many volunteers did not show up. The guest speaker from Texas was very good.
- The MRCs are working on finishing spending the additional funds they received. \$7500 will be going to Fitchburg to seek volunteers around the Fitchburg-Gardner-Lunenburg area. Kerry reminded Trish that we need a spending plan for this money.
- The volunteer booklets from Grafton and the PSA from Worcester are also being worked on.
- Kerry stated that the MRC workgroup will need to develop a spending plan for the coming year.
- There are still multiple glitches in MA Responds but it is getting better.

Strategic Planning Workgroup: Jim Morin

- Kerry has sent the Principles of Operation to Jim Morin for the workgroups review.

Old Business:

- There was no old business.

New Business:

- Executive Committee elections will be held during the August combined Executive/Steering Committee meeting.
- Due to scheduling conflicts with conferences and the upcoming holiday seasons the region is looking at having only one meeting per month from September through December which will be a combined Executive/Steering Committee meeting. This would be the second Thursday of each month.

Cheryl Rawinski made a motion that we adjourn which was seconded by Andy Pelletier. The meeting adjourned at 10:25am by unanimous consent.