

EXECUTIVE COMMITTEE MEETING MINUTES

October 08, 2009; 10:00 AM

25 Meade St., Worcester, MA

IN ATTENDANCE: Derek Brindisi (Vice-Chair)(Worcester); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Paul McNulty (Westborough); Andy Pelletier (Auburn); Jamie Terry (Northborough); Kerry Clark PHEP Program Manager); Sara Delisio (Program Consultant); Ken Gikas (Program Consultant); Barry Lein (Program Consultant); Denise Phaneuf (Program Consultant); Forrest Price (Program Consultant); Shawn Winsor (Worcester MRC).

The Meeting was called to order by Vice-Chair Derek Brindisi at 10:15am.

Minutes of the September 24, 2009 Executive Committee meeting were presented for approval. During the review and discussion several members noticed that the minutes were incomplete. Paul McNulty made a motion to table the minutes until the next meeting which was seconded by Andy Pelletier. The motion passed unanimously.

Next Meetings:

Combined Executive/Steering Committee Meetings: October 22, 2009, 9:00am/10:00am, Fitchburg Town Hall, 718 Main St., Fitchburg.

Executive Committee Meeting: November 12, 2009, 9:30am, 25 Meade St., Worcester.

Program Coordinator Update: Kerry Clark

- Kerry stated that he attended a Regional Coordinator and a DPH staff meeting last Monday at MEMA headquarters in Framingham.
- The first half of the PHER I/II money is here and Kerry is working on the award letters and the purchase orders and invoices. He is waiting on guidance on when the second half of the award will arrive. The MRCs are getting their full amount now.
- Kerry is waiting on the PHER III contract to come in. Once it does Kerry will process it as quickly as he can. We expect about \$1,200,000 for the region. The Executive Committee will then have to decide how to allocate this money.
- The H1N1 vaccine for public clinics should arrive sometime in November, possibly by the 15th.
- Sandi asked about the rest of the seasonal flu vaccine. Apparently this has been put on hold to produce more H1N1 vaccine. People who have held seasonal flu clinics report heavier than usual attendance.
- DPH will probably re-open an information/operations center when vaccinations are ready to begin. Kerry will let everyone know when this happens.
- DPH conference calls will be held every Wednesday from 3:00-4:30pm.
- Awards letters have gone out but we still have no written guidance on how PHER funds may be spent. But equipment buys over \$1,000 will need state approval and Kerry will be able to help with the capital equipment request.
- Derek stated that he heard about a possible refrigerator buy from the state. If it does happen it will probably be for larger communities or those acting as depots for other towns. Kerry will follow up with Mike Coughlin on this.
- Andy asked about the deadline for spending PHER funds. Kerry stated that they should be spent as soon as possible but in any case no later than June 30, 2010.

Host Agency Update: Derek Brindisi

- Derek stated that the contractors have been paid and this should not be an issue again.

Homeland Security Council: Chris Montiverdi

- No report.

Regional Mutual Aid: Andy Pelletier

- Andy stated that he had received the Shrewsbury and Northbridge agreements. Ken then gave Andy the Harvard agreement which brings us up to 57 agreements signed.

Local and State Advisory Committee: Sandi Knipe

- Sandi state that she had no update since the last LSAC meeting was all PHER and H1N1 discussion and repeating it would be redundant. She did hear a rumor about the regions only receiving 50% of their PHEP funds. Kerry said that this would be against our contract and promised to follow up with DPH.

Personnel Committee: Lenny Izzo

- There was no update.
- Derek asked about opening sub-committee membership to new personnel and if this could be addressed at the next Executive and Steering Committee meetings.
- Denise Phaneuf, the newest consultant introduced herself and gave a brief summary of her experience.
- Derek opened a discussion about the sub-committees and their authority to make decisions. There seemed to be some conflicting opinions or misunderstandings on how much authority and when the sub-committees could make major decisions. Andy stated that any major decisions should be brought to the Executive Committee. Kerry suggested that this discussion should be deferred until a larger number of Executive Committee members were present. Derek agreed and asked that this be made an agenda item for the next meeting.

Equipment/Acquisition/Training Committee: Sandra Knipe

- Sandi started mentioned that the EAT Committee had just met and discussed the PHEP and PHER budgets.
- The Satellite Phone MOU is on hold right now due to all that is going on.
- The Batter re-conditioners are out in the field and being used.
- The FRS radios (10 per EDS) are due in shortly.
- There was a discussion of the trailers including what they were to be used for and what items need to be ordered for them. We will be ordering some basic items for them to include portable generators, 2 tables and chairs, traffic cones, locks (door and hitch), and caution tape. Each trailer will also receive distinctive lettering of some sort.
- Jamie briefed on the Emergency Preparedness Booklet which she produced for Northborough. It was well received by the community. She offered the template for others to edit and use for their communities.
- The region has ordered seven sets of headlamps for each BOH.
- We will be ordering more Lithium batteries for the Motorola radios. We received a \$1500 refund on the last order which will be used towards this next purchase.
- We will also be ordering more PPE, primarily hand sanitizer. We will be ordering two free-standing dispenser stations and large containers.
- Several communities still want thermometers to be used in their H1N1 clinics. However different communities are asking for different models based on their perceived needs and usage.
- Kerry told the committee that space limitations in the building dictate that future equipment and supply purchases be sent directly to the communities. This may result in some minor increase in transportation and shipping costs.

MRC Sub-Committee: Jamie Terry

- Jaime stated that the committee had held a conference call that everyone had attended.
- Much of the discussion involved how the MRCs would spend their money. Everyone had some good ideas and shared with each other.
- They also talked about the Red Cross MOUs and Jamie asked Derek about the Worcester MOU. Derek stated that it was in the law department although he felt that it did not require a legal review and could be signed by the committee. Grafton has met with the Red Cross but Wachusett had not.
- Shawn talked about the MSAR and using it for an MRC-type scenario but these talks are very preliminary. There is also talk about including all volunteers except Red Cross but this is also preliminary.

- There was also talk about the liability for volunteers and needle-stick problems. She said that Tom stated that towns could increase their insurance for that day. Shawn stated that the DPH legal department says that each town is on their own on how to handle this. There is a problem with workman's compensation when comparing a doctor to a clerical volunteer and figuring out the compensation. According to Priscilla Fox the current legislation, if passed would protect volunteers. Until then volunteers should have their own coverage. This could be a big negative for our volunteers. All personnel involved with H1N1 clinics to include volunteers are covered for liability but not for workman's compensation.
- Andy asked if a town could buy event insurance for these situations. This is possible but the insurance company would probably want specifics regarding volunteers to assess their risk exposure.

Strategic Planning Committee: Tom Purcell

- No report.

Old Business:

- There was no old business.

New Business:

- Sandi discussed the response by the region towards Rutland's request for assistance in ordering H1N1 vaccine. Millville had also requested assistance. Many communities offered to try to help both of these towns.
- Kerry said that the Yankee Conference was very well-attended and that we have 45 people going to the MHOA conference.

Paul McNulty made a motion that we adjourn the meeting which was seconded by Lee Jarvis. The meeting was adjourned at 11:30am by unanimous consent.