

EXECUTIVE COMMITTEE MEETING MINUTES
November 13, 2008/9:40 AM
25 Meade St., Worcester, MA

IN ATTENDANCE: Chris Montiverdi (Worcester); Trish Parent (Upton); Jamie Terry (Northborough); Phil Leger (Athol/Royalston); Missy Kakela-Bottom (Mendon); Lenny Izzo (Hopedale/Milford); Cheryl Rawinski (Sutton); Paul McNulty (Westborough); Lois Luniewicz (Grafton); Andy Pelletier (Auburn); Kerry Clark (Region 2 Public Health Preparedness Coordinator); Barry Lein (Program Consultant); Ken Gikas (Program Consultant); Sara DeLisio (Program Consultant); Forrest Price (Program Consultant);

Visitors: None.

The Meeting was called to Order by Chairman Chris Montiverdi at 9:40 AM.

Minutes of October 23, 2008 Executive Committee Meeting were presented for approval. Motion by Lenny Izzo to approve the minutes presented. Motion was seconded by Trish Parent. During the discussion Jaime Terry offered several minor corrections for insertion into the minutes. The motion was approved unanimously.

Next Meetings:

The Executive and Steering Committees will meet at 9:00am/10:00am respectively on Thursday, December 11, 2008 at the Athol Town Hall, 584 Main St., Athol. Phil Leger gave directions and will make arrangements for a conference call for those who cannot attend. The Executive Committee will meet in Worcester on January 08, 2009 at 9:30am.

Program Manager Report: Kerry Clark

- Kerry Clark stated that the Workplan approved at the previous meeting has been submitted to the state along with all reports and documentation needed to receive the next quarter's funds.
- Spending is on track and budget-wise we are sitting pretty good.
- Paul McNulty asked Kerry if JoAnn Griffin from CMDART had called. She had asked Paul if their group should attend the meeting to report on their progress and activities. Paul stated that it would be nice for them to give us a report if they were going to ask for more money.

Host Agency Report: Chris Montiverdi

- Chris Montiverdi said that last week's state meeting of the host agencies was very interesting. The state's focus on what they want the host agencies to do is increasing exponentially. In view of a recent Federal audit the state wants host agencies to be more of a fiscal manager for the region. We have to track and tag equipment over \$500 and insure that LBOHs follow Chapter 30B for all purchases over \$500. They also want all grant spending to coincide with the end of the grant cycle. Paul McNulty stated that he thought that LBOHs were exempt from 30B but Chris stated this was only true for municipal spending, not federal money.
- Paul asked if Chris could provide a summary of these requirements.
- Kerry stated that the consultants were in the process of locating and tagging all equipment which cost the towns over \$500 of grant money. This includes the original laptops which the region provided to the towns.

Mutual Aid: Andy Pelletier

- Andy stated that Sara had delivered three additional town's mutual aid agreements. They are Barre, Royalston, and Winchendon. Sara is currently working with Townsend, Ashby, and Ashburnham. Numerous other towns are in progress also.

Homeland Security: Chris Montiverdi

- Chris reported that Homeland Security met a week ago but that there was not a huge amount of changes to report.
- The Sheriff's Department is moving forward and getting agreements for Reverse 911 signed by communities. We can get a list of which communities have signed up. The Homeland Security grant cycle should insure that this program is available for at least two more years. However this money is primarily for start-up, not sustainability.
- Chris briefed that is is now responsible for the Pandemic, Mass Care, Sheltering, and Community Alerting (which includes Reverse 911) sub-committees. There is money available for Mass Care and Sheltering programs if anyone is interested.
- The Homeland Security council is trying to put together another community meeting to brief people on what has been done in the past and what might be available in the future. Paul McNulty stated that Homeland Security has spent quite a bit of money in the past but has not done much PR about what they have done.
- Jamie asked if the Homeland Security council could provide money for the Walpole book project. Most of the money is used for Police and Fire but Public Health is getting a little more attention.

Local and State Advisory Committee: Sandi Knipe

- No report.

Committee Reports:**Personnel Committee:**

- Lenny Izzo had nothing to report.
- Kerry stated that he would be talking to Mr. Degan tomorrow about a part-time position as a consultant. Kerry also has one more full time position available to fill.

Equipment/Acquisition/Training Committee:

- Kerry stated that there is a problem with the software for the satellite telephones but that we hoped to have the phones by next week. In response to a question from Jamie Terry said that the region would have to label and tag these phones and that the EAT committee would have to determine where to position these phones in the region. In response to another question Kerry said that the company would come down and provide some instruction in the use of the phones. The committee will also have to develop an MOA on how the communities will use and share these phones.
- Kerry told the meeting that the books are still not in because Amazon is holding up the shipment for the last six books.
- Some communities have been requesting EDS signs for their clinics. Kerry asked the consultants to advise their communities to send a formal request to the region to purchase signs if they wanted a set. Andy Pelletier questioned the cost of the signs. Kerry said if more communities wanted signs the cost per set could come down. There was an extensive conversation concerning the signs, the colors, and alternate ways of obtaining the signs. Kerry stated that the

sets we have were developed by a group who worked with Cambridge Health Alliance and spent many hours developing the set we have now. Lois asked about the Washington State signs. Kerry said that these signs were \$1200 per set. Kerry also said that the EAT committee could look at this issue.

- There is an EDS folder which is available for communities to use. It is available in a .pdf file which the region can personalize to each community.
- Jamie Terry reported that she had tweaked the Walpole book and given it to Kerry. It is 28 pages and Kerry got a quote for 10,000 copies. For black-and-white it would cost \$3360 and for color it would be \$14,000. This should be brought to the EAT committee for a decision. Several personnel offered suggestions about where to check for quotes (MASS CORP and VOC schools). Members reported varying results with some of these places.

Strategic Planning Committee:

- Phil Leger - No meeting has been held so there is no update to present to the group.

MRC Sub-Committee:

- Jamie Terry stated that they had had a successful meeting/phone conference yesterday which included Judie O'Connell. The sub-committee wanted to ask the region to help decide which communities would be assigned to which MRC. This would help the MRCs plan their actions.
- Phil mentioned that Athol Memorial had just put in their plan that the volunteers would be the Medical Reserve Corps. He further said that the Medical Reserve Corps was named in many places under the assumption that the MRC would just show up. Anyone running an EDS site must do more than just put down the MRC as the source of volunteers. He also mentioned that some towns are pushing CERT teams which have a similar mission. There should be some sort of document or formal agreement identifying which MRC would be supporting a particular town. Several people suggested a spreadsheet to summarize which MRC(s) would be supporting towns.
- Jamie reminded the group that the sub-committee had \$3000 set aside for the Wachusett MRC. She also stated that yesterdays meeting provided some confusing comments on the use of this money. Supposedly Judie had faxed an invoice to Kerry but the purpose was unclear.
- The discussion also included the possibility of Standard Operating Procedures for all three MRCs. They also discussed a generic recruitment letter for all MRCs. We still do not have an answer on the CORI question. This has been pushed up the state for an answer.

Old Business:

- Kerry stated that the ICF contract was at the city legal as well as the state; we are just waiting to hear back from them. To keep moving forward he hopes to have a meeting with them soon. This meeting would be with Northborough but the other communities that hope to participate will be brought into the scenario.
- Kerry brought up the subject of the two Executive Committee alternates and how to go about selecting them. This will be explained and discussed at the next Executive Committee meeting at Athol.

New Business:

- Paul mentioned that at the last MHOA meeting he was approached by the Executive Director that there was no BT Region II Coalition member on their Executive Board. He got together with

Lenny and Lois at their business meeting and elected Steven Baccari, the Westborough Sanitarian as the representative. One of the reasons for having this person is to go back to the regions and report on just what MHOA is doing. Paul further stated that Steven could come to the Steering Committee and give an MHOA report.

- Chris briefed the MRC database proposal from the vendor, EM Systems. We are trying to get this out of the city system for several reasons, in particular the regional nature of the MRC. This will be a much more robust and user-friendly system and provide many different tools to organize and manage the MRC volunteers. The communities will have more input and control with this system. This will be sent to the EAT committee for their action. The cost is per capita based on the region population which comes to about \$17,000 per year which includes any changes and updates plus any implementation costs. Kerry and Chris answered questions from the attendees concerning system capabilities and will provide a briefing to the EAT sub-committee.
- Lenny asked if the region could pay for vests for members. The consensus was that this could not be done but that people could pay for them themselves.

Cheryl Rawinski made a motion to adjourn the meeting which was seconded by Trish Parent. This was approved unanimously.

The meeting adjourned at 11:15am.