

EXECUTIVE COMMITTEE MINUTES  
DECEMBER 6, 2007  
25 MEADE ST., WORCESTER

In Attendance: Trisha Parent (Upton); Cheryl Rawinski (Sutton); Paul McNulty (Westborough); Roger Mallet (Orange); Walter DePaolo (Bellingham); Lois Luniewicz (Grafton); Andrew Pelletier (Auburn); Chris Montiverdi (Leicester); Sandra Knipe (Hubbardston); Karyn Card (Worcester); Leonard Izzo (Hopedale), Kerry Clark (Program Manager); Mike Dunne (Program Consultant); Ken Gikas (Program Consultant); Sara Delisio (Program Consultant); Barry Lein (Program Consultant); Jana Ferguson (Regional Coordinator).

The meeting was called to Order at 9:35 AM by Chairman Chris Montiverdi.

Minutes:

- The minutes of November 15, 2007 were presented for approval.
- Motion by Andy Pelletier to accept the minutes as presented; 2<sup>nd</sup> by Trish Parent. Sandy Knipe noted that she had been in attendance and her name was omitted from the minutes. The minutes were approved as presented with the addition of Sandy Knipe being added to the attendance. Chris Montiverdi abstained from the vote because he was not in attendance at the meeting of November 15, 2007.

Next Meeting:

- The next meeting of the Executive Committee and the Steering Committee will be on December 20, 2007 at Leominster City Hall beginning at 9:00 AM.
- Chris Montiverdi asked if we should meet the 1<sup>st</sup> and 3<sup>rd</sup> or 2<sup>nd</sup> and 4<sup>th</sup> Thursday. This produced discussion from the committee. Walt DePaolo questioned whether the Steering Committee needed to meet every month or only every other month with the sub-committees doing more work in between meetings. Andy Pelletier felt the Steering Committee should continue to meet monthly because we will be dealing with grant funds issue. A question was raised on what the By-Laws specified and Walt DePaolo read the By-Law aloud. The By-Laws say the Executive Committee must meet once per month and the Steering Committee quarterly. Roger Mallet opined that he felt the Executive Committee could meet once per month and Steering Committee could be bi-monthly. He asked if Kerry could put together a schedule for the year. Kerry stated he has a yearly schedule already done; but he had concerns if meetings are bi-monthly and a community misses a meeting it would then be 4 months between meetings for that community.
- Lois Luniewicz made a **MOTION**: The Executive Committee will stay with the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month and the Steering Committee will meet bi-monthly starting in January and the Steering Committee meeting will be the 4<sup>th</sup> Thursday. **Motion was 2<sup>nd</sup> by Andy Pelletier.** There was a brief discussion on when the 1<sup>st</sup> Steering Committee meeting of 2008 would be and it was determined it would be February 28<sup>th</sup>. The **Motion was passed.**
- Lois Luniewicz asked what time the meetings would be held. There was general discussion and agreement that the Executive Committee meetings would begin at 9:30 AM when held alone and at 9:00 AM when they are combined meetings. Also, that all Executive Committee meetings that are stand-alone will be held at Meade Street.

- *Clarification by the Minute taker: First Executive Committee Meeting of 2008 will be January 10<sup>th</sup> at Meade St.; The first meeting of the Executive Committee and Steering Committee in 2008 will be February 28<sup>th</sup> at a location to be determined.*

Program Manager Updates: Report given by Kerry Clark.

- Kerry passed out the Financial Report and went over the budget sheet. Kerry Clark and Karyn Card had a conference call with the state over the remaining funds that are owed the coalition.
- Kerry stated everyone should have had the opportunity to review the Deliverables for 2008. Trish Parent thanked Kerry for the synopsis of the deliverables and stated it was easy to understand in that format.
- Chris Montiverdi noted that funding is ok at this time as a Fronting Memo has been signed with the City of Worcester, allowing funds to be made available knowing the remaining balance will be forwarded by the state.
- Roger Mallet stated he felt that at the February meeting a vote should be taken on allotting funds to the communities based on their attendance and participation. Kerry Clark stated he is working on such a letter but all communities need to be given notice.
- Andy Pelletier noted that we should be looking at about \$700,000 for project distribution.

Host Agency Updates: Karyn Card.

- Karyn reported the Award letter had been received and sent to the City Manager for signature. As soon as she gets it back from the Mayor it will be sent to the state. She reported she was not sure of the state turn-around time.
- She reported that the MRC Consultants were coming to the end of the money appropriated for them. The city will continue to front the funds until the award is received from the state.

Regional Coalition Sub-Committees:

- Chairman Chris Montiverdi stated he wants to get the committees meeting on a regular basis. He reported that he plans to speak to Nancy Allen for Personnel Committee meeting.
- Chairman Montiverdi stated that we can estimate from last year's funds to give the committees an idea of the funding each will receive. Kerry will have that information for the December 20<sup>th</sup> meeting for presentation.
- Vice Chair Walt DePaolo asked what would we like to purchase with the funds. He noted that Barry Lein had showed some members a new needle; also Roger Mallet has a generator that the coalition purchased but it needs a heater. Roger explained the manufacturer is now recommending a heater for the generator but his Town Accountant has ruled that a heater is not part of the grant award; the cost is \$495 plus electrical line. Walt DePaolo said he supported Roger Mallet and would like Roger to put his request for an amendment in writing.
- Paul McNulty **Moved:** The Executive Board approved the request of the Town of Orange (Roger Mallet) to use part of his grant award for equipment (a heating unit) to support the generator, subject to receiving the request in writing. The Motion was 2<sup>nd</sup> by Lois Luniewicz.

Andy Pelletier felt that the Executive Committee should be able to make this type of decision. General discussion ensued on when grants could be amended. **Motion to Amend the Original Motion by adding:** To authorize the sub-committee(s) to authorize award changes under \$1000; Award changes greater than \$1000 need to come back to Executive Committee. Unanimously Voted.

Karyn Card said it was her understanding from the Host Agency that as long as documentation existed for changes its ok and we don't need to get state or agency approval.

- Sandy Knipe asked how long communities had to spend grant award funds. Chris Montiverdi replied "until the end of the grant cycle, unless a carry forward has been submitted."
- **Training and Education Committee**: Trish Parent noted an excellent brochure that is available: Flu –What You Can Do. She noted that a CBRNE class will be made available to the Executive Committee in March.
- Roger Mallet noted he had met with the Superintendent of Schools in Orange and was looking to the state for materials and had received no response; also he wondered if the state had a speaker who could go into the school and speak on flu. Chris Montiverdi stated it was something we could ask the state. Ken Gikas noted that in Northboro the town nurse was putting together a school program. Karyn Card and Paul McNulty asked where we stood with the production being done by the Rendon Group; Chris Montiverdi replied it was almost complete. Kerry Clark noted the Rendon Group project is a \$36,000 project with \$18,000 scheduled for Worcester and \$18,000 for the region.
- **Strategic Planning**: No meetings have taken place.
- MRC: Andy Pelletier stated the committee had met last week. Chris Knuth and Derek Brindisi are now part of the committee. They discussed the issue of 3 MRC's within the region and can they co-exist; share resources; how much funding goes to each; and are we soliciting the same people. In response to a question by Len Izzo if all MRC's are represented, Andy replied they were but that the committee needs to look at the towns in each MRC.
- Chairman Montiverdi noted the funding for the MRC's is coming from the state. The state adds to the funds given by the Surgeon General therefore the state does have some oversight on the MRC's. Vice Chair DePaolo stated we have a source pool of funds and the committee would decide how to split it up and decide what the MRC's should do.
- Andy Pelletier asked: as a sub-committee what besides splitting money between the MRC's and working on preparedness would the Executive Committee like us to do? Chairman Montiverdi suggested an MOU on sharing, joint training and get the 3 MRC's working together.
- Sandy Knipe stated that there is confusion on what MRC represents each community. There was a general discussion regarding communities being in MRC's and either not knowing it or not wanting to be represented by that MRC.

#### **Homeland Security: Paul McNulty.**

- A draft copy of the minutes from the last Central Region Homeland Security Council were distributed.
- Reverse 911: There is some discussion on whether Region 2 had paid its share; Kerry is working this out with Beau Gaerlan of SSG. Len Izzo said he understood that Reverse 911 could not be used for school closings; this was confirmed by Barry Lein who explained the system does not have the school data and this data is subject to privacy restrictions. Roger Mallet asked what the next step in getting the service was. Paul McNulty said the Sheriff's Dept is now in charge of this project and they are contacting the towns for training and implementation. Paul McNulty read the salient points of the letter the Sheriff's Dept has been mailing out.
- Still on Reverse 911: Andy Pelletier stated he was concerned that local control was being ceded to the Sheriff's Dept. Barry Lein explained that there are two parts to

Reverse 911: part one is GeoCast Web w/mapping which has all the phone numbers in the region and which the Sheriff's Dept is overseeing; the second part is called Communicator NXT and the local communities can enter their own data into this and use it for recall of shifts, etc. Paul McNulty noted the system is not perfect, it's just being rolled out and problems are to be expected in the beginning. Ken Gikas asked about funding for future years because of the late start. Paul McNulty replied the Homeland Security Council has discussed this but no decision has been made at this time; though Homeland Security has set funds aside for funding but not appropriated.

- Paul McNulty noted that the Homeland Security Council has allotted \$95,000 for Pandemic Flu. They will give \$7,000 grants for ISCU's to the ten hospitals in the region and \$25,000 has been ear-marked for PPE which will be ordered by CMEMSC and distributed thru Emergency Management Directors. He noted that in the next cycle of funding the council has set aside \$100,000 for Pandemic and they are awaiting state guidance on what it can be used for. Chairman Montiverdi stated he believed some of it would be used for training and exercises with the ISCU's.

#### **OLD & NEW BUSINESS:**

- Chairman Montiverdi reported we now have a conference call line thru Verizon. We will be able to have conference calls during the Executive and Steering Committee meetings. He did not have the exact cost but explained that it depends on the number of people and the time spent on the call. At this time we have 20 lines.
- Andy Pelletier asked if the Committees could use it. Chris Montiverdi stated he couldn't give an answer at this time. Lois Luniewicz asked when Chris planned to implement conference calling and he replied next month. He explained that all members would need to be given the call in number.
- **Motion** by Lois Luniewicz to approve \$5,000 for conference calls. 2<sup>nd</sup> by Roger Mallet. Unanimously voted.
- Chairman Montiverdi reported that we need more radios and we need better batteries. He noted that the Radio person for Worcester Fire (Lt. Mark Cady) had advised that a battery-pak can be obtained that would allow the use of AA batteries and he is looking into that option.
- Chairman Montiverdi informed the members that DPH is considering re-doing the BT Regions. Also, the state is considering regulations that would require towns to set up sharp disposal centers. This generated general discussion revolving around cost. Roger Mallet noted his community collects the needles now and a company comes and takes them away at no cost.
- Chairman Montiverdi noted that the state is setting up a Board of Registration registry for Massage Therapists and Massage Businesses. He advised checking the MHOA website for more information.
- Karyn Card noted that a large amount of educational materials still are available. She would like to get the basement cleared out.
- Paul McNulty asked that a Mutual Aid update be put on each agenda. Kerry Clark said he would add it to the agendas.
- Len Izzo said he had a question about the consultants and asked if it was appropriate for them to remain in the room. Chairman Montiverdi said the consultants could stay. Len Izzo asked when the consultants went from salaried professionals to hourly personnel. Len Izzo stated he felt he hadn't been made aware of the change and he didn't think it fair to the consultants who are having their hours cut when someone cancels a meeting etc. Andy Pelletier stated the announcement was made at the Orange meeting. Kerry

Clark said the cancellation of meetings is something he wants to address with the Personnel Committee. Len agreed to wait on the issue until the next Personnel Committee meeting of which he is a member.

- Vice-Chairman DePaolo stated he wanted to discuss OLD business regarding the Regional Coordinator becoming a city employee. He stated his community had discussed this and was opposed so he was withdrawing his previous support based on his boards opinion.
- Chairman Montiverdi reported that Wachusett MRC is reaching out to communities and offering to do their emergency preparedness plans. He noted that is not the role of the MRC's and he will reach out to Wachusett. Andy Pelletier noted that the MRC's are independent so we really can't tell them what to do. Lois Luniewicz opined that she thinks Wachusett is advising on MRC's and is not involved in planning and that a false impression exists. Ken Gikas asked if a list of towns belonging to Wachusett is available. Jana Ferguson noted it is on their website. Jana also noted the towns haven't agreed to be represented and some wish to remain with Worcester. Andy Pelletier asked who controls MRC's. Jana Ferguson replied "really nobody". Anybody who fills out the federal form and meets the guidelines can apply to be an MRC. Andy noted that the MRC Committee was discussing this because some communities don't know which MRC they belong to and have not had a choice. Walt DePaolo stated he felt the state should speak with Wachusett as they control funding through the Region.

**Regional Coordinator: Jana Ferguson.**

- Jana apologized for being late to the meeting.
- She asked if our application had been submitted for the Regional Coordinator position. Chairman Montiverdi replied that it has been submitted.
- Jana asked if we had discussed deliverables. Chairman Montiverdi replied "we have".
- Jana stated the Grant Award Letter has been sent out. Karyn Card noted the letter was confusing so DPH is sending clarification.
- Jana announced that she is leaving Emergency Preparedness and going to Environmental Health. She will still be with DPH and will remain in the West Boylston office but with a different job. She thanked the coalition for its work with her. The Coalition thanked Jana for guidance over the years and she received a round of applause.
- Roger Mallet asked that the Minutes reflect: The Executive Committee and the Coalition wish Jana the best in her future position and extend their thanks for her commitment and guidance thru the past years. Unanimous support.

The meeting was adjourned at 11:50 AM.

Minutes prepared by Michael Dunne, Program Consultant  
with assistance of Sara Delisio and Ken Gikas.