



Region II Public Health Emergency Preparedness Coalition

Executive Committee Minutes Thursday, December 14, 2006 / 9:00 AM Milford Fire Station Birch St, Milford, MA

In attendance: Kerry Clark, Walt DePaolo, Howard Ziff, Lois Luniewicz, Jana Ferguson, Roger Mallet, Paul McNulty, Chris Montiverdi, Lenny Izzo, Andrew Pelletier, Trisha Parent, Cheryl Rawinski

Absent: Karyn Card, Nancy Allen, Sandi Knipe

Visitors: Phil Leger, Ted Wysocki, Steve Saravara

- **Review & approve minutes of November 30, 2006: *m/s/a***
 - Later in the meeting, Jana Ferguson requested the minutes be changed to reflect that she was in attendance at the November 30th meeting.
- **Next Meetings: January 11, 2007 / 9:00 am / 25 Meade St., Worcester
January 25, 2007 / 9:30 am / Shrewsbury (if available)**
 - Future meeting locations were discussed. Phil Leger was in attendance and stated that Athol has a facility that may be acceptable for future meetings. Lois – There is a meeting room, upstairs in the Westminster Fire Dept that could be potentially used for northern meetings. Howard – Kerry, find out who is willing and capable to host Steering Committee meetings. For now, we will hold the next meeting in Worcester. Andy – Recommends Kerry calls towns that do not normally participate to see if they are willing to host a meeting.
- **Updates – Kerry Clark, Program Manager**
 - **Personnel:** Kerry discussed that resumes are still coming in regarding the 2 new consultant positions previously approved. He is waiting until the next round of money is deposited into the city's account before he starts scheduling interviews. He does not feel it is appropriate to begin interviewing when we still haven't received the money.
 - **Budget:** Kerry provided a spreadsheet to show the Executive Committee members how last years money was spent. Still waiting for next cycle of money to hit. Comptrollers in Boston have been working on projects for

the Gov. and have slowed the process of Region II receiving their money. Jana is assisting with trying to obtain information regarding the delay.

- Approximately \$4,200 is remaining from FY06. This is due to some towns that requested equipment and did not submit invoices. Also, closing out existing/open purchase orders contributed to this total. Howard – Jana, is there any way we can spend this money? Jana – I want to say “no”, but I will look into it because it’s the grant that is ending. The state may not ask for a check back, but may reduce this cycle’s money by this amount if it is spent. Howard – spend the money right now and see how the state responds; Kerry – I also found approximately \$1,800 left over in the previous year’s account. Jana – that money should have already been spent. Howard – proceed with spending the remaining money for personnel and equipment if total is available.

- **Deliverables:** withheld until Steering Committee meeting
- **Training:** withheld until Steering Committee meeting
- **Equipment:** Go Kits were made available for members to pick up. 1 Go-Kit per EDS. 25 kits were available at the meeting. AEDs were also available for the towns that requested one.

- **MA DPH Regional Coordinator Updates:** Withheld until Steering Committee meeting
- **Host Agency Update:** Karyn Card was not available. Kerry – the Host Agency final report was submitted to the state. It was a little late due to some confusion of when this report was due. For future reference, the Host Agency report will accompany the BT grant reports.
- **Steering Committee Participation:** Howard – sent out an email on how to get other members participating. The idea was to provide training topics during the Steering Committee meetings. Chris – I think this is a good idea. We do this for our hospital meetings with 1 – 1 ½ hour training so you still get to address other topics. Howard – perhaps training with CEUs could be provided. Howard – what topics should we be looking at? Chris – I think the Program Manager should pursue these topics. Howard – let’s take a quick poll on topics that may be of interest: Members: CPR/AED course, Personal Protective Equipment (PPEs), Risk Communications, HAZMAT training topics, EDS Operations. Ted – are there training opportunities that would cover some of this year’s deliverables? Howard – we can talk to MHOA and MAHB to see if they would to talk to us about. Jana – there is also the Local Public Health Institute that provides educational material. Howard – why don’t we send Kerry emails with other topics we would like to see. Kerry – perhaps we could receive training on Isolation and Quarantine. Jana – perhaps we can get Pricilla Fox to give us that training. Howard – Please send Kerry your emails with training suggestions.
- **New / Old Business:**

- Andy – Are we too big? Is the region too big to effectively function and meet training and deliverables? Paul – I don't think so, if we divided north and south, we would have the participants. Jana – there is a model in Region 4A. They meet as a large group for executive meetings but have smaller, manageable groups doing work together. Paul – I think we are different because others have a full-time staff. I can attend these meetings because I have people covering in the office. Some have to leave offices unattended in order to come to these meetings. Howard – would we be looking at splitting such as Worcester North and Worcester South? Jana – Region 4A still keeps funding together for planning purposes. Smaller groups like Quabbin meet to discuss what they need to work on but decisions are still made out of the Executive and Steering committee meetings. Roger – I don't understand what the problem is. I'm willing to travel distances in order to attend and receive information. Howard – we have 74 communities and we have never had all 74 represented. We need to increase participation and interaction. Perhaps that would increase little coalitions similar to Quabbin and what Jana discussed about in 4A. Lois – I think that this is a topic that the Steering Committee should be included in and place the topic on the agenda for January. Howard – let's table this until the Steering Committee meeting.
- Paul – should we talk about the Equipment Sub-Committee? Last year we sent out a survey. Howard – let's save this for the Steering Committee meeting.

- **Adjourn: m/s/a**