

## EXECUTIVE COMMITTEE MEETING MINUTES

April 08, 2010/9:30am  
25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (PHEP Program Manager); Ken Gikas (Program Planner); Barry Lein (IT); Forrest Price (Program Planner); Shawn Winsor (MRC); Seth Peters (Worcester DPH); Colleen Turpin (Worcester DPH); Deb Renholm (Student, WSC).

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

**Review of the minutes of the March 25, 2010 combined Executive/Steering Committee meeting was scheduled for the next combined meeting scheduled for April 22,2010.**

### **Next Meetings:**

Executive & Steering Committee Meetings: April 22, 2010/9:00am & 10:00am/Dudley Town Hall, 71 West Main St., Dudley.

Executive Committee Meeting: May 13, 2010/Cancelled due to the Nashville Conference.

Executive & Steering Committee Meetings: May 27, 2010/9:00am & 10:00am/Central Location TBD. Jamie Terry has volunteered to host this meeting in Northborough.

### **Program Coordinator Update: Kerry Clark**

- Kerry was unable to attend the Monday DPH staff meeting. As soon as he gets a summary of the meeting from Mike Coughlin he will pass it on to the committee members.
- Seth stated that it looks like PHEP programs will be level-funded for the next grant cycle.
- DPH still does not have an answer on whether communities will be able to carry-over the PHER funds.
- Kerry stated that only about half of our communities had submitted the latest PHER fund report.

### **Host Agency: Derek Brindisi**

- Derek reported that the last PHER checks have been mailed.
- He also stated that we should get any PHEP equipment requests in as soon as possible in order to avoid any delays in processing these requests.

### **Homeland Security Council: Chris Montiverdi**

- Chris reported that not a lot has happened lately.
- The Homeland Security Council recently had some people from the State Police Fusion Center attend their meeting to explain the Fusion Center operations and how they respond when they get intelligence and incident reports.
- The Mass Care and Sheltering committee has been working with the Red Cross to do an assessment of the region on our shelters and capacities. They will be doing a gap analysis to see what sorts of items we may be lacking such as special needs equipment.
- The FY10 Homeland Security application is being submitted to DHS. It includes about 2-3 million for Mass Care and Shelters to be distributed to the councils. Instead of several large (5,000 capacity) shelters they will be looking at up to 15 regional shelters which can handle up to 1,000 people. The state will also be looking at what sorts of equipment these shelters would need to include special needs items. They will be looking at various sites which can meet their needs.

### **Regional Mutual Aid: Andy Pelletier**

- Andy has found the Blackstone Mutual Aid Agreement which means we are at 60 signed agreements.

**Local and State Advisory Committee: Sandi Knipe**

- Sandi stated that she had nothing to report. Their next meeting is two weeks from now.

**Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe**

- The figures on the Budget report are incorrect. Instead of \$118,000 we have about \$75,000 left to spend because some money is encumbered for AEDS and inspectional services.
- We are continuing to work on the extra items to include the external permanently-mounted antennas for the BGANs. We will talk about this more at the next EAT committee meeting.
- One of the items we have to determine is the frequency of testing for the Satellite phones. This will also be opened to other towns to observe and learn how to use the phones.
- Sandi passed around a diagram of the proposed trailer decals for the Executive Committee to review. This initiated an extensive discussion about the decals and their placement.

**Sandi Knipe made a motion that we add a Public Health decal to the roof and accept the design as submitted with the cost to be submitted to the Executive Committee for final approval. Jamie Terry seconded this motion. The motion passed with one “Nay” vote being cast by Andy Pelletier.**

**Lee Jarvis made a motion that all marking be non-reflective. This was seconded by Trish Parent. The motion passed unanimously.**

- Kerry stated that he will be meeting with Grainger today on the items for the trailers. He will be asking that the equipment we purchased be delivered to the trailer locations, not to Meade St.
- The generators are on the purchase request but Grainger will not be able to supply us with a propane generator if we decide that is what we want for the trailers.
- More requests for Emergency Preparedness booklets are coming in. From now on we will be funding for printing but not for mailing these to community residents.
- We have requests for Inspector services from Northborough, Webster, Sutton, Templeton, Sterling, and Leicester. A request from Blackstone will be forthcoming.
- Right now we have 12 new requests for AEDs which we will plan on buying. We are just waiting for the purchase order for the AED pads and batteries to place this order.
- Currently we have 15 people who plan on going to the Nashville conference. They will be flying on Southwest Airlines out of Providence on May 11<sup>th</sup> and returning on Saturday. People will be staying at another hotel due to the large number of people who will be in town at that time.

**Lennie Izzo made a motion that we grant Kerry’s request to move \$6,000 from Strategic Planning to Personnel to fully fund all the contracts for the Planners. This was seconded by Andy Pelletier. During the discussion Kerry mentioned that we may be receiving some money back from one planner due to some medical issues which may prevent the complete use of his contracted hours/funds. The motion passed unanimously.**

**MRC Sub-Committee: Jamie Terry**

- Jamie reported that Grafton had their “Thank You” night for their volunteers and that it was very successful. Trish reported on the dinner and events and that 35 out of 60 people showed up.
- Shawn said that he had sent an email to all of the Health Boards stating that he would be willing to meet with them and give a short briefing on the MRC.

**Strategic Planning: Tom Purcell**

- Kerry reported that we will be changing the date of the public health exercise which the Harvard Institute for Public Health will be conducting for the region. Kerry will also be sending out a copy of the objectives for people to review.

**New Business:**

- Sandi mentioned that for the May 13<sup>th</sup> Executive Committee meeting, many members will be at the Nashville Convention.

**Jamie Terry made a motion that we cancel the May 13<sup>th</sup> Executive Committee meeting since a large number of committee members will be at the Nashville conference. Lenny Izzo seconded this motion. The motion passed unanimously.**

- Derek reported that DPH released an RFR to create a second Health Care Medical Training Center in the state. There is one in Boston now. The UMass Medical School already has an accredited training center and is submitting an application for this venture. They are seeking a letter of support from us on this.

**Lenny Izzo made a motion that we provide a letter of support for this. Jamie Terry seconded this motion. The motion passed unanimously.**

**Personnel Committee: Lenny Izzo**

- Lenny stated that he had nothing to report.

**Old Business:**

- Andy asked about the proposal to purchase an AM broadcast station to provide local warnings. Sandi stated that this will be brought up at the next EAT Committee meeting.
- Paul asked if there was any new guidance on the disposal of expired vaccines. There are varying opinions on this but no central guidance yet.
- Phil reported that he had a "Vote and Vac" clinic on Monday and gave out 78 doses. He also asked if anyone had billed Medicare for any vaccinations. It appears that Medicare bumps this to secondary insurance which may or may not pay.

**Cheryl Rawinski made a motion that we adjourn the meeting which was seconded by Jamie Terry. The meeting was adjourned at 10:35ampm by unanimous consent.**