

EXECUTIVE COMMITTEE MEETING MINUTES

May 9, 2013/9:00am

Worcester DPH

25 Meade Street, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner)(Alt); Lois Luniewicz (Grafton); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverfi (Leicester); Jim Morin (Southbridge); Trish Parent (Upton); Jamie Terry (Northborough); Cheryl Rawinski (Sutton); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:05am.

The minutes of the April 11, 2013 Steering Committee meeting were submitted for review only.

Next Meetings:

Steering Committee Meeting: May 23, 2013/9:00am/Clinton Town Hall, 242 Church Street, Clinton/Annual Vote Meeting.

Executive Committee Meeting: June 13, 2013/9:00a/25 Meade Street, Worcester.

Tabletop Exercise: June 27, 2013/9:00am/Hopedale Country Club, 900 Mill St, Hopedale.

Program Coordinator/Host Agency Update: Kerry Clark/Colleen Turpin

- Colleen briefed on the latest budget figures. They are moving money from different line items so the budget figures change daily. It should give everyone a rough idea how much is left to be spent.
- The 4th quarter payment voucher has been submitted and the 3rd quarter report has been sent to the state. Colleen and Kerry will be working to firm up the budget for the rest of the year and developing the 4th quarter budget report.
- Those cities and towns who have received a check from Worcester for equipment purchases need to submit a proof of purchase for these payments by the end of June.
- Kerry and Colleen are developing a budget change request form. Any extra funds will be placed in the Community Allocations line item. The budget request will be available at the next meeting for a vote.
- The MRC Quarter 3 checks should be in soon. Any requests for Quarter 4 should be sent in to Colleen.
- We will be having a tabletop exercise on June 27th. It will be a continuation of the Operation Anarchy tabletop from March 28th. We have the funds to be able to provide food since the exercise will be at least four hours.
- If anyone is looking for a check for approved equipment request please let Colleen know. In response to Jamie Terry's question Colleen said that she would send out an email to summarize what is missing.

Host Agency: Derek Brindisi

- No report.

Homeland Security Council: Chris Montiverdi

- The community allotments have gone out to the Worcester County cities and towns. Phil Leger stated that the booklet from the council was very clear and helpful. Mike Dunne from CMRPC has stated that everyone has used their allotments.
- Chris had no update on the Statewide Sheltering Plan. The template appears to be nearing its final stages and there should be a few more meetings to review the product.
- The Regional Evacuation Plan being developed by CMRPC and MRPC is entering its second phase. This will involve a review by communities to identify various evacuation routes and identify any problems. The next phase may involve developing an app to allow individuals to identify the various evacuation routes.
- A contract for the Statewide Evacuation Plan was just awarded. CMRPC will sit in on this plan.

- Chris briefed on a non-profit canteen truck which has been developed by Worcester Fire with the help of some donations from local sources. It is similar to the Providence Canteen truck. The group involves retired firefighters, police, and EMS. It will be staffed 24/7 and will be available to communities all over. The organization is called Box 4. It will offer food and drink to all responders.
- Trish asked about the evacuation smartphone app and if it would be available to individuals. Chris replied that it was just an idea at this point.

Regional Mutual Aid: Andy Pelletier

- There was no report.
- Jamie Terry asked a question about mutual aid in regards to the recent bombing at the Boston Marathon. She stated that if this incident had happened at the start of the race it would have been close enough to her town which might have triggered them to provide assistance. She wanted to know if she had to activate a mutual aid request would people have to be sworn into her town to participate. Phil Leger stated that any mutual aid respondents were still working for their home town and were only assisting the other town. You work as long as you can and then leave.
- Trish Parent asked about our regional mutual aid agreement and whether we should re-think the stipulation that a community had to sign the agreement to host regional assets. Part of her reason was the new state mutual aid agreement which most of our communities have signed. Phil thought we should put this on Andy Pelletier to consider. Phil stated that we should put this on the agenda for the next meeting.

Local and State Advisory Committee: Phil Leger

- Phil stated that we have approval from John Grieb to attend the NEHA conference in Washington DC in July and be reimbursed with PHEP funds. However since it occurs at the beginning of the grant year, individuals who wish to attend will have to pay for their travel and rooms up front and then file for reimbursement afterwards. We will have to keep travel expenses to a reasonable level.
- Colleen briefed that Mike Coughlin's position had been filled by Katie Kemen. She will be working with the Regional Coordinators and the LSAC.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to report.

Education, Acquisition & Training (EAT) Workgroup: Paul McNulty

- Paul passed around copies of the last EAT Workgroup minutes for members to review.
- Chris Montiverdi had a question about the trailers and the locations where they have been approved. He thought that approving trailers in towns close to one another while there were areas with no trailers did not spread out our resources very well. Ken stated that this was true but that the dispersal reflected the towns that were willing to host these resources but it still provided resources which could be shared. Chris pointed out that NERAC has established three depots throughout their region which contain caches of equipment. Communities could sign out equipment for their use. Chris thought that NERAC charged a user fee which went to the maintenance and upkeep of the equipment. He thought that we should think about a system which would sustain our equipment if future funding is not available.

Lee Jarvis made a motion that we present the approvals from the last EAT Workgroup meeting to the Steering Committee. This was seconded by Sandi Knipe. The motion passed unanimously.

- The EAT Workgroup will meet after this meeting is over.

MRC Workgroup: Liz Foley

- Liz stated that she met with the division leaders (Lois, Trish, Judie, Mary) and discussed units and any upcoming events.
- They had a New England training and education day in Stowe (federal updates, presentations, programs being done around New England).

- They have received budgets from Sturbridge and Hopedale but they have received nothing from Nashoba. Liz has asked Ken if he would assist in continuing to spread the word about finding someone in the Nashoba area to represent at North East Division.
- Lois Luniewicz reported that the Grafton MRC had a business meeting in April and had the usual dozen people there. They tried to focus on what their members wanted to do going forward. She went to the Wachusett MRC training that Judy put on and the New England education day and came up with some really good ideas. They are thinking of doing a survey monkey to their members to try to get buy-in to some of these ideas. They are going to try to come up with some sub-committees and try to engage people that way. The Wachusett training was with SMART and CMDART. Phil state that Judy puts on some good trainings at a central location.
- Liz is trying to set up an event to show the film “Contagion” but we have to pay a fee to do this.
- Phil thought that we might consider trying to recruit the CMDART people as MRC volunteers

Strategic Planning Workgroup: Jim Morin

- Jim stated that Kerry had worked hard to make the next tabletop exercise happen.

Old Business:

- There was no old business to discuss.

New Business:

- There was no new business.

Lenny Izzo made a motion that we adjourn which was seconded by Cheryl Rawinski. The meeting adjourned at 10:16am by unanimous consent.