

EXECUTIVE COMMITTEE MEETING MINUTES
October 14, 2010/9:30am
25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Region 2); Ken Gikas (Program Planner); Sara Kruczek (Program Planner); Barry Lein (IT Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner); Kate Pollender (WRMRC); Liz Foley (WRMRC).

ABSENT: Derek Brindisi (Worcester/Millbury)(Worcester AAR mtg); Joyce Crouse (Templeton)(Unknown); Lee Jarvis (Spencer)(Unknown); Dottie McNamara (Fitchburg)(Sick); Paul McNulty (Westborough)(Sick); Chris Montiverdi (Leicester); (Worcester AAR mtg); Andy Pelletier (Auburn)(Family matters); Tom Purcell (Dudley)(Unknown).

The Meeting was called to order by Chair Phil Leger at 9:47am.

Minutes for the September 09, 2010 Executive Committee meeting were presented for review and approval. Cheryl Rawinski made a motion that we accept the minutes as written and this was seconded by Lenny Izzo. The minutes were approved with Missy Kakela-Bottom abstaining.

Next Meetings:

Executive & Steering Committee Meeting: November 04, 2010/9:00am/Shirley Town Hall, 7 Keady Way, Shirley.

Program Coordinator Update: Kerry Clark

- Kerry reported that he had attended the October 4th Regional Coordinator meeting and the EPB meeting in Framingham.
- He asked if anyone had been able to listen in on the PHER conference call on Oct 6th. Several people had and related that much of the call concerned how to use the PHER funds.
- If a community uses their EDS for a flu clinic then they can use it to achieve three deliverables (24/7 Call Down Drill, EDS Notification Drill, and the EDS Set-up).
- Guidance on capital purchases is still pending.
- Communities can use PHER funds to purchase the flu vaccine.
- Phil stated that Public Health will get priority on delivery of the flu vaccine through the end of the month.
- In regards to the Open Meeting Laws, work groups are considered a part of the parent group and do require posted agendas and minutes. As of October 1st, meeting agendas posted on the region website will count as proper notification. There is still some question about the MRC committee and conference calls but we should post their agendas on the region website.
- The state is preparing an IRAA (Individuals Requiring Additional Assistance) draft checklist and this will be a deliverable for this year for all communities.
- Kerry will include the recent changes to the Principles of Operation concerning unexcused absences and send this to the state.
- The 24/7 Call Down List deliverable has been done for this quarter and has been sent to the state.
- According to the Emergency Preparedness Bureau, DPH will be starting its own WebEOC in mid-January. This will include local BOHs also.
- Jamie asked about the new attendance requirement for Executive Committee members and how it will be tracked. She also mentioned that some people may not know about this requirement yet.
- Mary Clark gave a CDC PHEP update. The end of the year report is due shortly (Nov 9).
- CDC will be developing a new set of deliverables for the next grant cycle that may contain up to 15 functional capabilities which may be measured.
- There was a Hospital update. Region 2 had a hospital table-top several weeks ago which Seth Peters had attended.

- The recent MassCare/Sheltering conference was discussed. Two key issues were the need to plan for IRAAs and the need for an animal shelter somewhere in the town, preferably close to the human shelter.

Host Agency: Derek Brindisi

- Kerry stated that the first quarter PHEP money has been received and that they have requested the second quarter MRC funding..

Homeland Security Council: Chris Montiverdi

- There was no update.

Regional Mutual Aid: Andy Pelletier

- Still at 59 agreements and waiting for Sturbridge.

Local and State Advisory Committee: Sandi Knipe

- The next LSAC meeting will be next Monday.

Personnel Committee: Lenny Izzo

- Kate Pollender and Liz Foley are now onboard as the MRC Coordinator and Assistant.
- We are still waiting on the contracts to be returned from the Worcester Legal Department.

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

- There will be an EAT Committee meeting immediately after the Executive Committee adjourns.
- Sandi said that so far the focus has been on equipment and she asked the members if anyone had any suggestions for emergency preparedness training which we could offer.
- Attendance at the MHOA and MHAB conferences has been previously discussed and approved.

MRC Sub-Committee: Jamie Terry

- Jamie briefed that on the last conference call she introduced the new Worcester Regional MRC staff.
- They also discussed the MRC database and the fact that it will allow people to sign up for only one MRC.
- A suggestion was made that if one MRC is activated then it should be allowed to activate other MRCs but this was quickly shot down.
- A suggestion was made that a regional MRC coordinator should be established and be the one to activate an MRC.
- Kerry outlined an organizational chart for the situation which Jamie described and explained how it could work.

Strategic Planning: Tom Purcell

- There was no report.

Old Business:

- There was no old business to discuss.

New Business:

- Phil briefed the membership on a new law effective July 1st which mandated that transfer station less than 50 tons had to be permitted by the local BOH. Approximately 230 sites were operating without a permit.
- Kerry asked if people want a CHNA presentation at the next meeting.

Jamie Terry made a motion that we adjourn the meeting. This was seconded by Trish Parent. The meeting was adjourned at 11:07am.