

EXECUTIVE COMMITTEE MEETING MINUTES

August 13, 2009; 9:30 AM
25 Meade St., Worcester, MA

IN ATTENDANCE: Chris Montiverdi (Chair)(Leicester); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Lois Luniewicz (Grafton); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn); Tom Purcell (Webster); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Ken Gikas (Program Consultant); Sara Delisio (Program Consultant); Barry Lein (Program Consultant); Forrest Price (Program Consultant); Shawn Winsor (Worcester Regional MRC Coordinator) Executive Committee: August 13, 2009, 9:30am, 25 Meade St., Worcester.

The Meeting was called to Order by Chairman Chris Montiverdi at 9:55am.

Minutes of the July 23, 2009 Executive Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes. The motion was seconded by Lee Jarvis. The motion passed unanimously.

Next Meetings:

Executive & Steering Committees: August 27, 2009, 9:00 & 10:00am, 25 Meade St., Worcester.

Executive Committee: September 10, 2009, 9:30am, 25 Meade St., Worcester.

Executive Committee: September 24, 2009, 9:30am, 25 Meade St., Worcester.

Program Manager Updates: Kerry Clark

- Ken Gikas briefed the committee members on the Motorola radio Battery Maintenance Systems (BMS) which the region had purchased. He described the operation of the system and the results he had obtained working with Paul. It appears that some of our radio batteries may be too far gone to successfully re-condition and use. According to Dave Clemmons, Public Safety normally disposes of any battery which cannot be charged to at least 80% of its rated capacity. Committee members discussed this in an effort to provide some guidance to our towns on this issue. The consultants will be working to get to as many towns as possible before flu clinics begin in the fall.
- Ken also briefed on the current status of the Satellite phones. Lois asked if we could provide a demonstration of these phones at the Steering Committee meeting which Chris agreed to.
- Jamie asked when the trailers were due to arrive. The anticipated delivery date is August 17th.

Host Agency Report: Chris Montiverdi

- Chris told the committee that the contract for the coming grant year had gone forward from the city and the city was setting up the accounts.
- The supplies ordered by the state have arrived and will be sorted out for delivery soon.

Homeland Security Council: Chris Montiverdi

- Chris reported that nothing has changed and that the next council meeting is scheduled for September.

Regional Mutual Aid: Andy Pelletier

- Andy stated that he has not received any more agreements since our last meeting.

Local and State Advisory Committee: Sandi Knipe

- Trish stated that the next LSAC meeting was Monday. She also asked if anyone had heard anything about the PHER grant. Jamie stated that this was discussed at the recent statewide MRC meeting. Chris said that our region had not been asked for a list of our needs. Several members mentioned items which we should consider purchasing, especially refrigerated storage.
- Tom stated that he heard that Massachusetts could expect 800,000 doses of vaccine in early September to be stored pending approval for distribution.
- Trish stated that much of the information concerning vaccine distribution was wrong. She said that providers would have to re-enroll to receive vaccine and that there would be only one public venue.

- Committee members discussed a wide variety of topics in an effort to determine current guidance and come to some common understanding of the best way to prepare our communities to dispense the vaccines which we receive.

Personnel Committee: Lenny Izzo

- There was no update.

Equipment/Acquisition/Training Committee: Sandra Knipe

- Several members mentioned that Sandi wanted to re-schedule the next EAT meeting. Most members wanted to hold the meeting with Sandi in attendance and decided to email her this decision.
- Chris suggested that we delay the demonstration of the Satellite phone system because Mike Coughlin and Donna Lessor will be at the Steering Committee to brief on current H1N1 issues.
- Several conferences are coming up and region members discussed whether the region should consider paying conference fees for our attendees

Paul McNulty made a motion that the region pays for member attendance at the upcoming MHOA/Yankee/MAHB/MHOA H1N1 Update conferences. This would include consultants where the conference included significant emergency preparedness content. This was seconded by Jamie Terry. This motion passed unanimously.

MRC Sub-Committee: Jamie Terry

- Jaime stated that two MRCs still need to meet with the Red Cross to finalize their agreements.
- Shawn is working on a conference call with EM Systems.
- Jaime said that all MRCs are to provide funding requests for the next year at the next MRC meeting. Wachusetts is probably going to increase its request to about \$5,000.00.
- MRC funding will be coming from the state which means that it will be on the state fiscal year schedule which is Jul 01 – Jun 30.

Strategic Planning Committee: Tom Purcell

- There is nothing to report.

Old Business:

- Andy asked how we were going to resolve the deficit of \$90.85 which our budget shows. Chris stated that this should balance when all outstanding purchase orders close and actual costs determined.

New Business:

- Shawn stated that the implementation of the EM Systems database for MRC members would require some clerical assistance to accomplish. He asked for and received some guidance from the committee concerning who he could consider for this task.
- Chris asked the committee members to review the Principles of Operation for the region and send any comments to Kerry.
- Trish mentioned that the principles did not mention a Vice-Chairman position. Lois then asked if meeting attendance should be mandatory. Both questions were discussed by committee members
- Tom asked for copies of all documents concerning the purpose and guidelines for the region to review.
- Lois then pointed out that the draft equipment memorandum language indicated that equipment could be shared with any town in the state. Most people were comfortable with this.
- Jamie mentioned the Monday meeting with Education and DPH on the H1N1 situation.
- Lois reminded the committee that she had asked Kerry how many schools had participated in the pan flu training but had never received an answer.
- Trish asked a question about Reverse 911 and the communities which had their own system and did not sign up for the Sheriffs Department service. She thought she recalled that communities which did this could get service from the Sheriffs Department if an emergency overwhelmed their own system. Most people agreed with this recollection. However this did not happen with the Milford incident. It appears

that the Milford Police Chief did not want anything to do with the Sheriffs Department system but it eventually happened. Trish wanted assistance in reminding people about this. A community with their own Reverse 911 system can utilize the Sheriffs Department system if they are overwhelmed.

Trish Parent made a motion to adjourn the meeting. This was seconded by Cheryl Rawinski. The motion was approved unanimously.

The meeting adjourned at 11:15am.

DRAFT