

EXECUTIVE COMMITTEE MEETING MINUTES

March 8, 2012/10:00 AM
25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Templeton/Royalston); Derek Brindisi (Vice-Chair)(Worcester); Kalene Gendron (NABH); Lenny Izzo (Hopedale/Milford); Missy Kakela-Bottom (Alt)(Mendon); Dorothy McNamara (Fitchburg); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark PHEP Program Manager); Colleen Turpin (Worcester DPH); Rebecca Evanoff (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner);

The Meeting was called to order by Chair Phil Leger at 10:06am.

Minutes of the Feb 9, 2012 Combined Executive & Steering Committee meeting were presented for review only. They will be presented at the next combined meeting for approval.

Next Meetings:

Combined Executive/Steering Committee Meeting: March 22, 2012/9:00am/30 Church St, Upton Fire Department, Upton, MA.

Trish Parent made a motion that we change the date of the April Combined Executive/Steering Committee from April 26 to April 19 to avoid conflict with the Public Health Nurse Conference and to allow us to hold a vote on concurrence with the next PHEP grant cycle. This was seconded by Lenny Izzo. Phil provided a letter from the LSAC that outlined the projected grant figures and the concurrence schedule. The motion passed unanimously.

Combined Executive/Steering Committee Meeting: April 19, 2012/9:00am/25 Meade St., Worcester.

Program Coordinator Update: Kerry Clark

- Kerry reported that called into the Monday EPB and Regional Coordinator meeting.
- DPH is still working on the alignment of the PHEP funds with the ASPR grant.
- We will be going through the concurrence process and timeline for the PHEP grant re-alignment.
- The Greater Boston area has hired a consultant to develop a pilot program for the HVA deliverable which will be Public Health specific. The planners are reaching out to our communities to do a preliminary assessment.
- DPH will be providing WebEOC training for the local BOHs.
- Samantha Stone talked about communication tools for shelters. We will be having a focus group session on this after this meeting.
- At the Regional Coordinator meeting they talked about the deliverables and the potential for any difficulties in working with the emergency managers on the HVAs. If anyone encounters any problems let Kerry know and DPH will try to work the situation.
- Next year we may see a mandatory EDS drill for each coalition but this is still in the discussion phase.
- The planners will be receiving training for the TAR audits from the SNS staff on Tuesday, Mar 20th. There are no communities within Region 2 who are scheduled for an audit of their results.
- There have been some questions on how to update EDS site information. There have been some problems in this program but supposedly these have been fixed. There is also a question on whether the number of sites has been capped. Kerry would like to know this from the SNS meeting.
- There was a break-out session at the recent conference that suggested that pharmacies may be playing an increased role in providing medication or vaccinations in the event of an emergency. Public Health would be involved for IRAA populations.
- With this year's changes in equipment requests and approvals for equipment costing over \$5,000 there have been no requests for items that cost that much.
- Roll-over money from the budgets will stay at the state level. A number of potential needs were identified by committee members in the event DPH asks for input.

- Kerry then went over the budget summary which he provided for the meeting. Areas highlighted in green were those which we need to focus on. There are some areas which do have future spending which is ear-marked.

Host Agency Update: Derek Brindisi

- Kerry stated that the Payment Voucher 3 report has been sent to the state and we are waiting for this money to come in.
- The PHEP Quarter 2 budget plan is due and is being submitted this week.
- Kate Pollender's contract is in the final phases of being signed.

Homeland Security Council: Chris Montiverdi

- FEMA has told the homeland security councils that they have changed their guidance on the program and that the councils must spend all FY08 and FY09 funds by Sept 30th.
- The Mass Care committee is looking at purchasing a mobile medical tenting system. This system will provide some excellent capabilities for a number of events or situations.
- The American Red Cross is willing to come to our meeting to discuss their programs and what they are currently doing. Phil suggested that we try to have them attend the March 22nd meeting because we will be concentrating on the concurrence vote in April.

Regional Mutual Aid: Andy Pelletier

- Andy stated that there has been no change in the number of signed agreements.
- Phil reported that the liability bill for the MRCs is stuck in committee. Kerry added that there are national concerns about this issue also. The Guard Bureau has some concerns about the liability for members of their response team within FEMA Region 1.

Local and State Advisory Committee: Sandi Knipe

- Phil mentioned the concurrence vote and reminded the members of the timetable for the vote.
- Phil reported that the LPHI is bringing the Anniston training in Environmental Health and Emergency Response. It is a train-the trainer program.
- The Food Protection module is the next to go live. The Hoarding module is being reviewed and the Housing module will be reviewed when it comes out of expert review. Body Art and Wastewater are also being reviewed.
- The Fellows Induction is March 26th.
- The New England Public Health Alliance funding has been cut in half.

Personnel Workgroup: Lenny Izzo

- Nothing to report.

Equipment/Acquisition/Training Workgroup: Sandra Knipe/Paul McNulty

- Andy presented several items from the EAT workgroup for the committee to vote on to and then present to the Steering Committee. They were from Barre (\$275 for use of the school for a QREHC Public Safety Day) and Clinton (\$899 for a laptop computer).

Jamie Terry made a motion that we approve the Barre request for \$275 and the Clinton request for \$899. This was seconded by Cheryl Rawinski. The Barre request will come out of the Marketing/Promotional line item and the Clinton request will come out of the Miscellaneous Community Allocations line item. The motion passed unanimously.

- Andy stated that Fitchburg had made a request for a piece of equipment which the workgroup felt was a City IT responsibility. Unless Fitchburg can show an emergency preparedness requirement, they should go to the city for this item.
- There was also a request for transportation reimbursement which the committee felt was not included in the original proposal.

Andy made a motion that we reimburse the request for travel expenses for the NACCHO Conference. This was seconded by Lenny Izzo. Kerry cautioned the group that this should probably go back to the EA Workgroup since it was a motion on an item which Ira Grossman had been involved in and now they were re-visiting this same request. He also mentioned that the NACCHO miscellaneous travel was for people who were making their own arrangements and that it was only for air travel. Dottie McNamara mentioned that she made her own travel arrangements and paid less for air travel than other people. However she was charged baggage fees which the other people did not have to pay. Kerry thought that she could put in a request for the baggage fees. At the request of the committee Forrest Price read an extract from the December 8th, 2011 Executive/Steering Committee meeting

“Paul briefed that Kerry is still working on registrations and reservations for the 2012 Public Health Preparedness Summit in Anaheim, CA, Feb 21-24. Some of you have already received Hotel confirmation. The total cost to the region for this conference is \$34,884.00. Reminder that the grant is funding airfare, hotel accommodations, and conference registration. All other expenses will be the responsibility of the attendee. Currently 16 people from the region are attending.”

Based upon extended discussion of the pros and cons of this motion and the request Andy changed his request to read that the Executive Committee ask the EAT Workgroup to review the request to pay for transportation from the airport to the conference. This motion passed unanimously.

- Kerry pointed out that minutes should reflect that this subject was discussed even if it was not acted upon in order to have an official record of the discussion. Andy further asked if he, as a workgroup acting chair, should bring forward all items that were on the workgroup agenda, even if they were not voted upon. The decision was that all items on the agenda should be addressed, whether acted upon or not.

MRC Workgroup: Jamie Terry

- Jaime stated that she will bring an MRC division map to the Steering Committee meeting for the committee to consider and vote on.

Strategic Planning Workgroup: Jim Morin

- Trish stated that the workgroup is still considering the Principles of Operation.
- She offered a suggestion on clarifying the region positions and descriptions of their responsibilities.

Old Business:

- Phil printed out a picture of extension cords which had outlets and could be used for people to charge cell phones and other small appliances during emergencies.

New Business:

- Lenny asked who was responsible for filling up the propane tanks in the trailers. Phil replied that BOHs could apply for funds to pay for trailer related expenses.
- Barry briefed the meeting that we still had two propane tanks and three connection lines downstairs.
- Colleen passed out GIS books for the communities which were prepared from the PERP grant and highlighted various hazards experienced by Worcester County in the last 50-60 years.
- Chris briefed that at the last hospital meeting they briefed that at the state and federal level we were seeing more alignment between the CDC Public Health and ASPR programs. It seems to make sense to merge the various programs especially in the light of reduced funding. Dottie asked if this would include the Health Centers. Chris replied that it would include a wide range of groups. Phil stated that future deliverables would support this.
- There was some discussion about the recent incidents of white powder being mailed to schools and other offices and what it might mean.

Trish Parent made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting was adjourned at 11:30am by unanimous consent.