

EXECUTIVE COMMITTEE MEETING MINUTES

January 12, 2012; 9:30 AM

25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Templeton); Derek Brindisi (Worcester); Kalene Gendron (NABH); Lenny Izzo (Hopedale/Milford); Lee Jarvis (Spencer); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Consultant); Ken Gikas (Program Consultant); Barry Lein (Program Consultant); Forrest Price (Program Consultant); Liz Foley (WRMRC).

The Meeting was called to order by Chair Phil Leger at 9:54am.

Minutes of the December 12, 2011 Combined Executive/Steering Committee meeting were presented for review. They will be voted on at the next Steering Committee meeting.

Next Meetings:

Combined Executive/Steering Committee Meeting: January 26, 2012/9:00am,CANCELLED.

Combined Executive/Steering Committee Meeting: February 9, 2012/9:00am, 690 Patriots Road, Templeton.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Colleen stated that Kerry is currently working on a multi-year training plan for the region. When he gets a draft he will send it out to everyone.
- Kerry and Colleen are working on the Quarter 2 Budget Report which is due to the state in March.
- Colleen reminded the members to submit their W-9 form to Worcester so that they can get paid in a timely manner for the NACCHO conference.
- She also briefed that if anyone had any specific questions for Kerry to send them in and he will get an answer.
- Andy asked about the idea of creating a standardized EDS plan for all towns and if this was going forward. Derek said that Rebecca Evanoff was going to be working on this with the Strategic Planning Workgroup. Trish reported that the Strategic Planning Workgroup was currently working on the Principles of Operation and would not be getting to the EDS Plan for a while. Andy wanted to make sure that there would be input from the people who would actually be working with this plan.

Host Agency Update: Derek Brindisi

- Derek reported that Rebecca Evanoff has a signed contract and is reaching out to her towns. Cheryl asked how Rebecca's towns had been allotted to her. Derek replied that he did not know exactly how many communities she had but they included the Worcester communities. Sara mentioned some of the other towns which Rebecca will be working with.
- The Payment Voucher for the MRCs for Quarter 3 has been sent.
- The City will be posting Kate's position shortly.
- Jamie took this opportunity to brief the meeting that we should consider a change in the way we oversee the MRCs. We should consider developing an Advisory Committee which would consist of the three MRCs and one member of the Steering Committee. Jamie stated that this model would be consistent with state guidance. The Advisory Committee would assist the MRCs and possibly break down the region into more manageable sub-regions. One big change would be to solicit volunteers to work more closely with people in the sub regions and be able to maintain better contact with the local volunteers. Trish stated that her view of the MRC has changed since she entered this program. Now she supports Judy O'Donnell's view that the MRC should be involved in more than just emergency preparedness programs. Involvement in non-emergency activities would serve to keep the volunteers more involved and committed to the program. This lead to an extended discussion of how the region could be broken down into natural or existing sub-regions which would work together under the WRMRC mantle. The Executive Committee

decided to organize an MRC Workgroup (or use a different name) and solicit volunteers from throughout the region to help in this transition.

- Trish briefed the meeting on a training event at the Chocksett Inn on January 17th on communicating with the deaf and hard-of-hearing.
- Derek briefed on the status of the plan on how the Worcester DPH will operate in Kerry's absence. It was submitted to the state at their request but so far Derek has not heard anything about it. He is going to send this plan out to everyone in the region for their information.

Homeland Security Counsel: Chris Montiverdi

- Chris asked if Kerry had sent out the updated equipment listing and received an affirmative reply. They will be updating the region 24/7 contact list and sending that out shortly.
- Additional items have been sent to the regional sheltering equipment trailers to include bariatric wheelchairs and portable baby playpens. They are also working on getting some bariatric cots.
- The FY11 homeland security grant has been reduced by about 50% to \$1.1 million dollars. Paul stated that when he was on the counsel that a large portion of the grant went towards interoperability. Chris did not know how much if any was going to that project now. He stated that now there is a requirement for historical and environmental documentation on many projects.
- The state has awarded a grant for a MassCare and Sheltering plan. The first meeting with the consultant is next week.
- The state has also begun a statewide Evacuation Plan. The Central Region has started an evacuation plan through CMRPC. Right now they are in the first phase which is collecting data. We hope to tie into the statewide plan.
- Phil asked about the status of the plan to install one transfer switch in each town in the region. Chris said that due to the reduced funding this project has been halted.
- Chris also briefed that the Army Corps of Engineers had been tasked to go around to all communities to assess their need for emergency power planning.

Regional Mutual Aid: Andy Pelletier

- Andy stated that we are holding at 64 communities having signed on. Sara has promised another town soon.

Local and State Advisory Committee: Sandi Knipe

- Phil briefed that he is working on the LSAC Operations Principles committee to determine how LSAC came about and what is their voting structure and other issues. Each region has 60 votes for any issue that has to be voted on. There are five local public health associations that have 15 votes plus two tribes in the state. They will be meeting at MEMA headquarters this month.
- The Local Public Health Institute graduated 32 participants from the Foundations Course.
- They are working on the online modules with about 12 modules slated for development in 2012. People are encouraged to go online and check these out.
- There will be an Environmental Health Training for Emergency Response, a train-the-trainer series being held April 2-5. They are looking for potential trainers to train others in the future.
- Legal mentioned a course which Priscilla Fox will be getting together for Spring 2012.
- Infectious Disease Surveillance will also be held this year.
- An Advanced Risk Communications course is also being planned which will include training in actually speaking in public such as on television or to live audiences.
- There will be another round of housing training and possibly a pilot Food Inspector training coming out.
- They talked about the funding cuts which will be coming in the next fiscal year.
- There was also talk about the Fellows programs and the individuals who will be inducted in March at the Tower Hill Place.

Personnel Workgroup: Lenny Izzo

- Both Rebecca Evanoff is onboard as a consultant and Kerry is just waiting to hear from Kate Pollender.

Equipment/Acquisition/Training Workgroup: Sandra KnipePaul McNulty

- Paul briefed that the EAT Workgroup had met just before this meeting and that they needed an update on the budget to see how much we had left. They discussed some requests which we need to present to the Steering Committee.
- Fitchburg has requested funds to purchase two digital cameras at a total cost of \$399.98.
- The regional trailer being housed in Northborough was damaged in the recent storm and has repaired by the town at a cost of \$875.00. If the town files under their insurance they would still have to pay the \$500 deductible. Jamie stated that Kerry told her that if the Executive Committee approved payment that he would process it. There was a question if the Executive Committee could approve such an expenditure. Phil told Jamie that she could make the motion if she wished.

Jamie Terry made a motion that the Executive Committee authorize paying the \$875.00 in an emergency fashion so that we could pay this bill for a regional asset. Lenny seconded the motion. Phil stated that if approved we would bring this to the Steering Committee afterwards. After some discussion concerning whether we could make this commitment the motion passed with Andy Pelletier voting Nay.

- The Upton BOH has requested \$1,198 for a laptop computer.
- They had discussed the table-top exercise and the RFP for the exercise needs to include using the tablets for part of the exercise. We are hoping to be able to get some training in use of the tablets beforehand. Verizon does offer some free training onsite and Barry will look into this.
- Barry has put some technology tips on the website. He and Ken are putting some information on AM radio message instructions for people who may use the radio. There will also be some generic messages on various topics.
- Paul reported that he was contacted by the state contact for MAVEN training called to see if we still wanted this. He is going to host training in Westborough on February 1st. People will need to register with Scott Trophy before the class. Paul will send an email containing the registration information.
- There was some discussion about putting the MRC PSA on television. Phil suggested bringing it up at the LSAC.

MRC Sub-Workgroup: Jamie Terry

- Jaime asked Derek if we had ever sent the MRC money which was approved for Fitchburg. He will look into this.
- She also asked about the MRC video and if it had even been approved by legal for our use. Derek replied that this had been sent to another attorney for review.

Strategic Planning Workgroup: Jim Morin

- Trish stated that the workgroup would be meeting either before or after the February 9th meeting. They are focusing on the Principles of Operation. She also asked Derek if he had copies of the Principles dating from 2008 on. He will try to find them. They want to compare the wording of the various editions. Phil reminded the meeting that we were one of the few regions to have a set of Principles of Operation to follow from the beginning.

Old Business:

- Barry mentioned that some items of equipment for the trailers were in the basement for pickup. This includes 3 of the 9 propane tanks, the lines for the tanks, and the sandbags. The other six tanks are on back-order.
- Phil mentioned that six planning groups in the state had received Public Health Incentive Grants to consider regionalization.

New Business:

- Paul asked if the meeting time for the Executive Committee could be adjusted in order to facilitate their business and accommodate members. This would allow the EAT Workgroup to meet just before the Executive Committee and keep from making members have to come to Worcester twice.

Cheryl made a motion that we schedule the EAT Workgroup for 9:30am and the Executive Committee for 10:00am on the second Thursday of the month. It was seconded by Trish Parent. The motion passed unanimously.

- Jamie brought up the topic of standardizing forms for the region boards of health in order to make it easier for boards to conduct business and to present a uniform approach to action items. Members discussed this at length and examples of both good forms and bad ones. Andy pointed out that this did not come under emergency preparedness but did have an impact on mutual aid. Anybody who is interested can meet and discuss this issue.

Cheryl Rawinski made a motion that we adjourn the meeting which was seconded by Chris Montiverdi. The meeting was adjourned at 11:24am by unanimous consent.