

EXECUTIVE COMMITTEE MEETING MINUTES

January 10, 2013/9:00am

Worcester DPH

25 Meade St, Worcester, MA

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

The meeting was called to order by Chair Phil Leger at 9:04am.

He passed around a letter from the Public Health Museum thanking Region 2 thanking our donation in the memory of Mike Graf.

The minutes from the December 13, 2012 Combined Executive/Steering Committee meeting were presented for review only.

Next Meetings:

Executive & Steering Committee Meeting: January 24, 2013/9:00am/Northborough Gale Free Library, 34 Main St.

Executive Committee Meeting: February 14, 2013/9:00am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: February 28, 2013/9:00am/Location TBD.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Colleen briefed that the Planners have copies of the Homeland Security Council Equipment Resource Guide Books for distribution to the towns which have not yet received them. Each community should receive 5 copies, 1 each for Police, Fire, EMD, Public Health, and the Town Administrator.
- The EPB Regional Coordinators met on Monday and were briefed on the Hazard Vulnerability Assessment being conducted for Regions 3, 4, and 5, to include Boston and parts of New Hampshire. It is concentrating on Public Health. There will be one or two more meetings on this then we will probably see a document on this plus some trainings for Regions 1 and 2.
- DPH has to send a report to CDC on performance measurements. DPH is looking for input from the regions. Colleen will send a 25 question Survey Monkey out to the coalition and report the responses back to MDPH.
- They also had a meeting on the EDS/TAR with the SNS people. They talked about progress on the TARs in the state and about changes in the TAR from the CDC. There will probably be a shift in the TAR deliverables from planning to operations, possibly starting in BP3.
- Colleen attended a CDC TAR review in Attleboro on Tuesday. It was conducted by a CDC employee, was very in-depth and took approximately 8 hours. Attleboro was chosen because they are a sentinel site. Colleen also said that the reviewer praised the planners for their work but emphasized that the planners may not be around during an emergency and the towns needed to know what was in their plans. The plans must also be specific to the town. There was some discussion by committee members about having a meeting or briefing from the SNS personnel. Colleen stated that SNS personnel did say that they are willing to come out and meet with people to discuss the issue.
- They CDC reviewer also stressed the importance of communities knowing local healthcare contacts to include your local hospital.
- Every community eCEMP plan should contain either the local BOH Emergency Operations Plan or have a reference to where it is located.

- The Quarter 1 and 2 budget reports are due to the state and are being worked by Worcester Budget Office. We have sent our Payment Vouchers for both the MRC and PHEP to the state about two weeks ago. The money has not been received yet.

Host Agency Update: Derek Brindisi/Colleen Turpin

- Derek stated that the only thing he had to brief was that anyone who needed to get paid for anything should send an invoice to Worcester as soon as possible.

Homeland Security Council: Chris Montiverdi

- Chris reported that the Reverse 911 system at the Sheriff's Department is not working. He did not know what was wrong but it appears that no money is being put into the system so there is no regional Reverse 911 within the County.
- Chris also briefed that the Council set aside approximately one million dollars to distribute to cities and towns with the county. This has been approved by the state. A letter should be going out to town administrators from Mike Dunne at CMRPC about this. There will be specific guidance on what can be purchased with these funds. Chris will follow up to insure that the letter also gets to the local BOHs.

Regional Mutual Aid: Andy Pelletier

- There has been no change; we still have 67 cities/towns who have signed on to the agreement.

Local and State Advisory Committee: Phil Leger

- Mary Kersell from Western MA Region 1C provided an overview of their sheltering template to include the various attachments about how to organize and run a shelter.
- Kurt Schwartz (MEMA) and Leighton Jones (American Red Cross) addressed issues brought forth by Dawn Sibor and others. The state is still working on their sheltering plan. Kurt Schwartz stated that MEMA is not in the shelter management business; it is the responsibility of the community to take care of its residents.
- If MEMA and the Red Cross decide to open a regional shelter, then it will be run by the Red Cross.
- Some communities are being progressive and building an infrastructure to include warming and cooling stations.
- Red Cross does have a list of 750 facilities where shelters could be located as appropriate.
- The Volunteer Liability Legislation died this past year. Kurt Schwartz is hoping to look at an overall statute that includes all emergency response volunteers.
- A question was asked about EMAC and whether there might be legislation protecting employment status when people deploy in emergencies. The answer was that there will not be. MRCs and CERTs did not volunteer for Hurricane Sandy due to a lack of liability coverage. MEMA will prepare a fact sheet for future deployment issues.
- Functional Needs law suits were discussed. Kurt Schwartz stated that not every shelter will be able to accommodate every need but we do need to build a system that can work towards that end.
- A question was asked about the EDS plans being annexed to the local CEMP. Kurt Schwartz said that the CEMP tool is being re-evaluated so that it may include them in the future.
- Another question was asked about resource management and local needs. One of MEMA's roles is to help with resource procurement and management. As an event escalates, so does the need for resources.
- What happens to sex offenders in shelters? ARC works with local police to identify them, but they also have to accommodate them. They sometimes assign a person to stay with the offender and monitor them.

- Next month LSAC will address partnership building. Leigh Mansberger will be asked to speak about Region 4B's process and regional coordinators will be asked to identify their best practices.
- Frank Singleton shared a link that shows which pharmacies are open during emergencies.
- Chase Hunter was introduced to the meeting as the new SNS Director. She plans on attending all TAR Reviews in sentinel communities.
- The lead regional coordinator position is not yet filled but interviews are ongoing.

Personnel Workgroup: Lenny Izzo

- No changes.

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

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

MRC Workgroup: Jamie Terry

- Liz Foley was asking if the divisions had selected any leaders yet. Phil stated that Judy O'Donnell had an MOU which she is bringing around to her towns. But the divisions had not yet chosen their leaders.
- The proposed revised MRC budget that was sent to DPH has been approved.
- Dottie stated that Judy mentioned getting the people from the WRMRC and there are more non-medical people. They are also meeting with the Fitchburg State Nursing Department and Civic Engagement to try to get something more formal established with them.
- We are still conducting flu clinics and if anyone needs help they should contact the MRC.
- Andy Pelletier asked how the people in the three divisions could be accessed. The people in the divisions are in the Worcester database.

Strategic Planning Workgroup: Jim Morin

- Jim Morin stated that he has a clean copy of the updated Principles of Operation and will send it to Barry to be posted on the website.
- He also has the paper copies of the replies to the RFP for the Tabletop. He has sent them out to workgroup members but people appear to not be getting them.
- Jim requested an updated list of the Strategic Plan Workgroup members.
- Sandy asked if they were just going to choose a vendor. Jim replied that they were going to get together and review the replies in order to make a choice. There was some discussion about how to review the references in order to make a choice.

Old Business:

- Phil brought up the Boston Flu Emergency and requested to know if anyone was planning more clinics. Some people have scheduled clinics in the near future. We should keep this issue on the agenda to discuss as necessary.
- Barry asked if Sam Wong would be coming to the next Steering Committee meeting. Phil replied that as far as he knew, Sam would be here. Phil also talked about an app for the iPads that was supposed to help inspectors. He was going to send an email to Colleen to share with the rest of the coalition.

New Business:

- Phil went to a Recovering Hoarders panel in Greenfield. He stated that it was a like an AA group for hoarders that seems to be very effective.
- Trish pointed out that the NACCHO Conference is coming up. We have \$30,000 in our budget for this. The conference is 100% emergency preparedness.

Trish Parent made a motion that we send an email out to the coalition to see who is interested. Lenny Izzo seconded the motion. During the discussion the group decided to set a deadline of Wednesday, January 23rd, at

noontime for replies to Colleen so that we could decide attendance at the Steering Committee meeting. The motion passed unanimously.

- Ken reported that Kerry asked him to oversee getting three contacts from each town (Health Agent, BOH Member, and Town Administrator) to insure that coalition emails got to all of our communities.
- Andy asked if we should limit the number of people from towns due to past criticism. Phil said that we should see how many people want to go before we make any decisions. He felt that attendance at conferences such as this enabled people to perform their jobs better so we should encourage attendance.
- Lois mentioned that MHOA annual meeting is not going to be in Worcester this year but will be in Charleton on Tuesday, March 12th (the first day of the summit in Atlanta). They will be in other towns also but attending these will have a different regional emphasis and contact information.

Sandy Knipe made a motion that we adjourn which was seconded by Cheryl Rawinski. The meeting adjourned at 10:43am by unanimous consent.