

## EXECUTIVE COMMITTEE MEETING MINUTES

August 9, 2012/9:00am  
Worcester Division of Public Health  
25 Meade St, Worcester, MA

IN ATTENDANCE: Kalene Gendron (NABH); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Dottie McNamara (Fitchburg); Paul McNulty Westborough (Vice Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

The meeting was called to order by Andy Pelletier at 9:04am.

The minutes from the July 26, 2012 Combined Executive/Steering Committee were presented for review only. They will be presented for an approval vote at the next scheduled Executive/Steering meeting.

### **Next Meetings:**

Executive & Steering Committee Meeting: August 23, 2012/9:00am/Orange (location TBD).

Executive Committee Meeting: Sept 6, 2012/9:00am/25 Meade St, Worcester.

### **Program Coordinator Update: Kerry Clark/Colleen Turpin**

- Colleen briefed that all of the Purchase Order requests have been submitted to the budget office for completion by today.
- We should have about \$8,000 unencumbered.
- The planner contracts are almost ready.
- Those who wish to register for the MHOA conference should do so as soon as possible. There is a folder on Kerry's desk for those wishing to drop off their requests. Trish asked if Kerry could change the deadline to insure that we get the better rates. Paul replied that Kerry usually had an agreement with the registration people to take care of our people.
- For those people who are looking for checks for approved purchases or reimbursements most of them have been mailed but let Colleen know if you do not get them.
- Colleen passed around a copy of the emergency contact list based on the one developed at Millbury for people to review.
- Jamie wanted to know if the remaining grant year funds could be distributed evenly among our towns. Seth stated that the PERP region had tried to do something similar and that it required contracts to be written to state how this money could be used and that it had to be followed which added a lot of time to the process.
- The committee had an extended discussion about how to determine how much PHEP funds remained and how to best utilize these funds.

**Paul McNulty made a motion that we increase the order for Tensa Barriers by the amount of PHEP money left in budget. This was seconded by Lee Izzo. The motion passed unanimously.**

### **Host Agency Update: Derek Brindisi**

- Colleen stated that the MRC contract is all set and executed.
- The PHEP contract has been sent to the state but our BP1 funding has not yet been received.
- Kerry is still working with the contact at Yale University on the Tabletop exercise.
- Paul asked Colleen to check with the budget office to see how long it would take them to process 74 purchase orders to be prepared for next year.
- Andy asked for ideas on what one thing we could purchase that would benefit the entire region.
- Trish suggested that we establish a mid-May deadline for the coming budget year to prevent last minute spending problems such as we are facing now.

- Andy is modifying his trailer with storage racks and inside lighting. He is willing to let others see his set-up as a model for other regional trailers.
- Colleen briefed that she just received a message from the budget office estimating that we had about \$12,900.00 left. They are still looking to see how much may be left from Barry's contract.

**Homeland Security Council: Chris Montiverdi**

- Chris briefed that the Homeland Security Council budget for the coming year is only about \$500,000. The state received about \$4,000,000. There was some discussion about the future of the Homeland Security Councils in light of the diminishing budgets.
- Chris also mentioned the first aid kits which the council purchased for region towns and are being stored at the Red Cross. He is working on a way to distribute these.
- The state-wide sheltering plan is on-going. It is being accomplished by SAIC and they are looking at best practices for some guidelines.
- The statewide evacuation planning is also progressing.
- CRMPC and the MRPC are looking at the region cities and towns to try to update some eCEMP information and establish the daytime and nighttime populations.

**Regional Mutual Aid: Andy Pelletier**

- We are still at 65 agreements. Andy is waiting for the Berlin agreement to reach him.

**Local and State Advisory Committee: Phil Leger**

- There was no report.

**Personnel Workgroup: Lenny Izzo**

- There was nothing to report.

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

- Paul gave a brief overview of the equipment requests which have been approved recently (amounts are approximate).
- \$808 for a Police Radio for Spencer; \$872 for a desktop computer for Bolton; \$210 for a small Public Health jacket for Oxford; \$2,160 for internet services for Hopedale; \$666 for a tent for North Brookfield; \$5,550 for Worcester to clean up the basement lab to use as Regional storage; \$1,133 for a tablet computer and printer for Bolton; \$596 for Emergency Preparedness booklets for Sutton; \$960 for iPad services for Northborough; \$960 for iPad services for Spencer; \$7,500 to purchase and lette a trailer for Sutton; \$13,000 to purchase backup power supplies; \$4,810 for reflective safety vests; \$30,000 to purchase and letter three (3) trailers, two (2) with supplies for Pepperell and Medway, and one (1) without supplies for the Brookfields; \$885 for Upton for signs; \$3,000 for Spencer for a room renovation; \$4,500 for Spencer for a roof antenna mounting; \$850 for Auburn for Tensa Barriers; \$1,080 for Northbridge for a camera and scanner; \$1,840 for Sturbridge for a tablet computer and wireless service; \$500 each to Brookfield, West Brookfield, and East Brookfield for EDS signage; \$2,500 for Milford for radio antenna installation; \$1,400 to Groton for a radio antenna installation; \$3,000 to Sturbridge for Emergency Preparedness booklets; \$3,000 to Sutton for Emergency Preparedness booklets; \$26,000 to Worcester to buy Tensa Barriers for our cities and towns; \$240 for Athol for a camera; \$500 additional to Milford for their antenna installation (parts); \$190 to Upton for power strips; and \$4,157 to Fitchburg for AEDs.

**MRC Workgroup: Jamie Terry**

- Jamie briefed that she had sent out the two letters which she discussed at the last meeting. One letter (with map) explained the divisions and briefly how they would work. The other letter was going to the four sub-divisions in the WRMRC and sought personnel who were interested in functioning in a leadership role.
- Alyssa Rusiecki of Sturbridge is asking her Board if they would allow her to become the leader of her MRC Division.

- Andy Pelletier asked exactly what is entailed by being the leader of an MRC Division. Jamie did not have any specific job division but stated that they were looking for an enthusiastic person who enjoys volunteering. This led to a discussion of some of the duties (such as attending meetings) that would be expected.
- Trish stated that the Greater Grafton MRC has reached out to the other three towns that they will be working with.
- Dottie stated that they are also scheduling meetings and recruitment efforts. They plan to meet with people from Fitchburg State University to work on recruiting some of their students.

**Strategic Planning Workgroup: Jim Morin**

- Trish stated that the Principles of Operation should be discussed at the Steering Committee meeting in Orange. We do have a current, working Principles of Operation and we can review and update them as we see fit. One of the aims of the current draft is to more accurately identify the roles and responsibilities of the Host Agency and Region staff.

**Old Business:**

- There was no Old Business.

**New Business:**

- Jamie Terry briefed the meeting on a conference call which was held by MDPH on Wednesday afternoon about the recent EEE case. It involved the Metrowest communities and covered the particulars of this case and potential public reaction.
- Colleen reminded everyone that the First Aid Kits which were purchased by the state for our region were ready to be picked up..

**Cheryl Rawinski made a motion to adjourn the meeting which was seconded by Lenny Izzo. The meeting adjourned at 10:24am by unanimous consent.**