

EXECUTIVE COMMITTEE MEETING MINUTES

April 10, 2014/9:00am

Worcester DPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derek Brindisi (Worcester); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Chris Montiverdi (Leicester); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Regional Coordinator); Colleen Turpin (Worcester DPH); Megan DeNubila (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Forrest Price (Program Planner).

The meeting was called to order by Chair Phil Leger at 9:00am.

The minutes from the March 27, 2014 Steering Committee Meeting were presented for review only.

**Next Meetings:**

Steering Committee Meeting: April 24, 2014/9:00am/Milford FD, 21 Birch Street, Milford. **(CONCURRENCE VOTE)**

Executive Committee Meeting: May 8, 2014/9:00am/ Worcester DPH, 25 Meade St, Worcester.

Steering Committee Meeting: May 22, 2014/9:00am/Location TBD (Athol Public Library).

Phil is looking at holding a Combined Executive/Steering Committee meeting in Spencer on June 12th.

Phil Leger stated that the meeting needed to go into executive session to discuss some personnel matters.

**Derek Brindisi made a motion that the meeting go into executive session which was seconded by Trish Parent. The motion was passed unanimously and the meeting went into closed session.**

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

- Colleen briefed that she had collected feedback on the WebEOC drill and had sent it to the state. Some of the observations included:
  - a. The one-hour time frame was too short. The state responded that this was the time limit they had chosen but that they could also change this for any future drills.
  - b. Some offices responded in the March 2014 Incident section and not the Region 2 Drill page. This was noticed in other Regions as well.
  - c. The choices of items were too limited. In a real event the ESF-8 desk would let people know what is available based upon the situation.
  - d. Some offices were confused about whether they had to sit by the computer and monitor the progress of the drill. The state said that they had posted a message about halfway through the drill that people could sign off if their request was show as being received. This will be made more clear in the future.
- Colleen reported that a lot of the planners suggested that the state should do more of these drills. The state said that they would take this into account when planning for next year's deliverables. She also mentioned that we could probably setup more drills on our own. Phil Leger mentioned doing a drill in conjunction with our tabletop. Some of the planners also said that if they were more familiar with WebEOC that they could help their towns more.
- The state does not have the participation data yet.
- There will be an MDPH conference call on Monday, April 14<sup>th</sup> at 11:30am regarding BP3. Colleen had some handouts about the projected figures.
- Kerry briefed that MDPH will have a large presence at the upcoming Boston Marathon.

**Host Agency Update: Derek Brindisi/Colleen Turpin**

- Colleen presented an updated budget to the meeting. She highlighted several items to include the funds allotted for the tabletop exercise.
- She also spoke to the Purchasing Office who stated that it is our judgment call on whether to solicit bids for the tabletop or not. We can use the exemption if we wish. She also spoke to Chris Floyd who said that they could organize the exercise for us before June 30<sup>th</sup>.
- The MAPHN conference is coming up on May 1<sup>st</sup> and is eligible for reimbursement for attendees. Trish Parent stated that it is totally Emergency Preparedness this year. Phil Leger stated that we need to let people know about this as soon as possible.
- We still have \$881.47 left in the Miscellaneous Travel Reimbursement line. We will need to keep track of this since we will probably have some money to redistribute.
- There is also some money left in the MRC accounts. They have already returned \$8,764.82 to Community Allocations.
- We will need to decide what exactly we want the tabletop to be and let Chris Floyd know so that he can prepare. Phil reminded everyone that the subject needs to reflect a capability in our deliverables.
- In response to a previous question about recurring expenses, Colleen had prepared a list of the cell phone, iPad, and Air Card service requests which we had paid.
- The Quarter 3 PHEP and MRC reports are due soon and we are working on them.
- The Quarter 4 Payment Vouchers for both PHEP and MRC have been submitted.

**Homeland Security Council: Chris Montiverdi**

- Chris stated that he had nothing to report.
- Trish Parent asked if the MRCs could make a presentation to the Council to inform the EMDs about MRCs and their potential use in an emergency situation. Chris replied that there was only one EMD on the Council and that a better place to make this presentation would be the Quarterly MEMA EMD meetings.

**Regional Mutual Aid: Darlene Coyle**

- There was no report.

**Local and State Advisory Committee: Phil Leger/Sandi Knipe**

- Phil stated that they have been in the middle of the concurrence issue and that he had sent out all of the information that he had.
- The overall funding for PHEP went up by about \$494,531.00. The HPP (Hospital Preparedness Program) went down by about \$2,597,780.00. This is because the HPP was funding some of the EP work which they were not supposed to do. So some of the EP funding is shifting to the PHEP side. Overall our base for Region 2 is down about \$50,000.00. MRC is about the same.
- HMCC activities are funded this year at \$465,425.00. We actually have our model in place.
- There is a PERP Stakeholder meeting on April 30<sup>th</sup> at which we will discuss the HMCC.
- The Concurrence Vote is supposed to be on the deliverables and the work plan, not the budget or specific funding amount.
- There is a lot of state funding which helps us such as the lab and food inspection sections.
- The LPHI is level funded. Mass Responds received a big jump overall as well as the HHAN and the IT staff.
- Phil encouraged people to read through all of the documents to gain an understanding of the funding. He also suggested that everyone pay attention to the work plan which outlines the capabilities we need to develop. He then briefly discussed the various capabilities and projects related to them.

**Personnel Workgroup: Lenny Izzo**

- Lenny had no update but Kerry reported that they have received a few more planner evaluations.

**Education, Acquisition & Training (EAT) Workgroup: Sandi Knipe**

- Sandi stated that the workgroup would have a short meeting after the Executive Committee.
- They are still discussing and working on what to do with the Motorola CP200 radios.
- There has also been some discussion on the issue of recurring expenses such as cell phone air time.
- Kerry Clark stated that they have been working on a game plan for what to do with the CP200 radios. Use of radios which have not been re-banded are illegal to use at this time. Many people are concerned about what to do with such a costly resource. Chris Montiverdi brought up the idea of gathering the radios and having them re-banded and cached at Worcester for future use. Andy Pelletier mentioned that many of the radios may also need new batteries. Kerry further state that he was very concerned about someone using these radios and the responsibility for any legal actions coming back on Worcester as the licensee.
- Phil Leger asked for a suggestion on how to proceed with this.

**Sandi Knipe made a motion that we ask for the Motorola CP200 radios previously purchased by the Region be sent back to Worcester to be properly re-banded. This was seconded by Trish Parent. During the discussion it was suggested that any communities who wanted to keep their radios agree to insure that their radios were properly banded and would assume any legal responsibility for any violations. Those radios which communities did not want would remain at cached at Worcester. The motion passed unanimously.**

**MRC Workgroup: Liz Foley**

- Trish Parent briefed that the MRCs did get together at a divisional MRC meeting. Some of them may be returning money to the Region.

**Strategic Planning Workgroup: Kerry Clark**

- Kerry is still working on the tabletop.

**Old Business:**

- There was nothing new to report on the HMCC issue.

**New Business:**

- Kalene Gendron stated that she would be working with Kathleen Liberty to take on her role as the Region representative to the MHOA to include attending the June meeting with Kathleen. She may take over the position earlier than anticipated.
- Sandi Knipe mentioned that there would be a tabletop exercise at the Orlando conference. Attendees may be able to sign up for this when they sign in to the hotel.
- Jamie Terry briefed that she was still looking for someone to provide administrative support to her office while her assistant is out on maternity leave. Kerry reminded her to let the Region know who they choose in order to be able to send Region communications to that person.

**Cheryl Rawinski made a motion that we adjourn the meeting which was seconded by Sandy Knipe. The meeting adjourned at 10:55am by unanimous consent.**

**Minutes approved at the April 24, 2014 Steering Committee meeting.**

**Respectfully submitted: \_\_\_\_\_ Philip Leger, Chair, Region 2 PHEP Coalition**