

EXECUTIVE COMMITTEE MEETING MINUTES
June 11, 2009; 9:00 AM
25 Meade St., Worcester, MA

IN ATTENDANCE: Chris Montiverdi (Chair)(Leicester); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon); Lois Luniewicz (Grafton); Paul McNulty (Westborough); Trish Parent (Upton); Tom Purcell (Webster); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Region Coordinator); Ken Gikas (Program Consultant); Barry Lein (Program Consultant); Forrest Price (Program Consultant); Shawn Winsor (Worcester Regional MRC Coordinator).

The Meeting was called to Order by Chairman Chris Montiverdi at 9:41am.

Minutes of the May 28th, 2009 Executive Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes. The motion was seconded by Tom Purcell. During the discussion Lois pointed out a spelling error. The motion passed with this change and with Jamie Terry abstaining.

Next Meetings:

Executive Committee: June 11, 2009, 9:30am, 25 Meade St., Worcester.

Executive & Steering Committees: June 25, 2009, 9:00 & 10:00am, 25 Birch St., Milford.

Executive Committee: July 23, 2009, 9:30am, 25 Meade St., Worcester.

Executive & Steering Committees: August 27, 2009, 9:00 & 10:00am, location TBD.

Bob Morrison from MDPH is scheduled to be the guest speaker at the June 25th Steering Committee meeting.

Chris stated that with the new grant cycle, the Steering Committee will have to hold elections for the Executive Committee (at the August meeting).

Program Manager Updates: Kerry Clark

- Kerry will present program updates during the appropriate committee reports.
- He will be attending the SNS meeting tomorrow and will begin providing monthly updates on these meeting.

Host Agency Report: Chris Montiverdi

- Chris stated that the office will be undergoing an audit on June 23/24.
- The City of Worcester will be closing out their fiscal year and will not process any purchase orders or invoices during the last week of June/first week of July.
- In response to a question from the committee, Chris and Kerry stated that DPH does allow us to vote on purchases via email. Kerry further stated that he saves these emails in order to be able to show who voted and how they voted.

Homeland Security Council: Chris Montiverdi

- Chris reported that the Council will be meeting next week and he had no new updates since our last meeting.
- Jamie asked if the R911 program will be coming out of the Sheriff's Department control. Chris replied that this is not happening and that the SD is making monthly reports to the Council on R911 activities to the communities which it serves. Jamie further asked about training and Chris explained how to set up this meeting and what needed to be done.

Regional Mutual Aid: Andy Pelletier

- No report.
- Kerry stated that there was no change in the numbers.
- Forrest stated that he is still following up on the missing Barre agreement.

Local and State Advisory Committee: Sandi Knipe

- Kerry stated that Region II has concurred with the next round of grant funding which is providing the same amount of funds as we received this year. He also said that the deliverables should be the same as they have been.

Personnel Committee: Lenny Izzo

- No report.

Equipment/Acquisition/Training Committee: Sandra Knipe

- Kerry reported that he had ordered 350 Lithium batteries for the EDS radios from WORAD (who is on the State Bid list) for \$28,800. He also ordered 10 of the battery re-conditioner units, along with the cups to fit our batteries at a cost of \$7,400.
- The trailer bid has been posted and will close on June 24th. The bid also includes that the vendor deliver the trailers to the hosting communities.
- EDS signs will be shipped directly to the communities. The signs will ship first and the carrying cases will ship later.
- Kerry is still working on the memorandum of agreement and instructions which will accompany the Satellite phones when they are distributed to the host communities. He has forwarded it to legal for their review and approval.
- We will also be ordering the headlamps for use by the local BOHs.
- The book "The Unthinkable" is being distributed to all BOHs.
- HHAN training was accomplished. Lois is interested in having some training in Grafton. More training will be scheduled later in the year if people request it.
- John Degan will be conducting ICS/NIMS training in Brimfield this weekend. He has room for more people (11) in this class. He is also working to schedule training with Lee Jarvis in Spencer.
- Twelve members did attend the MEHA meeting in Danvers on June 04.
- Jamie asked about the purchase of hand sanitizer. Kerry stated that he is planning on ordering surgical masks and hand sanitizer if we have excess money at the end of the year.
- Forrest asked if communities which needed a language other than those we have ordered could obtain paper copies of the signage wording in other languages from the manufacturer. Kerry thought that this could be done if the community orders and pays for these copies themselves.
- Chris asked if there was any progress on contacting the communities which expressed interest in hosting the Satellite phones. Kerry stated that he is waiting on the approved MOA before taking this step. Chris replied that he thought we should begin contacting the communities now to keep this process moving forward.

MRC Sub-Committee: Jamie Terry

- Jamie said that she is getting back into the loop of MRC activities. She will try to schedule a conference call next week.
- Shawn stated that the Worcester MRC had just finished its technical assessment and will be bringing this down to the local level.
- Chris stated that they have received lots of applications for MRC membership.

- Shawn also stated that the MRC is trying to purge its files of people who no longer wish to be active members. This started a short discussion of how to reach out and better contact/utilize MRC members.
- In response to a question about contacting MRC members, Kerry stated that towns should not do this directly. They should contact Shawn if they need MRC assistance and let Shawn locate and activate personnel to respond to a situation.
- There was also an extended conversation on the need to pre-identify and CORI-check any medical professionals who indicated that they would be willing to just show up for an emergency. Unless they have the CORI check and are deployed by their MRC they may end up doing non-medical activities.

Strategic Planning Committee: Tom Purcell

- There is nothing to report.

Old Business:

- Kerry briefed the members about the current status of the proposed Region II logo. He displayed the logo with the changes committee members had previously suggested.
- In response to a question from the floor Kerry said that he has sent information on the FRS radios out for bid. Since this was a new purchase it probably could not go through WORAD.
- Several members also asked about the Red Cross memo concerning shelters and their stated intention to coordinate shelter openings with the local BOH. This memo had gone out to the EMDs but not to the BOHs. Kerry planned on getting this memo and sending it out to our local boards.

New Business:

- Chris briefed the meeting that the WHO is supposed to officially declare a pandemic later today.

Cheryl Rawinski made a motion to adjourn the meeting. This was seconded by Lenny Izzo. The motion was approved unanimously.

The meeting adjourned at 10:45am.