

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

January 13, 2011/9:00am
25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Hubbardston); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice-Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Ira Grossman (NABH); Barbara Mard (West Boylston); Darlene O'Connor (Leicester); Elizabeth Swedberg (Westminster); Lois Luniewicz (Grafton); Kerry Clark (Region Coordinator); Ken Gikas (Program Planner); Sara Kruzczek (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

The Meeting was called to order by Chair Phil Leger at 9:27am.

Minutes of the December 9th, 2010 Executive/Steering Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes which was seconded by Cheryl Rawinski. The minutes were approved unanimously.

Next Meetings:

Phil Leger asked for recommendations on our meeting schedule for the rest of January and for February.

Lenny Izzo made a motion that we keep the combined Executive/Steering Committee meeting scheduled for Grafton on January 27th. Darlene O'Connor seconded this motion. The motion passed unanimously.

Lenny Izzo made a motion that we schedule an Executive Committee meeting only for February, to be held on February 10th due to the fact that many committee members will be attending the Atlanta conference Feb 22-25. The motion was seconded by Cheryl Rawinski and passed unanimously.

Executive & Steering Committee Meeting: January 27, 2011/9:00am/Grafton Police Dept.

Executive Committee Meeting: February 10, 2011/9:30am/25 Meade St, Worcester.

Program Coordinator Update: Kerry Clark

- Kerry was unable to attend Monday's Regional Coordinators/Emergency Preparedness Bureau meeting. He is waiting for an update from Mike Coughlin.
- The planners will be bringing their towns a list of the upcoming deliverables.

Host Agency: Derek Brindisi

- Derek briefed that the contracts for the planners have been signed. Purchase orders for sufficient funds to pay the planners have been submitted.
- The spending plan for the additional \$95K for the MRCs has been submitted to the state for approval.
- The purchase order for the 3rd quarter MRC funds has been submitted.
- The Grafton and Wachusett MRC fourth quarter funds have been submitted.
- The third quarter PHEP voucher has been received.
- Kerry added that the additional \$95K for the MRCs will be disbursed in two payments.
- Derek briefed the meeting on the new Worcester Public Health Commissioner, Dr B. Dale Magee of Shrewsbury. Derek felt that Dr. Magee will be interested in attending some of our meetings to find out how we operate and how we can interact.

Homeland Security Council: Chris Montiverdi

- Chris stated that the council is working to set goals and objectives for the new grant.
- One of their objectives will be to identify gaps in regional planning.

- One of their projects will be to hire an electrician to assess buildings for the use of the trailer-mounted generators they would like to buy. They will assess one building per town and the town EMD will be responsible for choosing which building is surveyed.
- They are looking at special needs equipment for shelters to include bariatric equipment for people who may need this assistance.
- They are also looking at evacuation planning and may hire a consultant for this project.
- Another item may be traffic cameras to monitor traffic patterns and flow at key points.
- The new sheriff appears to be supportive of the Reverse 911 system. There are some phone line issues they are looking at. The problem appears to be calls being bounced back.
- Worcester has funds for their own Reverse 911 system and may use that instead of the Sheriff Department's program.

Regional Mutual Aid: Andy Pelletier

- The signed Sturbridge Mutual Aid Agreement was given to Andy and brings us up to 60 agreements.
- Wibby asked about the Mutual Aid Contact list and if it is being developed.

Local and State Advisory Committee: Sandi Knipe

- Neither Sandi nor Phil have the minutes from the December meeting and there will be no meeting in January.
- Wibby asked if it was possible to share some creative ideas about ways and places to hold flu clinics. Several people mentioned ideas such as holding clinics on voting days when people will be out or working with church groups. There is a need to put the vaccine out in front of people. Another problem is "It is not in the news" and people tend to not think about it.

Personnel Committee: Lenny Izzo

- No report.

Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe

Sandy Knipe made the motion that we approve setting aside \$14,000 to purchase an electric sign board for the Town of Orange. Paul McNulty seconded the motion.

After some discussion about the requirements for taking care of equipment such as this Darlene O'Connor made a motion that we table this decision for further discussion. This was seconded by Elizabeth Swedberg. The Tabling motion failed to pass.

The original motion was voted on and was approved with three members (Phil Leger, Cheryl Rawinski, and Darlene O'Connor) voting "Nay". Kerry Clark will submit this request to DPH since it is a capital purchase and requires DPH approval.

Sandy Knipe made the motion that we approve purchasing a Canon Powershot Camera for the Webster BOH at a cost of \$229.00. The motion was seconded by Jamie Terry and passed unanimously.

Sandy Knipe made the motion that we approve setting aside \$500 to reimburse participants at the Atlanta conference for the cost of the CDC tour and any extra cost workshops which they attend. The motion was seconded by Lenny Izzo and passed unanimously.

Sandy Knipe made the motion that we approve setting aside \$26,175.00 to purchase 5.11 call-out jackets for all of our BOHs. The purchase would consist of two jackets per town, large and extra-large, and would say "PUBLIC HEALTH". The motion was seconded by Lenny Izzo and passed unanimously.

Sandy Knipe made a motion that we set aside \$60,000.00 to purchase up to four electric sign boards this grant year if other towns request one. The motion was seconded by Andy Pelletier.

After some discussion Chris Montiverdi made a motion that we table this discussion which was seconded by Darlene O'Connor. The motion to Table passed with Elizabeth Swedberg and Phil Leger opposing.

- Sandy stated that after the Aciron database presentation at the last meeting the EAT Committee was not interested in pursuing this item.
- Sandi asked about the radio transmitter purchase and Kerry stated that the request had been sent to MDPH for their approval.
- We are still pursuing extra supplies for the trailers, except for the load bar. Due to the thin trailer walls, the use of a load bar is not recommended.
- The Worcester BGAN unit is not working properly.
- We are still looking for approval to purchase additional trailers.
- Someone asked if PHER funds could be used for costs associated with the EDS set-up drill. Sandy suggested that they take this to the LSAC.

Phil Leger made a motion that the region prepares a letter to MDPH requesting approval to use PHER funds for EDS Facility Set-up drills. The motion was seconded by Paul McNulty. The motion passed unanimously.

MRC Sub-Committee: Jamie Terry

- Jamie stated that the Wachusett MRC has prepared and presented an Obesity Clinic.
- The Grafton MRC is working with MA Responds.
- The Worcester Legal Department is still working on the Memorandum of Agreement between the WRMRC and MA Responds.
- The three MRC leaders will get together to determine a spending plan for the additional MRC funds.

Strategic Planning: Tom Purcell

- No report.

Old Business:

- Kerry is working on having a briefing on CHNA at the January 27th meeting in Grafton.
- Phil reported that permits from transfer station under 50 tons will be good until 2012. This will give DPH time to establish some workgroups to help towns with this process.
- Lenny asked if the planner contracts had been signed and was told they were.

New Business:

- Paul reported that the MHOA Executive Board needs a new representative from our region. Steve Baccari will not be able to continue. Steve will attend the Jan 27th meeting to brief the committee on the position.
- Sandi stated that she thought we could benefit from hearing the After-Action Report about the mercury spill in Worcester.

Cheryl Rawinski made a motion that we adjourn the meeting which was seconded by Paul McNulty. The meeting was adjourned at 10:36am.