

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES
March 22/9:00am
Upton Fire Department, 20 Church St, Upton, MA

IN ATTENDANCE: Phil Leger (Chair)(Templeton/Royalston); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Dottie McNamara (Fitchburg); Paul McNulty (Westborough) (Vice-Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Dennis Costello (Boylston); Deborah Karen (Athol); Jim Morin (Southbridge); Barbara Mard (West Boylston); Darlene Coyle (Leicester/Millbury); Elizabeth Swedberg (Westminster); Lois Luniewicz (Grafton); Karen Tougas (Sutton); Kerry Clark (Region 2 Coordinator); Liz Foley (WRMRC); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

Guests: Diane Tiernan (Upton BOH Clerk); Richard Desjardins (Upton BOH Member); Blythe Robinson (Upton Town Manager).

The meeting was called to order by Chair Phil Leger at 9:10am.

Minutes of the February 9, 2012 Executive/Steering Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes which was seconded by Cheryl Rawinski. Several minor spelling errors were identified and corrected. The minutes were approved with Jim Morin abstaining.

Minutes of the March 8, 2012 Executive 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:

Combined Executive & Steering Committee Meeting: April 19, 2012/9:00am/25 Meade St, Worcester (Concurrence Vote).

After some discussion about meeting before the next Combined Executive & Steering Committee Meeting the EAT Committee decided to meet on Tuesday, April 12, at 10:00am at 25 Meade St, Worcester.

Program Coordinator Update: Kerry Clark

- Kerry told the group that he had called into the Regional Coordinator's meeting and Emergency Preparedness Bureau staff meeting on March 5.
- They gave some updates on the grant year deliverables to include the Hazard Vulnerability Analysis. This is a new deliverable and needs input from Emergency Management to determine which hazards have a Public Health component. Kerry mentioned the Brimfield Flea Markets as an event which might not be of concern to Emergency Management but could be of concern to Public Health as a possible source of a food-borne illness outbreak. Boston is working on a Public Health specific HVA tool.
- Next years' deliverables may include a mandatory EDS drill but this has not been confirmed.
- The PHEP Grant will be aligning with the Hospital ASPR Grant this next grant year. There will be some overlap at the end of this grant year.
- The capital equipment requirements had changed this year to allow the RCs to approve purchases between \$1,000 and \$5,000 (these did have to be sent to MDPH for review however). Purchases over \$5,000 had to be approved by MDPH; however no purchases meeting this criterion have been submitted.
- WebEOC training has been given to the hospitals and will be offered to local BOHs next.

Host Agency: Derek Brindisi

- Kerry briefed that the Quarter 3 Payment Voucher had been submitted. Also, the Second Quarter Budget Report had been prepared and sent to MDPH.
- Kate Pollender's contract is being finalized. A purchase order had been prepared to allow her to begin working with her communities.

Homeland Security Council: Chris Montiverdi

- Chris stated that due to new FEMA guidance, all unspent money from Grant Years 2008 and 2009 not spent by September 30 of this year must be returned to the Federal government.
- The Pandemic/ Sheltering sub-committee is looking at purchasing a field hospital type of trailer and tent system. This could be set up to support a number of different public health response or shelter operations. It will be stored somewhere in the region and DMAT members from UMass can train people how to set this up.
- Phil asked if the region Ambu-Bus could be made available for display at the April 19 meeting. It is stored at the RTA and can be used for large-scale evacuations such as nursing homes. There are people on duty around the clock that can drive this vehicle. It is normally requested through ambulance services to CMED.

Regional Mutual Aid: Andy Pelletier

- There has been no change to the status.
- Many towns have been contacted by Kopelmann and Paige about the new Statewide Mutual Aid Agreements and advised that they can sign these agreements with no effect on existing agreements. This started an extensive discussion about who has the agreement and who has signed on to it.

Local and State Advisory Workgroup: Sandi Knipe/Phil Leger

- Phil briefed that there will be a conference call on Friday, April 6 to discuss the concurrence vote.
- There will be an LSAC meeting on Monday and they will probably discuss concurrence.
- Phil is on a sub-committee that gets to look at all of the financial details and will be able to review each line item. Local Public Health seems to be almost level funded.
- Trish asked about the concurrence vote and being on a conference call. Kerry stated that people must physically attend the meeting to vote.
- The concurrence vote is necessary to approve how the money will be split up for the grant year between the state and the regions. The funding document is pretty detailed due to the insistence of the LSAC. Attendees who are voting for towns which they are not on record as representing need to have written proxy permission. Concurrence voting must be accomplished within 60 days of the letter.
- The Local Public Health Institute is bringing the Anniston training in Environmental Health and Emergency Response to the area. It is a four-day train-the-trainer course.
- On the LPHI website the Food Protection module is the next one to go live. The Hoarding Module is being reviewed and is the next to go live. The Housing Module is under-going expert review. Body Art and Wastewater are also being reviewed. There is also a MAVEN Proficiency test on the website.
- Paul will be offering more MAVEN training in Westborough on April 25th and sometime in June. Towns are required to be certified in MAVEN.
- Trish reported that anyone who orders vaccine got an email that they will be going through the Virtual Gateway System for MAVEN for future orders.
- Monday will be the Fellows Induction for the LPHI. The New England Public Health Alliance funding has been cut in half.

Personnel Workgroup: Lenny Izzo

- Lenny stated that he had nothing to report.

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

- Paul stated that he was not at the last meeting and did not know what had been approved. Kerry provided a summary of what had been discussed and approved.

Lenny Izzo made a motion that we approve Clinton's request for \$899.99 for the purchase of a laptop computer. This was seconded by Jamie Terry. The motion passed unanimously.

Lenny Izzo made a motion that we approve Barre's request for \$275.00 to reimburse the Town for use of the Oakham School for a QREHC Public Safety Day in January. The motion was seconded by Cheryl Rawinski. The motion passed unanimously.

- Kerry provided a copy of the Budget report that included a summary of what had to be spent before the end of the year.
- The RFP for the exercise was reviewed and discussed. Kerry suggested that this be reviewed by the EAT committee before voting but a number of people felt that we needed to get this going in order to be able to hold the exercise before the end of the grant year.

Jamie Terry made a motion that we approve the draft RFP for our planned Table Top Exercise for the Region. The motion was seconded by Cheryl Rawinski. The motion passed unanimously.

MRC Workgroup: Jamie Terry

- Jamie briefed the meeting on the proposed sub-divisions for the WRMRC. Each sub-division tried to take advantage of existing relationships or other strengths. Both the Wachusett and Grafton MRCs may take on some additional towns. There will be a leader in each of the seven divisions to help coordinate their activities. There are still many issues and questions which must be addressed and answered before this proposal can be put into effect.

Lenny Izzo made a motion that we accept the draft map as proposed. This was seconded by Lee Jarvis. The motion passed unanimously.

- Jamie reported on an email request from the Brockton area for the MRCs to provide nursing support for a summer camp. This camp will be housing volunteers who will be working on fixing homes for seniors in the community. This will be July 29 to August 4.
- Liz stated that the MRC PSA should be available for use next week.
- There will be an MRC Orientation in Leominster on March 28.
- Lois asked about the online orientation. Liz reported that she had just received it.

Strategic Planning Workgroup: Jim Morin

- Jim said that Trish had been seeking some names and positions from Kerry to be specific in the Principles of Operation of who is doing what. They plan to have a vote on the Principles sometime in April.

Old Business:

- There was no Old Business to discuss.

New Business:

- Suzanne Billings from the Red Cross gave a talk on the Red Cross and its operations within this region. She also brought one of their feeding vehicles for people to tour.

Cheryl Rawinski made a motion that we adjourn the meeting which was seconded by Paul McNulty. The meeting was adjourned at 11:10am.