

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

May 26, 2011/9:00am

Sturbridge Town Hall

308 Main Street, Sturbridge, MA

IN ATTENDANCE: Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Botton (Mendon); Sandra Knipe (Hubbardston); Dottie McNamara (Fitchburg); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Lois Luniewicz (Grafton); Alyssa Rusiecki (Sturbridge); Cathy Liberty (Webster); Dennis Costello (Boylston); Darlene O'Connor (Leicester); Stephanie Bacon (Barre); Lucinda Thompson (Brookfield and North Brookfield); Steven Baccari (Westborough); Barbara Mard (West Boylston); Bill O'Connell (MDPH); Mike Graf (Bellingham); Elizabeth Swedberg (Westminster); Kerry Clark (Region Coordinator); Ken Gikas (Planner); Barry Lein (IT Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner); Kate Pollender (WRMRC); Liz Foley (WRMRC).

EXCUSED: Derek Brindisi (Worcester); Joyce Crouse (Templeton); Phil Leger (Athol/Royalston)(Chair); Paul McNulty (Westborough)(Vice Chair); Jamie Terry (Northborough).

In the absence of the Chair and Vice-Chair the meeting was called to order by Andy Pelletier at 9:10am.

Minutes of the April 14th, 2011 Executive/Steering Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes which was seconded by Sandi Knipe. The minutes were approved with Darlene O'Connor abstaining from voting.

Minutes of the May 12th, 2011 Executive Committee meeting were presented for approval. Trish Parent made a motion to accept the minutes which was seconded by Lennie Izzo. The minutes were approved with Cheryl Rawinski and Missy Kakela-Bottom abstaining from voting.

Next Meetings:

Executive Committee Meeting: June 09, 2011/9:30am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: June 23rd, 2011/9:00am/Hopedale Fire Department, Hopedale.

Program Coordinator Update: Kerry Clark

- Kerry stated that the planners are working on the TARs and asked everyone to cooperate in this process and work with the planners to get these accomplished.

Host Agency: Derek Brindisi

- Kerry briefly explained the process for the collection of unused PHER funds. He will issue an invoice to each community in the amount of their unspent funds. The communities can use this to issue a check for these funds to Worcester. The region will collect and combine the funds to return to DPH when directed. He will send everyone a copy of the PHER close-out schedule.

Homeland Security Council: Chris Montiverdi

- Chris briefed on a recent workshop he attended concerning the development of a multi-year training and exercise plan for the region. The council will be sending out a survey to all towns and then it will be holding another meeting to analyze the replies.
- The Red Cross will be holding a series of shelter operations workshops across the state this summer.
- The council is proceeding with buying a trailer-mounted 45KW generator. They will also be funding the installation of a transfer switch in one building in each community, preferably for the EOC or a shelter.
- The FY11 Homeland Security grant has been cut to 50% of previous levels. It is expected to be about \$1-1.2 million.
- MEMA Director Schwartz is hiring a consultant to develop a statewide sheltering plan.

- MMRS and UMass will be holding a Mass Fatality Conference on Sept 22nd.

Regional Mutual Aid: Andy Pelletier

- We have sent out a new cover page listing all 61 communities who have signed the Regional Mutual Aid Agreement.
- Andy stated that Auburn had signed the new Statewide Mutual aid agreement and the language in it is very similar to our agreement.

Local and State Advisory Committee: Sandi Knipe

- The only item from the LSAC was the need to vote on our concurrence with the funding for the next grant which is being called Budget Period 1 (BP1). There was a short discussion concerning the lack of specific deliverables but Trish Parent reminded the meeting that we were only voting our concurrence to accept the grant funding, not trying to determine how much funding regions were going to get.

Alyssa Rusiecki made a motion that the committee vote to concur with the funding as presented. This was seconded by Lee Jarvis.

Voting Yay: 38

Andy Pelletier (for Auburn)

Sandra Knipe (for Hubbardston and Gardiner)

Lenny Izzo (for Milford, Hopedale, and Millville)

Darlene O'Connor (for Leicester)

Dennis Costello (for Boylston)

Trish Parent (for Upton)

Cheryl Rawinski (for Sutton)

Dottie McNamara (for Fitchburg)

Stephanie Bacon (for Barre, Hardwick, New Braintree, and Oakham)

Cathy Liberty (for Webster)

Chris Montiverdi (for Worcester)

Elizabeth Swedburg (for Westminster, Athol, Royalston, Phillipston, Petersham, Orange, and New Salem)

Lois Luniewicz (for Grafton)

Barbara Mard (for West Boylston)

Steve Baccari (for Westborough)

Jim Morin (for Southbridge)

Missy Kakela-Bottom (for Mendon)

Mike Graf (for Bellingham)

Lee Jarvis (for Spencer)

Lucinda Thompson (for Brookfield and North Brookfield)

Alyssa Rusiecki (for Sturbridge and Charleton)

Kerry Clark (Dudley, Millbury, and Shrewsbury)

Voting Nay: None

The motion passed unanimously. Kerry will submit our letter of concurrence.

Personnel Workgroup: Lenny Izzo

- Lenny stated that we have received only 10 planner evaluations so far. He encouraged everyone to complete and send theirs in.

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

- Sandi stated that we still have about \$130,000 left in the EAT budget. She presented several requests for the Steering Committee approval.

Darlene O'Connor made a motion that we approval a request from Sutton for \$2200.00 for temporary assistance to the BOH for inspectional duties based on the Health Agent's working on Emergency Preparedness taskings. This was seconded by Trish Parent. The motion passed with Cheryl Rawinski abstaining.

Trish Parent made a motion that we approve \$919.98 for the Town of Brookfield to purchase a laptop computer. This was seconded by Dottie MaNamara. The motion passed with Lucinda Thompson abstaining.

- The region currently has about \$400,000 in unspent PHER funds. Following a precedent set by other regions, we are looking at using this money to buy up to 2 tablet computers per town. Towns will need to identify which tablets they would like to purchase.
- Jim Morin asked about the possibility of funding to help towns address their landfill issues. He suggested that this might be a good project for the Strategic Planning workgroup and volunteered to take the chair of the group.

Cheryl Rawinski made a motion that Jim Morin be appointed as the Chair of the Strategic Planning work group. This was seconded by Sandi Knipe. The motion passed unanimously. Volunteering to work with Jim were Lois Luniewicz, Trish Parent, Wibby Swedberg, Dottie McNamara, and Stephanie Bacon.

Lois Luniewicz made a motion to authorize the EAT work group to purchase two more AM Radio Transmitters based on the results of the upcoming test in Auburn and a show of interest by any other town. This was seconded by Sandi Knipe. After some discussion about whether we should commit to buying any more units before the test the motion passed with 16 people voting yay and three voting nay.

- We are still waiting for information on the three trailers to come in.
- We are looking for a home for a BGAN unit.
- We will be receiving a briefing on MAVEN at the June Combined Executive/Steering Committee meeting.

MRC Workgroup: Jamie Terry

- Kate briefed that all three MRCs are working on their joint projects and hope to have them done by June30th.
- Worcester is having problems with their people being able to get on to MA Responds.
- Liz sent out an email asking for towns to host MRC training. She received only two replies and will re-send it. Andy asked if they could include suggested trainings. Sandi suggested reaching out to specific towns.
- Andy asked about the state of recruiting. Lois replied that they were inundated with working with MA Responds. Andy then asked about getting access to MA Responds to see which volunteers were in his community.

Strategic Planning Workgroup: Tom Purcell

- No report.

Old Business:

- There was no old business.

New Business:

- The National Children's Study has requested time to brief our June meeting.

- Wibby asked if anyone else has located a source of translators for their shelters.

Lee Jarvis made a motion that we adjourn the meeting which was seconded by Trish Parent. The motion was approved and the meeting adjourned at 11:02am.