

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

January 24, 2013/9:00am

Gale Free Library

34 Main St., Northborough, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derek Brindisi (Worcester)(Vice Chair); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner)(Alt); Lois Luniewicz (Grafton); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Jim Morin (Southbridge)(Alt); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Ira Grossman (NABH); Cathleen Liberty (Webster); Barbara Mard (West Boylston); Alyssa Rusiecki (Sturbridge); Wibby Swedberg (Westminster); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Kate Pollender (Program Planner); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:07am.

Cheryl Rawinski made a motion that we approve the December 13, 2012 combined Executive/Steering Committee meeting minutes as presented. This was seconded by Sandi Knipe. The minutes were approved unanimously.

Lenny Izzo made a motion that we approve the January 10, 2013 Executive Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The minutes were approved unanimously.

Next Meetings:

Executive Committee Meeting: February 14, 2012/9:00am/25 Meade St., Worcester.

Steering Committee Meeting: February 28, 2012/9:00am/Webster Town Hall, 350 Main St., Webster.

Program Coordinator/Host Agency Update: Kerry Clark/Colleen Turpin

- Derek Brindisi stated that the Quarter 1 and 2 PHEP and MRC reports are due on the 31st and are being worked on by the Worcester Budget Office.
- We have not received any Quarter 3 payments but this not had any impact on any programs at this time.
- Jim Morin stated that they have narrowed the applicants for our tabletop exercise down to the two low bidders. The Strategic Planning Workgroup will meet after this, they need to make a decision and send it to Worcester. Trish Parent asked if we had firm deadlines for the exercise. The only firm deadline is to have the money spent by June 30th. We had set a goal of having the tabletop by March 31st.
- Derek said that Worcester had sent checks out to the Grafton MRC on January 17th but Lois stated that they had not yet received them.
- We have had five people sign up for the NACCHO conference in Atlanta. Worcester will book the rooms and airplane tickets. Dottie stated that Steven Curry had not received the email asking for people who wanted to attend this conference and wanted to know if he could still sign up to attend.

Jamie Terry made a motion that we extend the deadline for people who wanted to go to contact the region until tomorrow. Lee Jarvis seconded the motion. The motion passed unanimously.

- According to Kerry Clark the purchase of Mobile Inspection apps is not an allowable use of PHEP funds but that we could arrange a demonstration for people to view it.
- Some towns did respond to the email about purchasing signs and that this would have to go to the EAT Workgroup for a recommendation..
- Requests for funds for cell phone usage plans are a problem because the state expects the money to be completely spent by June 30th. Paul McNulty stated that it has been past practice going back 10 years to cut a check to the town who would then use the funds to make monthly payments. Derek said that he would take this back to the state. Phil Leger said that he would be seeing Mary Clark at a meeting next week and would ask her about this. Trish Parent suggested that towns ask for funds for one year at a time.

- Colleen had compiled and sent out a list of regional hospitals and the contacts which towns could use.
- Amazon.com will not accept POs for purchases so we will be unable to order the emergency power pack solar chargers through them. The EAT Workgroup will look at other ways to purchase these.
- Derek stated that the purchase of AED replacement batteries and pads is below the individual item approval threshold and Kerry does not have to approve this purchase.
- Several towns have requested to purchase Emergency Response jackets for BOH members but Derek could not remember who we had used for our bulk purchase. We are going to look into finding a vendor.

Host Agency: Derek Brindisi

- No report.

Homeland Security Council: Chris Montiverdi

- Chris stated that the council has not had a meeting yet this year.
- Phil Leger asked if the Council was still going to hand out grants to the cities and towns this year. Chris stated that this is still in the works. The announcement of the grant along with a list of items and/or services will probably go to the Town Administrators and EMDs. Chris will work with Mike Dunne to insure that Public Health also receives the announcement.
- The Worcester Sherriff Department Reverse 911 system is no longer in service due to equipment problems. The Sheriff is not continuing this program. An email was sent to the Police departments about this. Some communities have contracted for their own systems.
- Andy asked about the booklets which the Council had produced which identified the various pieces of equipment which they have purchased, where they are located, and the contacts for borrowing these items. It appears that these were sent out in a random fashion. Region 2 had received some booklets to hand out to towns who had not received any. Chris did send out an email with a PDF copy of this booklet.

Regional Mutual Aid: Andy Pelletier

- Andy had nothing new to report. We are still at 67.

Local and State Advisory Committee: Phil Leger

- There were some concerns about the MEMA Shelter Plan. MEMA does not set up shelters and the Red Cross will only set up shelters when asked. MEMA does coordinate equipment on a first-come, first-served basis. Towns should have some resources and a plan to open a shelter if necessary. Lois asked who would be responsible for opening a regional shelter. Chris described the situation under which a regional shelter could be opened and supported. MEMA will be holding some meetings in the near future to discuss sheltering among other issues. The statewide plan should be out later this year.
- WebEOC training has been delayed but it is coming out.
- The Health-Medical Coalition is still being worked on.
- They talked about the flu situation in Boston and the Medical Emergency declared by Mayor Menino. They ran about 25 clinics to vaccinate people. There are some spot shortages of items. It was hitting the hospitils pretty hard.
- They also talked about the PHEP BP1 Performance Measurements. They were told not to "over-think" the process.
- They are meeting in a small group to look at policies and procedures. They also have a separate group looking at best practices.
- The state had two rounds of interviews for what is now being called the Local Health Planner position (Mike Coughlin's old position). The candidates just did not have any local BOH experience. The position will work out of 250 Washington Street in Boston but will travel around the state.
- The LSAC may or may not meet in February.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to report.

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

- Paul briefed that we have received an increase in the Satellite Phone rates which totals \$1,008.00. Ken Gikas stated that this increase was \$6.00 per month per phone, the first increase in four years. Our current agreement ends in June 2014.

Lee Jarvis made a motion that we approve paying this increase. Lenny Izzo seconded the motion. The motion passed with Andy Pelletier voting Nay.

- The increase in the BGAN rate is still being worked.
- We need to purchase new batteries and pads for our AEDs (59 total) at a cost of \$6,099.60.

Cheryl Rawinski made a motion that we approve this purchase. This was seconded by Lenny Izzo. Andy suggested that we consider purchasing batteries for all of our AEDs to put them all on the same schedule. The motion passed unanimously.

- We need to purchase batteries for the trailer propane generators at a total cost of \$460.95.

Lenny Izzo made a motion that we approve this purchase. This was seconded by Andy Pelletier. The motion passed unanimously.

- Milford made a request for \$1,200.00 to erect an AM Radio antenna.

Lee Jarvis made a motion that we approve paying this request. Lenny Izzo seconded the motion. The motion passed unanimously.

- We have a quote of \$1,475.00 to purchase 32 radio frequency overlay signs to let people know what frequency to turn to.

Lee Jarvis made a motion that we approve this purchase. Cheryl Rawinski seconded the motion. The motion passed unanimously.

- Paul stated that we still have an issue with the solar panels. We will have to discuss buying them direct from the company. These will be for Harvard, Shrewsbury, and Groton. The total should be \$912.00.

Cheryl made a motion that we approve this purchase. It was seconded by Lenny Izzo. The motion passed unanimously.

- Paul stated that the EAT Workgroup had decided to ask the Steering Committee for permission to buy items which cost under \$500.00. There was an extensive discussion about the pros and cons of such a policy. Phil stated that this should apply to items which we have already approved and bought previously. An example was the purchase of an emergency response coat which has previously been approved for purchase.

Trish Parent made a motion that the Steering Committee allow the EAT Workgroup to approve and purchase items under \$1,000.00 if they have been approved in the past. This was seconded by Sandy Knipe. The motion passed with Trish Parent, Kalene Gendron, and Andy Pelletier voting Nay.

Trish Parent made a motion that the Steering Committee allow the EAT Workgroup to approve and purchase items under \$500.00 that have not been approved in the past. The motion was seconded by Jamie Terry. During the discussion Trish mentioned that the EAT Workgroup was pretty savvy as to what was allowed for purchase and what was not. After some discussion Alyssa Rusiecki proposed that we move the question which was approved unanimously. The motion passed with Andy Pelletier voting Nay.

- Paul brought up the request from Rutland for \$18.96 for payment and installation of a lock on their Vaccine refrigerator. This did not have to be approved by the Steering Committee.
- Sandy brought up the Hazardous Waste Training from the De Valle Institute which she had mentioned at the last meeting in Gardner. The EAT Workgroup will discuss it at their meeting.

MRC Workgroup: Jamie Terry

- Jamie suggested that Liz Foley's name be listed on the agenda for this workgroup since Liz is now coordinating the MRC activities.
- Liz Foley briefed that Lindsay Tallon from MDPH will be taking over as the MRC State coordinator. This role has been removed from Mike Coughlin's old position.
- The MRC Sheltering committee is working on providing shelter training to MRC volunteers across the state. This will be unveiled in the Spring. Liz has been looking to the ARC for shelter training for WRMRC volunteers but the instructor has been sick
- Jim Garreffi from Nashoba had an in depth discussion with Jamie last Friday about possibly hosting an MRC division but would still like to speak to me. I have been in contact with him via email this week, and am waiting to hear back from him and hopefully answer his concerns.
- Jamie, Lenny and I will be meeting next week to discuss Hopedale as a host.
- Alyssa from Sturbridge mentioned that she will be willing to host a division out of Sturbridge on the idea that she is able to find a good fit for the position. If she is unable to do do, she has talked to Jim Morin from Southbridge who would be willing to host a division from Southbridge.
- Liz also inquired about the names for the divisions. She is looking to create a new brochure for the region and do not know if we have names in place (ie. South East, South West, Central, Nashoba?).
- Judie O'Donnell from the Wachusett MRC will be holding an event (dinner and a speaker) on Feb 6 at the Chocksett Inn in Sterling. Wendy Pease will be the speaker, who will be discussing cultural awareness surrounding communication, translation, and interpretation. Dinner will begin at 5:30, speaker will go on at 6:30. Please RSVP (either to Judie, on the Wachusett MRC site, or the Worcester Regional MRC site) by Jan 31. She needs a head count for Feb 1.

Strategic Planning Workgroup: Jim Morin

- Jim stated that the Principles of Operation are posted on the website for everyone to see.

Old Business:

- There was no old business to discuss.

New Business:

- Sam Wong and Derek Fullerton had to cancel their attendance and briefing at the last moment. We will try to re-schedule them in Northborough in March.
- Sandy Knipe briefed that she was now a member of the Fitchburg BOH.
- The Public Health Museum will be holding an Open House on January 30th.

Trish Parent made a motion that we adjourn which was seconded by Cheryl Rawinski. The meeting adjourned at 10:41am by unanimous consent.