

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

February 10, 2011/9:00am

Grafton Police Station

28 Providence Rd (Rt 122), Grafton, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Paul McNulty (Westborough)(Vice-Chair); Chris Montiverdi (Leicester); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Steven Baccari (Westborough); Mike Graf (Bellingham); Catherine Liberty (Webster); Ira Grossman (NABH); Barbara Mard (West Boylston); James Morin (Southbridge); Roger Mallet (Orange); Matt Pearson (Phillipston); Darlene O'Connor (Leicester); Elizabeth Swedberg (Westminster); Lois Luniewicz (Grafton); Kerry Clark (Region Coordinator); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Denise Phaneuf (Planner); Forrest Price (Program Planner); Kate Pollender (WRMRC); Liz Foley (WRMRC).

The Meeting was called to order by Chair Phil Leger at 9:14am.

**Minutes of the January 13<sup>th</sup>, 2011 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 with some spelling and grammatical errors corrected. Missy Kakela-Bottom abstained from voting.**

**Minutes of the December 9<sup>th</sup>, 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 with some spelling and grammatical errors corrected.**

**Next Meetings:**

Executive & Steering Committee Meeting: February 24, 2011/Cancelled due to Public Health Emergency Preparedness Summit, Atlanta, GA .

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

Executive & Steering Committee Meeting: March 24, 2011/9:00am/350 Main St, Webster.

**Program Coordinator Update: Kerry Clark**

- The EPB meeting scheduled for this past Monday was cancelled due to weather.
- Kerry reminded everyone that requests to use PHER funds must go through him to send to Mike Coughlin. Lois asked if there was any template for towns to follow. Jamie had talked to Mike Coughlin and reported that there was no template but we do have four samples of requests that did work. DPH prefers that towns use PHEP funds instead of PHER funds for clinics. Phil looked at several successful submissions and tried to extract key words that might help. Many people have expressed frustration over how this is going. Sandi and Phil will take this issue to the LSAC. Phil was especially concerned with the potential shortage of flu vaccine for the next season.
- MDPH will be holding some Regional Health Dialogue meetings. There will be two in our region on March 28<sup>th</sup>. The first will be at the Jacob Edwards Library in Southbridge from 10:00am - 12:00pm. The second will be at St Vincent Hospital in Worcester from 1:00-3:00pm.
- According to Phil DPH will be divesting itself of some items and concentrating on the federally mandated items. According to Bill O'Connell DPH is facing budget cuts of between 24-32 million dollars. He discussed some of the potential cuts we may face when the state budget is developed and presented.

**Host Agency: Derek Brindisi**

- Derek briefed that the payment voucher for the third quarter PHEP funds has been submitted for payment. The spending report for quarter two will be due on March 7<sup>th</sup>.

- The spending plan for the additional funds for the MRCs has been approved by the state and the payments will be included in the quarterly installments coming up. The Grafton and Wachusett MRC quarter three and four payments have been mailed.

**Homeland Security Council: Chris Montiverdi**

- Chris stated that the last council meeting was cancelled. Their next meeting is scheduled for next week.
- He also stated that he is looking for participants in the Mass Care/Sheltering sub-committee and invited any interested personnel to attend. They are looking for suggestions for special needs equipment.
- Lois asked what the bariatric cots that the council is looking at buying are for. Chris said that they were for heavier patients.
- Lois also asked when the electricians are going to start looking at buildings in the towns for a transfer bar for a generator. Chris stated that this is still being looked at. The council has put out a bid for an electrical contractor to do this.
- Lois asked about evacuation planning for towns and Chris replied that they are looking more at a regional evacuation plan with CRMPC. She also asked if this ties in with the traffic cameras which Chris said it did.
- Lenny asked who would make the decision which building would get wired for a generator. Chris replied that the emergency manager would probably make the decision with key personnel in the town and that he would let the BOHs know when this would be happening.

**Regional Mutual Aid: Andy Pelletier**

- Andy handed out a cover sheet for the Mutual Aid Agreement which shows all towns that have signed on.
- He also asked about the Mutual Aid Contact list and if it is being developed. Phil replied that this is still in the process of being developed.
- Lenny asked about Uxbridge and a newspaper report that the town had signed the mutual aid agreement. Andy said that he had not seen anything on this yet.

**Local and State Advisory Committee: Sandi Knipe**

- Sandi said that she had nothing to report.
- She also asked for suggestions for issues to discuss at the next meeting which will be on Feb 28<sup>th</sup> at West Boylston. She already planned on asking about the flu vaccine decrease for next year and the PHER funds. Phil wanted to ask about the DPH cuts.

**Personnel Committee: Lenny Izzo**

- No report.

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

- Sandy stated that the jacket order has been approved by DPH and has been sent to the company. The jackets will be sent to Meade Street and will be distributed from there.
- The AM radio transmitter order is at DPH. Kerry will pursue this to determine the status.
- Sandi asked about the status for the additional equipment for the trailers. Kerry has placed the orders for the small pieces of equipment. Kerry has submitted the requests for the tri-fuel generators and the three extra trailers to DPH. DPH is asking for a summary of the all the trailers in the region and their equipment. Kerry asked to sit down with the EAT Committee to summarize this information and help predict if there will be any future requests. Worcester is putting in a request for fencing to secure their trailers. Kerry wanted to know if any other towns may want to purchase fencing for a similar request.
- Sandi asked if any town that had a trailer was having problems with snow on the roof.
- The Worcester BGAN unit is waiting to be sent out.
- The software for the BGAN units is in. Towns are bringing their units in for installation.

**Andy Pelletier made a motion that the region reimburses personnel going to the Atlanta conference for travel to and from the airports and for parking expenses. Paul McNulty seconded this motion. The motion passed unanimously.**

- Ken stated that the Ayer BGAN unit is being returned to the region and that we are looking for a northern tier town to host it. Ira will help look for a new host within the Nashoba group. Fitchburg has already volunteered to host this.
- Ken also said that he would be unable to go to the Atlanta conference and Sandi asked if a replacement could be found. Sandi's sister, a school nurse has expressed interest in going if no one else is chosen. Roger asked if another person could be issued Ken's airline ticket. Kerry said that he would check.
- Lois asked if the hotel reservations had been made. Kerry stated that they had and they were all returned to him.
- Derek told the group that Worcester had cases of surgical masks which they would give to any towns who needed any.
- Jamie mentioned that one of the other regions had purchased iPads for their communities to take notes and wondered if we wanted to consider this. Steve stated that the DPH was going against this idea and that we should be cautious in pursuing this. Steve also mentioned that the iPad did not link well with Microsoft applications. The HP Slate appears to be better suited to work with Microsoft.
- Wibby stated that had a CPR class from her Fire Department recently and they stated that we should be checking our AED units monthly. She also mentioned that her unit did not have a spare set of pads. Apparently hers was a second round buy and so did not get the extra battery and pads.
- The state is sending extra EDS signs to the region. Kerry suggested that we put a set in each trailer. Phil said that he purchased some triangular stands at Staples which are good for putting the signs on tables. The EAT committee will look at buying some for the towns.
- Kerry said that the purchase of a sign board for Orange has been approved as long as Orange provides 50% of the purchase price. Roger said that Orange has agreed to this.

**MRC Sub-Committee: Jamie Terry**

- The Worcester Regional MRC will be working with MA Responds effective Mar 1st.
- The Grafton MRC is working with MA Responds. They have had some kinks but things are going okay.
- The spending plan for the additional MRC funds has been approved and the three MRC coordinators are going to get together and solidify what they are going to do.
- Kerry mentioned that with the recent snowstorms Kate had sent out a message to the volunteers and 70 responded that they be available for the weekend and 30 of them could go anywhere we needed them.
- Lois said that MA Responds can categorize volunteers in certain ways and she is going to look into doing this to get a better idea how many people might respond to different calls.
- Derek reminded the meeting that last year we were struggling to get MRC volunteers to respond to their clinics and this shows how well Kate and Liz are doing.

**Strategic Planning: Tom Purcell**

- No report.

**Old Business:**

- None.

**New Business:**

- The committee voted for a new region representative to the MHOA to replace Steve Baccari who is moving to comptroller. Derek Brindisi and Cathleen Liberty were nominated for this position. Ballots were passed out and Cathleen was elected to fill this position.
- Bill O'Connell gave a presentation on the Community Health Network Areas (CHNAs) which were in our region.

- Wibby asked about the Massachusetts Mutual Air Agreement which had been signed into law last year. Right now we have no definitive word on it and will continue to work on our regional agreement.
- Sandi stated that there is a DPH initiative to get at least 95% of towns to sign on to MAVEN.
- Wibby briefed that Westminster is working on developing a drug drop-off program. This will probably be located in either the Police or Fire Department.
- Kerry mentioned that there has been a recent spike in gastro-intestinal illness.

**Roger Mallet made a motion that we adjourn the meeting which was seconded by Sandi Knipe. The meeting was adjourned at 10:36am.**