

STEERING COMMITTEE MEETING MINUTES

February 28, 2013/9:00am

Webster Town Hall

350 Main Street, Webster, 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); Paul McNulty (Westborough); Jim Morin (Southbridge)(Alt); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Dennis Costello (Boylston); Cathleen Liberty (Webster); Roger Mallet (Orange); Barbara Mard (West Boylston); Alyssa Rusiecki (Sturbridge); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

GUEST: Shelly Yarnell (Director, Central Region Health Office).

The meeting was called to order by Chair Phil Leger at 9:08am.

Lenny Izzo made a motion that we approve the January 24, 2013 combined Executive/Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The minutes were approved unanimously.

Lenny Izzo made a motion that we approve the February 14, 2013 Executive Committee meeting minutes as presented. This was seconded by Lee Jarvis. The minutes were approved with Sandi Knipe and Trish Parent abstaining.

Next Meetings:

The March Executive Committee meeting is cancelled due to projected absences of members.

Combined Executive/Steering Committee Meeting: March 28, 2012/Hopedale Country Club, 90 Mill St., Hopedale/after Tabletop Exercise as needed.

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

- Colleen reported that EPB held a Region Coordinator's meeting on Tuesday. The SNS people are trying to hold another TAR seminar, possibly on March 11th.
- The future of the TAR may be different than what we see today. In the future the CDC is planning to focus on operations more than planning.
- Colleen briefed the other Region Coordinators on our upcoming tabletop exercise and they expressed some interest in what we were doing. They had tried to do exercises in their regions but had not been successful.
- There was some feedback from the recent storm regarding shelters. There was some confusion in Regions 4 and 5 concerning who was responsible for establishing the shelters. This is an issue at the state level concerning sheltering and differences between local shelters, regional shelters, and Red Cross shelters. Andy Pelletier asked if this meant that the state was going to dictate to the towns who runs the shelters. Colleen did not think this was what was intended. Phil Leger stated that this topic has been discussed at the LSAC. He said that MEMAs position was that opening a shelter was the town's decision. The EMD may open and run it or simply open it and let the Board of health or someone else run it. The ESF-6 desk at the SEOC is staffed by the Red Cross. Colleen also told the meeting that she asks the question about shelters because the state is asking her to ask.
- Some regions did report a few incidents where MRC members self-deployed. The MRC system is looking into this.
- Colleen stated that eventually all BOHs should have WebEOC access and should be able to see where shelters are open and update their own information.
- Andy Pelletier asked is the magnets passed out by the MRC years ago still contained the proper information for MRC members. Colleen replied that the protocol now was to contact herself, Liz Foley, or Kerry Clark.

- Trish Parent mentioned that it was not smart to try to open a shelter in the middle of an event but rather to open the shelter beforehand with volunteers in place so that the volunteers did not have to travel during hazardous conditions. However some people felt that the shelters should be opened after the event when the demand would be known. There was also some discussion about healthcare workers trying to report to their jobs during the recent snow storm and the Governor's declaration shutting down traffic. This was applied rather unevenly across the state.
- Colleen stated that she had sent out invitations to everyone about the upcoming tabletop exercise. People need to follow the link to sign up.

Host Agency: Derek Brindisi

- Derek stated that Worcester needed the quarterly financial updates from those who have received funds this past quarter by March 15th. He also stated that anyone who received a direct check from Worcester needed to report on how the funds were used by June 30th. Paul asked about the policy on direct checks. He referenced some previous emails about whether Worcester would pay for something or if Worcester would issue a check to the town for this. Derek replied that they would have to take this on a case-by-case basis. The case of several towns requested Public Health jackets was used. Derek also said that allowing Worcester to pay directly simplifies the audit trail.
- Derek also briefed the meeting that Kerry would be returning to the office on April 1st. Trish Parent asked if this would affect the recent hire in the office and Derek said that it would not. In response to a question from Jamie Terry Derek said that they like the split duty model that they are using. Colleen will probably continue doing what she has been doing for the program and that Kerry would focus on working with the planners, the TARs, and the strategic planning.

Homeland Security Council: Chris Montiverdi

- Chris was not here but Barry Lein reported that he had attended the sheltering program at MEMA yesterday and that it went very well. The person giving the program stated that some towns did not know who was supposed to be in charge of the local shelter. There was also discussion about how to work with people with disabilities.
- Jamie asked if we could get a listing of who would be responsible for the shelter in our towns, both making the decision to set one up and staffing the shelter.

Regional Mutual Aid: Andy Pelletier

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

Local and State Advisory Committee: Phil Leger

- The LPHI is looking to merge the Advisory Committee with the LSAC and do updates three times a year.
- Cathleen Liberty has been selected as a Public Health Fellow. The induction will be April 30 at Tower Hill. This will be the same day as the graduation for the Public Health Foundations course which has 37 students.
- The Wastewater and Title 5 Course has been approved for 3.0 CEUs.
- The following courses all went online recently: Bathing Beaches, Body Art, Emergency Preparedness Begins at Home, Nuisance Control, Public Health Workforce Protection, and Recreation Camps.
- Environmental Health Training for Emergency Response has some access online.
- The Biology and Control of Vectors and Public Health Pests will be held May 21-23 at the Four Points Sheraton in Norwood.
- Phil will be seeing John Grieb at the next LSAC meeting about the NEHA Conference. Andy asked Phil to keep us updated on travel decisions.
- Colleen asked about the Public Health Nurse meeting and was told that it should be in April.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to report.

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

- Paul summarized the decisions made at the last EAT Workgroup meeting. He briefed on the requirement for towns to spend grant money in the same grant year in which it is received. This mainly affects the two-year cell phone or iPad data plans. The proper way to request these funds is to request fund sufficient to cover the grant year and then request additional funds at the beginning of the next grant year. Colleen stated that she would accept copies on month bills to show how these funds were being spent. He also talked about the idea to develop plans for POD/EDS trainings.
- Paul also mentioned the power cords and the emails asking people which ones they might like.
- He also discussed the Tensa-compatible barriers which Andy Pelletier had found. Andy stated that they were much less expensive to purchase which means we can buy more.
- Andy Pelletier brought his trailer to show and explain to people how he had equipped it and stored the equipment items.
- Paul also explained the summary of EAT expenses which Ken had developed. We have approximately \$50,000.00 left to use. This may grow if other line items are not completely spent.
- Jamie Terry brought up the issue of purchased apps for iPads or Tablets to help standardize inspections and forms in the region. However it does not appear that doing this for everyday job requirements meets the emergency preparedness requirement for the use of grant money.
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MRC Workgroup: Liz Foley

- Liz reported that they had one volunteer and Wachusett had several nurses deploy to Plymouth to help with their shelter during the snowstorm.
- Alyssa Rusiecki has an applicant for the MRC Division Director who had some questions.
- There was a person in Hopedale who had some questions also.
- There is a state MRC meeting tomorrow.
- Colleen stated that the hospitals run exercises and need volunteers to assist. She thinks this may be a good opportunity to use MRC volunteers.

Strategic Planning Workgroup: Jim Morin

- Jim stated that they are planning for the tabletop exercise. The final planning meeting in March 20th and the Hotwash will be April 3rd.

Old Business:

- The new Central Region Office Director, Shelley Yarney spoke to the meeting briefly
- Phil stated that Peter Fletcher will be giving An Advanced Training Workshop for Soil Evaluators in Sturbridge on March 27th and passed out flyers for the class.
- Trish asked if the region would be covering travel expenses in connection with the NACCHO Conference in Atlanta. Paul replied that Region 2 would cover all expenses except a rental car and meals outside of the conference.

New Business:

- Jamie Terry asked if anyone had experience with any permitting software program. Derek Brindisi stated that the City of Worcester used ViewPermit and found it to be very good but expensive. Some people used Hawkeye but found it lacking.

Cheryl Rawinski made a motion that we adjourn which was seconded by Sandra Knipe. The meeting adjourned at 10:30am by unanimous consent.