

## EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

April 14, 2011/9:00am

Worcester Emergency Management  
50 Skyline Drive, Worcester, MA

IN ATTENDANCE: Paul McNulty (Westborough)(Vice Chair); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Botton (Mendon); Sandra Knipe (Hubbardston); Dottie McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Dennis Costello (Boylston); Bill O'Connell (MDPH); Kalene Gendron (NABH); Mike Graf (Bellingham); Barbara Mard (West Boylston); Roger Mallet (Orange); Alyssa Rusiecki (Sturbridge); Elizabeth Swedberg (Westminster); Lois Luniewicz (Grafton); Kerry Clark (Region Coordinator); Barry Lein (IT Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner).

The Meeting was called to order by Vice Chair Paul McNulty at 9:28am.

**Minutes of the March 24th, 2011 Executive/Steering Committee meeting were presented for approval. Lee Jarvis made a motion to accept the minutes which was seconded by Andy Pelletier. One spelling error and several omissions in the attendance list were noted. After these corrections the minutes were approved with Kaylene Gendron abstaining from voting.**

### **Next Meetings:**

Executive Committee Meeting: May 12, 2011/9:30am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: May 26, 2011/9:00am/Sturbridge Town Hall, 308 Main St, Sturbridge.

### **Program Coordinator Update: Kerry Clark**

- Kerry briefed on the Regional Coordinator conference call from last week.
- MDPH has not yet reviewed the 15 new capabilities in the recent CDC Public Health Preparedness Capabilities document. Kerry provided a summary of the 15 capabilities for people to review.
- CDC guidance on deliverables for the next grant year will be based on these capabilities. Many of the capabilities have joint ownership with other agencies besides our local BOHs. The deliverables will require regional concurrence. Any and all discussions and voting will be in accordance with Open Meeting Laws.
- There is no new guidance on the PHER funds. Our region currently has about \$400,000 left out of about \$800,000 which we received and gave out. It looks like we will have to return all unused funds as of July 31<sup>st</sup>. Kerry will probably develop an invoice for each community to return their funds. He will consolidate these funds into the same account it was disbursed from.
- The Mass Medical Society is still pursuing its own MRC. The state and the MRC steering committee have different views on this.
- The Local Public Health Institute has completed the first year of their contract. Their courses can be found online.
- Region 1 has reported that some communities are backing off on the PHEP initiatives claiming that emergency preparedness planning is not in their job description. There is a letter from the Commissioner which can be shared with the town government to point this out.
- Region 5 expressed concerns that DPH is disseminating information in a fragmented manner but had no examples. Jamie thought that indicating who the HHAN alerts are coming from would be beneficial.
- Mike Coughlin indicated that he is available to attend regionalization meetings. Kerry can also attend but cannot offer any assistance or suggestions.
- Bill O'Connell reported that 11 of 18 Regionalization Grant applicants had been awarded funding. Worcester (and 12 surrounding communities) and the MAPHN (totaling 20 communities) had been awarded a planning grant.

- The recent SNS conference call discussed the new TAR procedures and the change in scoring. MA is adhering more closely to the nationwide procedures than in the past. This will affect scoring.
- Sandi stated that she had conducted several flu clinics early in the season but was being asked to conduct an EDS Facility Set-Up drill also. Towns can use an actual flu clinic held in an EDS to accomplish this drill.

**Host Agency: Derek Brindisi**

- Kerry briefed that the payment voucher for the fourth quarter MRC funds had been submitted. Both the Wachusett and Grafton MRCs have already received all of their funds for this grant year.
- Worcester just received five audit reports on region towns. They were sent to Worcester since the City is the host agency for some of the grant funds.

**Homeland Security Council: Chris Montiverdi**

- No report.

**Regional Mutual Aid: Andy Pelletier**

- No changes, we are still stagnant at 60 agreements.

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

- Sandi stated that she had nothing to report since Phil had briefed the last LSAC meeting at the previous Executive/Steering Committee meeting.
- The Region 4 MRC had put together a nice booklet. Sandi has a copy and will bring it to the next meeting.

**Personnel Committee: Lenny Izzo**

- Lenny stated that he had nothing to report as they are still discussing some personnel issues.
- Lenny asked if the committee wanted to re-accomplish the evaluation forms on the planners. Most people seemed to be in favor of this. There was some discussion about adding Kerry to the process but the committee decided just to evaluate the planners.

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

- The Berlin BOH has requested \$879 for the purchase of a laptop computer.

**Kalene Gendron made a motion to approve \$879 for the Berlin BOH to purchase a laptop computer. This was seconded by Trish Parent. The motion passed unanimously.**

- The Sturbridge BOH has requested \$750 to purchase some equipment items for their use. They also requested money to self-contracting hours to educate food establishments. The EAT Committee did not feel that the latter request supported emergency preparedness deliverables and did not recommend it.

**Lenny Izzo made a motion to approve \$750 for the Sturbridge BOH to purchase equipment items. This was seconded by Lois Luniewicz. The motion passed with Alyssa Rusiecki abstaining.**

- The Fitchburg BOH has requested \$1,738 to purchase three laptop computer batteries, a color printer, and 14 LED flashlights.

**Lenny Izzo made a motion to approve \$1,738 for the Fitchburg BOH to purchase three laptop computer batteries, the color printer, and 14 LED flashlights. This was seconded by Roger Mallett. The motion passed with Dottie McNamara abstaining.**

- Fitchburg had also requested funds to purchase a new telecommunications system. The EAT Committee declined to support this request as they felt it should be a city line item in their budget.

- The Brookfield BOH will probably be requesting a laptop computer but we have not seen the request yet.
- We need six power inverters for the BGAN units.

**Lee Jarvis made a motion that we authorize up to \$5,000 to purchase six power invertors for the BGAN units. This was seconded by Lenny Izzo. The motion passed unanimously.**

- The AM radio transmitter PO has been sent out and we should have the unit by early May. Andy stated that any BOH which would like to test the radio in their location would ask him. The radio does not come with it's own generator. Lois asked if we could publicize when and where training and tests would be held so that our people could observe and learn how to operate the system.
- Fencing material for the trailers has been ordered. Only Worcester requested it.
- The tri-fuel generators will be arriving and will be held at the Grainger warehouse for pickup.
- We still have 16 parkas left to be picked up. The region will not pay to have town logos placed on the parkas.
- We have ordered additional cables and batteries for the satellite phones.
- West Boylston and Townsend will be requesting emergency preparedness booklets.
- Kerry suggested that we may want to include Red Cross sheltering information in our Emergency Preparedness booklets. He wants to reach out to Suzanne Billings of the Red Cross on this issue.
- We have ordered additional batteries and pads for the remaining AEDS which did not get them in the previous purchase.
- Paul McNulty has volunteered to try to set up MAVEN training in Westborough.
- The MAPHN conference will be held on April 28<sup>th</sup>.
- There was more discussion about the suggested iPad purchase. There was an extended discussion about this issue and the problems associated with trying to buy just one brand for everyone along with the capabilities of existing units and the rapidly changing change and improvement of unit capabilities.
- Wibby Swedberg asked about the procedure for requesting an equipment purchase from PHEP funds. Kerry explained the process and emphasized the need for complete information.

**Cheryl Rawinski made a motion that the Steering Committee approve paying for members' attendance at the NACCHO Conference in Hartford, CT on July 20-22. This was seconded by Lois Luniewicz. Some members pointed out that there were not many presentations on emergency preparedness scheduled at this conference. After an extended discussion a voice vote was taken and the measure passed by a 19-16 vote. A summary of the voting is shown below. (Note: Some personnel represent multiple towns and as a result were allowed to cast multiple votes)**

**Yay: Wibby Swedberg, Lee Jarvis (3), Cheryl Rawinski, Sandi Knipe, Jamie Terry, Mike Graf, Dennis Costello, Barbara Mard, Trish Parent, Paul McNulty, Lenny Izzo (3), Lois Luniewicz, Missy Kakela-Bottoms, Dottie McNamara, Kerry Clark.**

**Nay: Kalene Gendron (13), Alyssa Rusiecki, Roger Mallet, Andy Pelletier.**

**MRC Sub-Committee: Jamie Terry**

- No report. Their next meeting is next week.

**Strategic Planning: Tom Purcell**

- No report.

**Old Business:**

- Lois asked Kerry if the audit of executive committee member attendance had been completed yet. He replied that it was not due to his absences. There was some discussion on how the committee should proceed on this. The standard voted on previously was three straight absences or five total absences.
- There was some discussion on the role of the Strategic Planning sub-committee and their budget. The potential for looking at different ways to look at Public Health responsibilities, particularly in analyzing and mitigating potential public health threats was discussed.
- Andy Pelletier suggested that we review the original definition of the type of staff which the region was allowed to hire. Alyssa explained the intent of the position which she was attempting to hire.
- Bill O'Connell stated that he would get a list of the Regionalization Planning Grants that were awarded and which communities were included in each approved submission.

**New Business:**

- No new business.

**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.**