

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

April 19, 2012/9:00am

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Templeton/Royalston); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Dottie McNamara (Fitchburg); Paul McNulty (Westborough) (Vice-Chair); Trish Parent (Upton); Cheryl Rawinski (Sutton); Dennis Costello (Boylston); Deborah Karen (Athol); Cathleen Liberty (Webster); Roger Mallet (Orange); Barbara Mard (West Boylston); Dr. Sam Pickens (Barre); Alyssa Rusiecki (Sturbridge); Mike Graf (Bellingham); Darlene Coyle (Leicester/Millbury); Lois Luniewicz (Grafton); Karen Tougas (Sutton); Colleen Turpin (Worcester DPH); Liz Foley (WRMRC); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

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

Minutes of the March 22, 2012 Combined Executive/Steering Committee meeting were presented for approval. Lois Luniewicz made a motion to accept the minutes which was seconded by Trish Parent. The minutes were approved unanimously.

Next Meetings:

Executive Committee Meeting, May 10, 2012/10:00am/25 Meade St., Worcester.

Combined Executive & Steering Committee Meeting: May24, 2012/9:00am/Hopedale (address TBD).

Program Coordinator Update: Colleen Turpin

- Colleen provided copies of the current budget for people to review.
- She also announced that the new Worcester Public Health Commissioner is Dr. Michael Hirsh. Phil suggested that we invite the new Commissioner to the next combined meeting held in Worcester.
- She briefed the meeting on the new Healthcare Hazard Binders which are being distributed to all towns.
- Phil reminded everyone that the current budget is still good until August 9th and that the next grant budget cycle will be starting on July 1st.

Host Agency: Derek Brindisi

- No report.

Homeland Security Council: Chris Montiverdi

- No report.

Regional Mutual Aid: Andy Pelletier

- No report.

Local and State Advisory Workgroup: Sandi Knipe/Phil Leger

- Phil stated that he had attended a meeting at the MEMA bunker where the group went over the next proposed PHEP budget item by item. He listed a number of programs which were supported from the PHEP funds (a listing is attached at the end of the minutes).
- The allocation for our coalition is about \$25,000 more this year.
- We are trying to blend the Hospital piece of the grant with ours.
- The deliverables this year will be an extension of our current deliverables. The intent of the deliverables is to improve our (Public Health) abilities to assist in the recovery phase of disaster planning.

Personnel Workgroup: Lenny Izzo

- Lenny stated that he had nothing to report.

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

- Paul stated that the EAT Committee still had about \$38,000 available to spend.

Paul McNulty made a motion that we approve Barre's request for \$1600.00 for Emergency Preparedness booklets. This was seconded by Roger Mallet. The motion passed unanimously.

Paul McNulty made a motion that we approve Westborough's request for \$3695.00 for a permanent radio antenna for the AM Radio Transmitter. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Paul McNulty made a motion that we approve Westborough's request for \$3000 for Emergency Preparedness booklets. This was seconded by Lenny Izzo. The motion passed unanimously.

- Paul briefed that the state had some money remaining from another project which was being distributed to the PHEP Regions for shelter/EDS equipment. The only stipulation was that the money had to be spent on items chosen from a list provided by MDPH (from the state contract). We were given \$9100.00. There was a short discussion on the pros and cons of the items listed.

Paul McNulty made a motion that we purchase approximately 90 First Responder Medical Kits at \$101.00 each for distribution within the region. The motion was seconded by Mike Graf. The motion passed unanimously.

- Ken Gikas briefed that the Service Plan (to include free minutes) for the BGAN units was due to expire shortly.

Paul McNulty made a motion that we approve \$5286.00 for a one year Service Plan for the BGAN units. The motion was seconded by Lenny Izzo. The motion passed unanimously.

- Ken briefed that the Satellite Phone test went well.
- Paul briefed that the RFP for the exercise was due next week and that the EAT Workgroup recommended that the Strategic Planning Workgroup should review it.

Paul McNulty made a motion that the Steering Committee approve the EAT Workgroup recommendation that any related transportation to and from conferences to include travel to and from the airport and parking be reimbursable. This was seconded by Lenny Izzo. The motion passed unanimously.

- Paul briefed that the EAT Workgroup will be looking at a multi-year exercise plan.
- Alyssa Rusiecki told the meeting that she had put in a request for a renewal of an air card that is running out May 30th.

Paul McNulty made a motion that we approve \$960.00 for a renewal to the Sturbridge BOH air card. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- Darlene Coyle asked if we could purchase the CPR masks with the one-way airvalve. Paul told her to get a cost on these items and we could consider the,

MRC Workgroup: Jamie Terry

- Lois briefed the group about their last meeting two Fridays ago. The last copy of the MRC map, version 6 is the final one.
- We need to identify individual division leaders and come up with a minimal job description. We also need to determine if these division leaders could deploy members or if this would be done by the WRMRC. The division leaders should also look at what will work best in their areas. We would like to have all of this settled by June 30th.

- Judy is looking at the expanded role of the Wachusett MRC to make certain that her people approve and think that they can handle the extra work load.
- We are looking for people in the divisions who could act as leaders for their area.
- Liz stated that the MRC PSA is almost ready to go. It will be put on CDs for towns and there will also be a YouTube link.

Strategic Planning Workgroup: Jim Morin

- Lois stated that Jim was going to be asking for a vote on the Principles of Operation. She asked Phil if someone could remind Jim of this.

Old Business:

- Cheryl asked if attendance at the MAPHN had been arranged by Kerry. Colleen will check on this.
- Ken briefed on upcoming tests of the AM Radio Transmitters. There will be a test in Lancaster on May 1st and one in Southbridge at the end of May.

New Business:

- Roger asked the group if we could consider purchasing cots for shelters during the next grant cycle. Darlene supported this saying that there is a need for better cots for the elderly and those with medical needs.
- Roger also asked if the region could consider showing a recent documentary film about a major disaster at a future meeting for informational and educational purposes.

Concurrence Vote:

- Phil Leger conducted a roll call vote on concurrence with the proposed PHEP grant.
- Towns voting to accept: Ashburnham, Ashby, Athol, Auburn, Ayer, Barre, Bellingham, Berlin, Bolton, Boylston, Brookfield, Dunstable, Fitchburg, Grafton, Groton, Hardwick, Harvard, Hopedale, Lancaster, Leicester, Lunenburg, Mendon, Milford, Millbury, Millville, New Braintree, NewSalem, North Brookfield, Northborough, Oakham, Orange, Pepperell, Petersham, Phillipston, Royalston, Shirley, Shrewsbury, Spencer, Sturbridge, Sutton, Templeton, Townsend, Upton, Webster, West Boylston, Westborough, Westminster, Worcester.
- Towns voting against: None.
- Towns not voting: Blackstone, Brimfield, Charlton, Clinton, Douglas, Dudley, East Brookfield, Franklin, Gardner, Holden, Holland, Hubbardston, Leominster, Medway, Northbridge, Oxford, Paxton, Princeton, Rutland, Southbridge, Sterling, Uxbridge, Wales, Warren, West Brookfield, Winchendon.
- Concurrence was approved by a vote of 48/0/26.

Paul McNulty made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting was adjourned at 10:16am.

Budget Item Descriptions - 2012

Contracts

Local Public Health Institute (LPHI) -- established at Boston University School of Public Health to strengthen local public health through training and education. It also works on related projects such as the development of emergency preparedness and other competencies and links those to the development and delivery of specific trainings. LPHI works with an advisory committee made up of representatives from local health, MDPH, DEP, and training partners

Health Resources in Action (HRIA) -- clearinghouse for emergency preparedness related materials distributed by Bureau of Infectious Disease (BID)

SNS warehouse -- vendor provides warehouse staff, the storage location, trucks and distribution to treatment centers and emergency dispensing sites for SNS assets

Translation services -- responsible for providing accurate, culturally appropriate and clear translations of written materials related to public health emergencies, including emergency preparedness and bioterrorism, in languages determined by the Department

Strategic Planning Consultant -- to facilitate planning for development of regional health and medical coalitions

NLTN/APHL Training Workshops -- training on packaging and shipping of Division 6.2 materials for sentinel labs and internal staff to promote compliance with applicable rules including proper classification and documentation of training, packaging, marking and labeling and proper shipping documentation

UPS/Millers Courier Service -- used to ship materials related to disease surveillance and from BID to the regional offices, and as a means to pick up samples from providers and deliver to laboratory for testing

Various Vendors/Preventive Maintenance -- maintenance for lab equipment that supports grant activity

Boston Medical Center -- employee occupational health services for MDPH staff who have workplace exposures to particular health hazards and infectious agents known to pose risk for a potentially serious health condition, illness, or injury

Mt Auburn -- Occupational Health Services to fulfill OSHA requirements for respiratory protection for all public health lab staff required to wear respirators

Proficiency testing -- mandated proficiency panels for all LRN-C and LRNB assays to demonstrate analytical capability, maintain qualified status and satisfy CLIA requirements and certification

Chemical Terrorism lab space -- expansion of laboratory space necessary to meet programmatic needs and permit installation of second ICP/MS instrument

IT/IS Projects

Consilience -- application maintenance for MAVEN

SSG (MAVEN) -- IT development, upgrades, and technical assistance for MAVEN

SSG (ELR) -- project management and technical support to coordinate and assist hospital and commercial laboratories with the implementation of electronic laboratory reporting

Children's Hospital Syndromic Surveillance -- application support of the Automated Epidemiologic Geotemporal Integrated Surveillance System (AEGIS), the MDPH syndromic surveillance system

Children's Hospital – HHAN – hosts the HHAN website and ensures the operation of a redundant failover site that can be made accessible within 30 minutes, in the event of a failure of the main site

Children's Hospital – Voxeo – prepayment of telephony minutes ensures continuity of operations and capacity to send pertinent health information via telephone to our public health partners during times of heavy system usage

Diagnosis One -- maintenance costs for Electronic Laboratory Reporting application support for electronic disease reporting (BID), and support and maintenance of the Electronic Laboratory Communications and Reporting System (LAB)

VT Regina -- IT project management support and Laboratory Information Management Systems expertise for the design and development of the lab's LIMS/LIS and ELR IT infrastructure

Regional Assessment – see under Other

Temporary Help -- temporary staff to assist with data entry, analysis, quality control activities related to disease surveillance and event monitoring

ASAP -- software licensing and annual maintenance for the LIMS/LIS and ELR Systems.

PeopleServe -- contracted services to provide direct MMARS (Massachusetts Management Accounting and Reporting System) assistance in day to day processing of EPB bill payments to ensure proper accounting procedures are followed in accordance with State accounting and auditing requirements

Mt Auburn – see under Contracts

LIMS Support -- routine support and maintenance for the Chemical Terrorism LIMS

Other

ITD Chargeback – IT assessment for each PHEP-funded EPB, lab, and BID employee who has a computer connected to the state network or internet

Regional Assessment – supports costs associated with PHEP-funded staff located in regional offices (e.g., telephone service, internet connectivity, electricity and other services)