

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES
May 24, 2012/9:00am
Hopedale Fire Dept., 40 Dutcher St, Hopedale, MA

IN ATTENDANCE: 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); Jamie Terry (Northborough); Barbara Mard (West Boylston); Jim Morin (Southbridge); Alyssa Rusiecki (Sturbridge); Lois Luniewicz (Grafton); Elizabeth Swedberg (Westminster); Kerry Clarke (PHEP Region 2); Colleen Turpin (Worcester DPH); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

The Meeting was called to order by Vice-Chair Paul McNulty at 9:03am.

Minutes of the April 19, 2012 Combined Executive/Steering Committee meeting were presented for approval. Trish Parent made a motion to accept the minutes which was seconded by Cheryl Rawinski. The minutes were approved unanimously.

Minutes of the May 10, 2012 Executive Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes which was seconded by Lee Jarvis. The minutes were approved unanimously.

Next Meetings:

Executive Committee Meeting, June 14, 2012/9:00am/25 Meade St., Worcester. (Followed by EAT Committee)
Combined Executive & Steering Committee Meeting: June 28, 2012/9:00am/25 Meade St., Worcester.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Kerry stated things have been quiet lately. The EPB has a transition plan for who will be covering Mike Coughlin's duties. The regional coordinators will report to Mary Clark directly along with John Grieb. Kerry does not know if they are looking for someone to replace Mike or if they have someone else assume additional responsibilities. He stated that the planners are working on the TAR Reviews.
- Kerry presented a revised budget summary. He briefed that he has sent a request to MDPH to shift money between budget line items in order to pay for approved items. The higher than expected costs of the NACCHO and California conferences required a new spending plan. We anticipate spending less money on the Table Top exercise. We have to stay within the budgeted amounts for line items or request MDPH approval to shift funds from one line item to another.

Host Agency: Derek Brindisi

- Colleen reported that we are waiting on the contract for the new grant cycle which begins on July 1st.
- Jamie asked if the new contract was ready to go. Kerry replied that it will not be ready until we get the deliverables which will dictate the scope of work. We are still uncertain about what the new deliverables will be but Kerry thinks that it will have increased emphasis on the Hazard Vulnerability Analysis.

Homeland Security Council: Chris Montiverdi

- Chris is at a conference in Ohio so there is no report.

Regional Mutual Aid: Andy Pelletier

- No report.

Local and State Advisory Workgroup: Sandi Knipe/Phil Leger

- No report.

Personnel Workgroup: Lenny Izzo

- Lenny stated that he had nothing to report.

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

- Paul had a number of requests which the EAT Workgroup had approved to send to the Steering Committee for final approval.
- He stated that Templeton had requested \$200 for a trailer hitch to tow the region trailer.

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

- The Sutton BOH had requested \$2239.92 for a Tablet Computer and a 2-year WiFi plan. The tablet cost was \$699.00 and the balance for the data plan.

Lenny Izzo made a motion that we approve this request. It was seconded by Dottie McNamara. The motion passed unanimously.

- Spencer had requested \$999 for one tower of a town-wide Emergency Warning System. The system will eventually use seven towers and the balance of the \$15,000 project will be funded by other sources to include the BOH budget.

Jim Morin made a motion that we approve this request. It was seconded by Cheryl Rawinski. The motion passed unanimously.

- Spencer requested \$3,690.00 for a rooftop antenna for their AM radio transmitter. In response to Kerry's question it is the same as Westborough requested previously and no one part was over \$1,000.00.

Jamie Terry made a motion that we approve this request. It was seconded by Trish Parent. The motion passed unanimously.

- Paul briefed that the EAT Workgroup had approved a request for 658.01 for a bulk purchase of flash drives to be used by the planners to store community emergency preparedness plans and other critical information and to store these plans for Kerry

Jamie Terry made a motion that we approve this request. It was seconded by Cheryl Rawinski. The motion passed unanimously.

- Northborough made a request for funds to purchase more Emergency Preparedness booklets since they had used all of the booklets they had previously purchased. Jamie did not know exactly how many she would need and did not have a quote.

Cheryl Rawinski made a motion that we approve this request in an amount not to exceed \$3,000.00. It was seconded by Lenny Izzo. The motion passed unanimously.

- North Brookfield requested \$799.00 to purchase a Dell laptop computer to replace the original Dell laptop which was purchased by the region on 2004. This purchase would also replace the air card which the old computer used to connect to the internet

Cheryl Rawinski made a motion that we approve this request. It was seconded by Lee Jarvis. The motion passed unanimously.

- Paul briefed on a request from Sterling to purchase the new ground plane for the AM radio transmitter which had either been lost or stolen

Lenny Izzo made a motion that we approve this request. It was seconded by Lee Jarvis. . There was an extensive discussion about whether this was lost or stolen and if the town should pay this cost along with other considerations. Several people mentioned that town insurance would probably have a \$1,000 deductible, requiring the town to pay the entire cost of the missing item. Paul reviewed the Equipment Agreement to see if the town was to be held responsible in a situation such as this. The agreement did not appear to cover this. Kerry stated that the committee could approve this but that it might be denied by MDPH as not be allowable. The motion passed with Alyssa Rusiecki opposed.

- Kerry briefed that items approved from the April meeting were on hold pending approval by MDPH of our request to shift money among our budget line items.
- Wibby asked about replacement AED pads. She stated that she had forgotten to request new pads and wanted to know how to request them. Kerry suggested that she hold off on her request until we can check to see how many towns may need new pads and order all of them together. Wibby mentioned that here EMTs told her that once the pads were used that they had to be replaced.
- Alyssa asked if the AED could be kept in the Senior Center. Kerry stated that the AEDs were authorized for usage in the EDS and as long as it was available for the EDS then placing it in the Senior Center was in his opinion a good idea.

MRC Workgroup: Jamie Terry

- Jamie passed out a map showing the final recommended MRC divisions for the region. She stated that Wachusett had met and decided they could step up to their expanded role. She said that the next step was to choose leaders for the other five divisions (besides Wachusett and Grafton). They are trying to get this done in time for the new grant year.
- Kerry asked if every town had been briefed on this alignment. Jamie stated that they had sent information out to everyone and would be willing to talk to any town that had concerns. She further stated that the group had tried to send the information to everyone. Kerry was concerned about those boards who might not have been involved with the decision. Both Lois and Trish countered that everyone was invited to these meetings and had the opportunity to come or read the emails about the process. Jamie mentioned that she had heard from several people who never show up to the meetings.
- Alyssa asked about the potential drawbacks of being in a smaller division than the entire Worcester Regional MRC. She was assured by several people that if needed, she would still have access to volunteers from the entire area. The only change was that the division she was in would have a leader who would hopefully know the local volunteers better and would be able to work with them more closely.

Lee Jarvis made a motion that we approve the MRC Division map as presented. This was seconded by Cheryl Rawinski. The motion passed with Kerry Clark opposing (for the Town of Dudley).

Strategic Planning Workgroup: Jim Morin

- Jim stated that they had done some work on the Principles of Operation and he had given it to Phil to pass out to the Executive Committee. Phil had passed a copy around at the meeting but it still needed to be sent to everyone. He will send the document to Kerry to send out.
- Trish suggested that the email also state that items in red were new while those in blue were deleted. There was some discussion on how the document was formatted to show changes and how people could annotate their changes. The document will be sent to everyone.
- The Principles of Operation need to be approved by August 9th.
- Kerry discussed the bid responses for the Table Top exercise. He thought that Yale University, whose bid was about \$14,000, was the best choice for our purposes. They were neither the highest nor the lowest but they had the ability to handle our needs in the time we had remaining. The state agrees with Kerry's recommendation. He has to set up the vendor in order to set the date. He also discussed the required planning meetings which may be able to be condensed.

- Colleen stated that the PERP Grant could pay for the venue and food from their responsibility to support emergency preparedness in the region. They need to spend or at least have their funds encumbered by June 30th. Several venues were discussed.

Lois made a motion to authorize the Strategic Planning Workgroup to choose a vendor in cooperation with Kerry. This was seconded by Jamie Terry. The motion passed unanimously.

- Kerry stated that he would work with Colleen on the venue. If we have the conference by June 30th Colleen can cover the food and venue and we would need to have the After-Action Report by August 9th.

Old Business:

- None.

New Business:

- None.

Lee Jarvis made a motion that we adjourn the meeting which was seconded by Lenny Izzo. The meeting was adjourned at 10:12am.