

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

June 23, 2011/9:00am

Hopedale Fire Department

40 Dutcher Street, Hopedale, MA

IN ATTENDANCE: Phil Leger (Athol/Royalston)(Chair); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Botton (Mendon); Sandra Knipe (Hubbardston); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice Chair); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Dennis Costello (Boylston); Ira Grossman (NABH); Lois Luniewicz (Grafton); Alyssa Rusiecki (Sturbridge); Jim Morin (Southbridge); Barbara Mard (West Boylston); Bill O'Connell (MDPH); Kerry Clark (Region Coordinator); Ken Gikas (Planner); Barry Lein (IT Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner); Kate Pollender (WRMRC); Liz Foley (WRMRC).

EXCUSED: Chris Montiverdi (Leicester); Jamie Terry (Northborough).

GUESTS: Dr. Dale Magee (Worcester DPH Commissioner); Scott Troppy, (MPH, MAVEN training); Rich Gleason (Hopedale EMD).

The meeting was called to order by Phil Leger at 9:05am.

**Minutes of the May 26th, 2011 Executive/Steering Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes which was seconded by Lenny Izzo. The minutes were approved unanimously.**

**Minutes of the June 09<sup>th</sup>, 2011 Executive Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes which was seconded by Cheryl Rawinski. After several spelling corrections the minutes were approved unanimously.**

**Next Meetings:**

Executive Committee Meeting: July 14, 2011/9:30am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: July 28th, 2011/9:00am/Location TBD (Ira Grossman will check on Berlin).

**Program Coordinator Update: Kerry Clark**

- Kerry stated that he had missed the last Emergency Preparedness Bureau meeting.
- He briefed the meeting that Chase Hunter would be leaving the SNS program due to DPH personnel cutbacks.
- Phil sent around a copy of the new PHEP grant agreement for people to review.

**Host Agency: Derek Brindisi**

- Kerry briefed that they had received the new MRC contract and that he would be working with Worcester to have the City Manager sign it.
- They are waiting for the PHEP fourth quarter money to arrive.
- We will need to develop a budget proposal for the new grant year which will be designated Budget Period 1 (BP1). We may have to concentrate on finalizing and executing emergency preparedness plans which may call for exercises rather than equipment items.
- Lenny asked if we would be doing this as a region or split the region up into groups of towns. Kerry replied that it would be up to the Executive-Steering Committee to decide this but also the push towards regionalization may lead to us exercising towns in those groups. Kerry further stated that towns which observe the exercises could also receive credit. Lenny also asked about exercising hospital clusters which could be another option.

**Homeland Security Council: Chris Montiverdi**

- Chris was at a conference in San Francisco. Phil briefed the group about the cut in Homeland Security grant funding and that we would have to do more with less. He also reminded the group about the upcoming Red Cross Shelter Operations conference at Worcester State University on July 27th.
- There was an extended discussion about local and state responses to the June 1<sup>st</sup> tornado and the resulting damages.

**Regional Mutual Aid: Andy Pelletier**

- We are still at 61 communities who have signed the Regional Mutual Aid Agreement.
- Members who are new to our region can review the mutual aid agreement and who has signed either by calling Andy or looking on at the region website.

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

- Sandi reported on the local Health discussion at the LSAC. Sandy Collins said that the liability bill received a very positive reception at a hearing at the state level. MAPHN is also submitting an MRC liability bill.
- Kevin Sweet, region 4A, reported that their new host agency is the Metropolitan Association Planning Committee.
- Gerry Cote from MEHA said that there will be training on mercury exposure on July 6<sup>th</sup> in Quincy.
- Kevin Sweet talked about IAMS, Integrated Asset Management System, which allows health departments to manage EDS assets online. They are working with MHOA to develop this program. Justin Snare and Sam Wong would like to talk to us about this.
- Dawn Sibor stated that the health educators are gone. Kevin Cranston is willing to present courses upon request.
- There was an extensive discussion about shelter deployment and operations and the problems encountered during the tornado response. The Red Cross shelter in Springfield was run very well. The West Springfield shelter however had many problems.
- They then moved on to the DPH agenda and the upcoming grant and reduction in funding. Several coalitions have still not concurred with the grant proposal while they wait for additional information.
- Massachusetts is doing a better job of vaccinating our residents but we still have a ways to go. DPH has plans to help communities become Medicare providers but this is still being worked out. The vaccine provided by DPH is supposed to be for the un- and under-insured.

**Personnel Workgroup: Lenny Izzo**

- Lenny stated that as far as he knew, we have not received any more planner evaluations. Phil encouraged everyone to complete and send theirs in. Ira asked about the division of towns with us missing one planner. Kerry is working directly with the towns that were assigned to John Degnan.
- Kerry also discussed the potential re-assignment of planners to towns that either regionalize or otherwise work together. This will be studied by the Personnel Workgroup.

**Education, Acquisition & Training (EAT) Workgroup: Sandi Knipe**

- Sandi stated that we still have about \$45,000 left in the EAT budget. Any purchases must be encumbered by August 9<sup>th</sup>.
- DPH has approved the purchase of iPads and associated items with PHER funds. Kerry will send out an email on how to do this.
- Several requests were presented for the Steering Committee approval.

**Sandi Knipe made a motion that we approval a request from Fitchburg for the purchase of four more 5.11 BOH parkas. This was seconded by Paul McNulty. The motion passed with Dottie McNamara abstaining.**

Sandi Knipe made a motion that we approval a request from Fitchburg for the purchase of a laptop for their director. The EAT Workgroup had approved \$999 for this. The motion was seconded by Andy Pelletier. The motion passed with Dottie McNamara abstaining.

Sandi Knipe made a motion that we approve \$800.00 for the Town of Webster to purchase a laptop computer and software. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Sandi Knipe made a motion that we approve \$500 for Hopedale to conduct re-certification training in AEDs for town personnel. This was seconded by Cheryl Rawinski. The motion passed with Lenny Izzo abstaining.

Sandi made a motion that we purchase 5 more AM Radio transmitters, 1 additional FCC license, 6 vertical profile permanent antennas, and 24 fast track signs for a total of \$79,000. The motion was seconded by Paul McNulty. The radio transmitters will be distributed regionally. The demo license we have for the current transmitter has expired. The company is working to renew our demo license and get our permanent license approved by the FCC. Ken is demonstrating the transmitter and is inviting interested people to attend and learn how to use this equipment. After some discussion about the interest in these items a motion was made amend the original to read 7 more AM Radio transmitters, 1 additional FCC license, 8 vertical profile permanent antennas, and 32 fast track signs for a total of approximately \$104,000. The amendment was seconded by Cheryl Rawinski. The amendment to the original motion passed unanimously. The amended motion then passed with Andy Pelletier abstaining.

- Sandi stated that three more trailers have been ordered.

Sandi made a motion that we approve \$4200 for signage for these three trailers which was seconded by Cheryl Rawinski. The motion passed unanimously.

Sandi made a motion that we approve Emergency Preparedness booklets for Northbridge for \$985, Hopedale for \$1500, Westborough for \$3000 and Sterling for 1895. The motion was seconded by Cheryl Rawinski and was passed unanimously.

Sandi made a motion that we approve \$2400 for Harvard to purchase a cell phone and two years of service. This was seconded by Cheryl Rawinski. The motion passed unanimously.

#### **MRC Workgroup: Jamie Terry**

- The MRC will be having their appreciation dinner tonight in Westborough.
- Lois mentioned that the MRCs had not met recently because they were working on their projects.

#### **Strategic Planning Workgroup: Jim Morin**

- Jim asked if people could meet after this meeting. Kerry mentioned that they could meet on a conference call which Jim agreed to.

#### **Old Business:**

- There was no old business.

#### **New Business:**

- Paul mentioned that the Worcester Telegram had an article on the Westborough Disaster Debris Management plan which is the only one approved in the state by the DEP. He is willing to share it with other communities.
- Lois mentioned that Benny's Ice Cream from Millbury should not be issued a license yet because they do not have a legal base of operations.

- Andy mentioned that he has received correspondence from the FCC requesting that we “narrow-down” our band on our two-way radios. No one seems to understand what this means. He will communicate this to Kerry.
- The then had presentations on MAVEN and the National Children’s Study.

**The meeting adjourned at 11:18am by unanimous consent.**