

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES  
July 22, 2010/9:00am  
25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester/Millbury); Jeanne Gniadek (Northbridge); Lee Jarvis (Spencer); Lenny Izzo (Hopedale); Jim Morin (Southbridge); Paul McNulty (Westborough); Trish Parent (Upton); Cheryl Rawinski (Sutton); Bill O'Connell (MDPH); Darlene O'Connor (Leicester); Andy Pelletier (Auburn); Kaylene Garbarz (NABH); Roger Mallet (Orange); Barbara Mard (West Boylston); Alyssa Rusiecki (Sturbridge); Bernie Sullivan (Gardner); Elizabeth Swedberg (Westminster); Kerry Clark (Region 2); Liz Foley (Region 2 Intern); Ken Gikas (Program Planner); Sara Knucek (Program Planner); Barry Lein (IT Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner).

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

**Minutes for the June 24, 2010 Executive/Steering Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes which was seconded by Trish Parent. The motion passed with Andy Pelletier and Alyssa Rusiecki abstaining.**

**Minutes for the July 08, 2010 Executive Committee meeting were presented for approval. Approval of the minutes was put off until a quorum of Executive Committee members were present to vote. At that time Cheryl Rawinski made a motion to accept the minutes which was seconded by Lenny Izzo. The motion passed unanimously.**

**Next Meetings:**

Executive Committee Meeting: August 12, 2010/9:30am/Worcester.

Executive & Steering Committee Meeting: August 26, 2010/9:00am/TBD (Hubbardston or Leicester).

**Program Coordinator Update: Kerry Clark**

- Kerry stated that he will be attending a meeting of the Regional Coordinators and then the Emergency Preparedness Board on Monday.
- We still have not heard about an extension of the PHER Grant. Phil stated that at the last LSAC meeting neither Mary Clarke nor Mike Coughlin were hopeful that the extension would happen.
- There will be a conference call for Host Agencies tomorrow.
- This year's PHEP Grant is level-funded from last year and we are still waiting on the contract to arrive.
- We are still waiting for information on the dispersal of the MRC funds.
- The Flu kits which are being prepared by DPH are on a temporary hold as the SNS people concentrate on the TAR reports. We anticipate receiving 217 kits. Proposed distribution is at least one per community, then possibly one per EDS.
- The BP10E Deliverables are still in draft form. Kerry expects to discuss them during tomorrow's Host Agency Conference Call. The deliverables may include one more drill.
- The MRC Volunteer database will be reviewed by the MRC Committee.
- Kerry briefed that we are still waiting to hear if the Open Meeting Laws apply to the Public Health EP regions. One of the key requirements is that meeting notifications be posted at least 48 hours in advance and in an area which is available to all 24 hours per day.
- Phil distributed two letters from Priscilla Fox and Michael Coughlin which he received recently. These letters indicated that the Public Health Emergency Preparedness Regions would have to comply with the revised Open Meeting Laws, giving the reasons and suggestions on how the regions could comply. All coalition members must receive a copy of the Open Meeting Law. We can have people listen in to the meetings on conference calls but they cannot vote unless they are physically present at the meeting. An extended discussion of compliance requirements and our efforts to comply followed.
- It appears that our sub-committees must also comply with the Open Meeting Law.

- The CDC will be visiting the MA DPH offices on Sep 16/17. This will not impact the regions.

**Host Agency: Derek Brindisi**

- Kerry stated that there is nothing new to report on the PHER grant.
- He also stated that they are waiting on the contract for the BP10E grant.
- Purchase Orders and Invoices are being processed again by the city after their end of fiscal year close-out activities.
- Kerry also said that he and Derek will be participating in tomorrow's Host Agency conference call.
- Kerry added that the upcoming grant year is an extension of this year so they will be using the same accounts from this year for the next PHEP grant funds.

**Homeland Security Council: Chris Montiverdi**

- Chris was not in attendance and Phil said that there was no report available.
- Kerry passed around an advertisement for a 2005 Ford Explorer which the Central Region Homeland Security Advisory Council was offering for sale to the communities covered by the Council.

**Regional Mutual Aid: Andy Pelletier**

- We are still at 59 agreements.
- The Town of Sturbridge did vote to accept the Regional BOH Mutual Aid Agreement.

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

- Phil reminded people about the Open Meeting Law.
- He also discussed the expanding role of the LSAC into non-Emergency Preparedness issues. There seems to be a consensus that this is a good idea since we have the ear of the DPH at these meetings. It also appears that the LSAC will be following the federal lead and getting into strategic planning.
- There is no PHER update.
- DPH is planning to reach out to town managers regarding local BOH participation at the Steering Committee meetings.
- The Commissioner is supportive of the expansion of the LSAC role.
- They discussed BT10E and establishing some minimal deliverables for communities to participate and accomplish. Communities who are not meeting these deliverables may not be eligible to receive direct support from the grant. Communities must also abide by coalition by-laws. Coalitions must also have by-laws and Principles of Operation in place. There will be some very specific requirements levied upon

**Personnel Committee: Lenny Izzo**

- Lenny stated that the Personnel Committee will meet soon to work on the consultant contract template and have it ready by August 9<sup>th</sup>. One of the issues is to allow paid attendance at training sessions and conferences.
- The MRC Coordinator ad is finished but has not been advertised yet.

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

- Paul briefed that all of the EAT funds have either been spent or encumbered.
- The committee received requests for 183 jackets. In order to target this purchase to actual BOH response to emergency situations the committee is looking at offering two jackets per community to be kept in the office with other go-kit items. This should avoid ordering jackets for personal use.
- Reps from the company who manufacture the low-power AM radio transmitters will be here in August or September. Ken will try to arrange a meeting with them.
- We are having some small problems with coordinating the Satellite phone tests. Out of 15 units, 11 towns participated in yesterday's test. Phil emphasized that communities who host equipment must comply with the responsibilities of keeping that equipment ready.
- Software and some parts for the BGANs units are being ordered.

- DPH has asked for some more information on the three additional trailers which we are looking to purchase.
- Propane generators are being ordered for the trailers.
- All trailers and equipment/supplies have been picked up.
- Kerry has an intern in the office who will be working on checklists for the trailers and items contained within.
- Oxford's request for an Inspector to be paid by PHEP funds has been declined because their inspector does not do any EP duties.
- The AEDs are in and will be handed out by Ken.
- Lancaster has requested \$100 to pay for MAHB membership dues. Although some other regions do pay for dues and this is an allowable expense we have not paid for these in the past.

**Roger Mallett made a motion that we not pay for memberships of this sort since they do not directly support Emergency Preparedness. Kaylene Garbarz seconded this motion. During an extended discussion period members debated whether we should pay for professional memberships or not and the message it would send to towns which are looking to cut budgets. Some members also felt that we should modify this motion to allow us to re-visit the question in the future while other pointed out that we could do this any time we wanted. The motion passed unanimously.**

- There will be an EAT Committee meeting on August 12 immediately following the Executive Committee meeting.

**MRC Sub-Committee: Jamie Terry**

- Jamie was on vacation and neither Kerry nor Phil was able to sit in on the last conference call.
- Trish said that the only thing she recalled from the call was Dottie asking if she could form her own MRC and other people asking if there had been a cap on the number of MRCs we could have in the region. They also told Dottie that she could be an active part of the Worcester MRC. Phil stated that a community with a strong base of volunteers could certainly join and work within the Worcester MRC rather than go through the process of forming another group. Trish also said that the Worcester and Grafton MRCs are helping to beta-test the new database program. We will hopefully have a new database from the state called Mass Response to replace MSAR which is going away.
- Kerry and Liz sat in on a webinar on the new database which seems to be a very good program. They will be running two pilot tests. They are trying to work with the state CORI board to add the CORI check to this process. We will also have to supply information on our badging software and Collaborative Fusion will have to add this capability.
- On August 3<sup>rd</sup>, the Grafton MRC will have a booth at the Police Night Out. This booth will feature a machine to show people the dangers of texting while driving.
- Worcester and Lancaster had activated cooling centers and requested a list of MRC volunteers to help man them. Kerry stated that if communities wanted a list of their volunteers for usage as this that they let the MRC activate them, don't let people self-activate.
- The Worcester Regional MRC audit has been completed; any questions will be deferred to Derek as the host agency representative.

**Strategic Planning: Tom Purcell**

- There was no report.

**Old Business:**

- There was no old business.

**New Business:**

- Phil mentioned that we needed to hold elections for a new Executive Committee for the upcoming BT10E grant year. He asked for volunteers to run for the committee. There are 13 seats available and 2 alternates. We should have the slate of candidates available for the next meeting.
- Kerry stated that someone from the Mass 211 organization would be making a presentation at the August combined Executive/Steering Committee meeting.

**Paul McNulty made a motion that the region set aside \$50,000.00 to assist those personnel who wish to attend the MHOA conference in October. This was seconded by Lenny Izzo. During the discussion several members pointed out that our BOH members benefited from attending this conference. The motion passed with one "Nay" vote from Roger Mallet.**

Bernie Sullivan from Gardner then gave a presentation on his recent Prescription Take-Back Program. He described how he came up with the idea, how he organized it, and what he thought the program's strengths were.

**Roger Mallet made a motion that we adjourn which was seconded by Lenny Izzo. The meeting was adjourned at 11:00am.**

DRAFT