

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

August 23, 2012/9:00am

West River Health Clinic

450 West River Road, Orange, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derel Brindisi (Worcester); Kalene Gendron (NABH); Lee Jarvis (Spencer); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon)(Alt); Dottie McNamara (Fitchburg); Paul McNulty Westborough (Vice Chair); Chris Montiverdi (Leicester); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Susan Avallone (Gardner); Monica Boyce (Wales); Roger Mallet (Orange); Barbara Mard (West Boylston); Jim Morin (Southbridge); Sandra Knipe (Gardner); Jane Pierce (Orange); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:13am.

Lenny Izzo made a motion that we approve the July 26, 2012 combined Executive/Steering Committee meeting minutes as presented. This was seconded by Jamie Terry. The minutes were approved unanimously.

Jamie Terry made a motion that we approve the August 9, 2012 Executive Committee meeting minutes as presented. This was seconded by Lee Jarvis. The minutes were approved unanimously.

Next Meetings:

Executive Committee Meeting: September 13, 2012/9:00am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: September 27, 2012/9:00am/Wales (location TBD).

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Colleen briefed that the Executive Committee meeting minutes that went out with today's meeting notification message were the wrong ones. She brought copies of the correct minutes for people to review.
- She asked that people register for the upcoming MHOA Conference as soon as they can. Derek Brindisi asked if we still had an October 1st deadline for registration. Paul McNulty said that Kerry should not wait to submit region registrations so that people would have a better chance of being in the conference location hotel. The committee decided that we should have two deadlines, the first being September 10th to try to insure that attendees do get registered at the hotel. Later registrations could book their own.
- Colleen asked if anyone was having email problems within the coalition. There have been some reports of planners not getting or being able to send emails, usually with attachments. Colleen asked people to report any problems so that she and Barry Lein could work on solving them with Charter.
- The Tensa Barriers have been ordered from Grainger and should arrive in a few weeks. We will have to determine how to get them to the communities.
- Colleen stated that both the MRC and PHEP contracts have been signed and sent back to the state.

Host Agency Update: Derek Brindisi

- Derek briefed that the Planners' contracts are ready to be signed.
- The warehouse room in the basement of the Meade Street building had been cleaned out. The shelving will be installed soon and he will need some assistance in getting the room organized. This has been tentatively scheduled for September 13th. There are still some residual items which people can take if they can use.

Homeland Security Council: Chris Montiverdi

- Chris briefed that the Homeland Security Council budget for FY12 is only about \$500,000.
- Chris also mentioned the first aid kits which the council had purchased for the cities and towns and which are being stored at the Red Cross. They are trying to arrange distribution through the EMDs.
- The Statewide Sheltering Plan is due to be released around the December or January timeframe. It will be a concept of operations and can be used by regional shelters.

- The Statewide Evacuation Plan has been delayed while the state looks at hiring a consulting firm. CMRPC and MRPC are continuing their regional evacuation planning. They will be coordinating their information with the cities and towns to confirm the routes and avoid any problem areas.

Regional Mutual Aid: Andy Pelletier

- Andy reported that he now has the Berlin agreement and we are at 66 signatories.

Local and State Advisory Committee: Phil Leger

- Phil stated that the LSAC did not meet this month; they will meet again next month.
- He passed around a copy of what are pretty much the final deliverables for people to review. He reviewed the deliverables by quarter.
- Monica Boyce from Wales has volunteered to be the second/alternate Region 2 representative to the LSAC. Chris Montiverdi will continue to be on the Homeland Security Council and Phil Leger volunteered to remain as our representative to the LSAC and the LPHI.
- Phil also reported on the Legal Nuts and Bolts Isolation and Quarantine, Parts 1 and 2 and recommended this course to everyone.

Personnel Workgroup: Lenny Izzo

- There was nothing to report.

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

- Paul stated that we have spent all of our remaining funds.
- There is a listing of the items we purchased in the August 9th Executive Committee meeting minutes.
- The Town of Hopedale has requested \$464.76 to purchase a display rack for Emergency Preparedness materials.

Roger Mallet made a motion that we approve Hopedale's and this was seconded by Cheryl Rawinski. The motion passed unanimously.

- Paul brought up the issue of a request for flash drives to be used by the planners to store emergency preparedness plans and documents for their cities and towns. This purchase had been approved during the past grant year but was never made.

Lee Jarvis made a motion that we approve this purchase which was seconded by Lenny Izzo. The motion passed unanimously.

- Paul brought up the issue of approving attendance at the Yankee Conference. We had already approved this at the last Steering Committee meeting. Due to the proximity of the conference the committee decided that people should make their own reservations and then apply for reimbursement afterwards.
- Ken briefed the meeting that there was a problem with the propane tank hoses which we purchased for the trailer generators. The hose connector and the tank fitting are different sizes. He will work with Grainger and look into finding the proper size hose and connectors.
- Paul announced that the EAT Workgroup would meet on September 13 after the Executive Committee meeting. They will discuss the budget if it is available.

MRC Workgroup: Jamie Terry

- Jamie is still looking for volunteer leaders for the MRC divisions. She has potential candidates from the Southwest and Southeast divisions.
- At Andy's request from the last meeting they are working on a job description of sorts so that potential leaders would know what they are volunteering for.
- The Wachusett MRC is currently setting up some recruiting meetings.

- Liz Foley reported that she attended a meeting at Ft Devens yesterday about a mass casualty drill which they are trying to set up. She gave them a presentation on what the MRC is and could offer. She will be putting on an MRC orientation next week.
- Phil mentioned that flu season is coming up and suggested that towns start contacting their MRCs for assistance. He also suggested that any local volunteers be recruited for the MRC.
- Cheryl Rawinski briefed that any BOHs which would like to become a Mass Health vendor could apply but that it would cost \$523.
- Susan Avallone asked if the MRCs had ever reached out to school nurses.

Strategic Planning Workgroup: Jim Morin

- Jim had copies of the draft Principles of Operation for members to review and comment.
- He also mentioned that Kerry stated that we do have a current set of Principles so we are not under any pressure to finish these now.
- Phil went through the draft Principles page by page and discussed the changes as shown.
- One timing change concerned the deadline for voting to keep or change the Host Agency. Since the grant year is now the same as the state fiscal year Derek pointed out that the City would need at least three months to change their budget projections if the Region voted to change host agencies. In view of this the Principles were changed to reflect that a Host Agency vote had to be NLT March 1st to provide adequate notification to the entities involved.
- The Duties and Responsibilities of the Host Agency Staff Person and sharing the Host Agency Annual Report were discussed.
- Phil asked if anyone had questions about the Program Manager and Region Coordinator positions.
- Lee asked if we could get an accounting of where the funds we pay to the Host Agency goes. Derek replied that this money pays for the services that the coalition receives. To get an exact figure Worcester would have to look at all the time sheets of all personnel conducting coalition business and tally them up on a monthly basis which would be a very large undertaking. Derek also pointed out that the required annual audit of the grant budget cost around \$5,000.
- Jamie suggested that Trish Parent and Lois Luniewicz should be involved in the final discussion since they had a large share of the input and reasoning regarding the position descriptions and duties of each.
- Jim said that he would take the changes suggested today and present them at the next Steering Committee meeting with the hope of putting a final copy of the Principles of Operation to a vote.

Old Business:

- Jim Morin brought up the issue of the tabletop exercise. We still need a location for the exercise. Derek stated that Kerry had to do a lot of work to address the challenge from the low bidder but that we could probably have it in late September. We can move the exercise several months if we are not ready.

New Business:

- The committee held elections for the Executive Committee for the coming grant year. The following individuals were elected:
- Derek Brindisi (Worcester)
- Kalene Gendron (NABH)
- Lenny Izzo (Hopedale/Milford)
- Philip Leger (Athol Royalston)
- Lois Luniewicz (Grafton)
- Dottie McNamara (Fitchburg)
- Paul McNulty (Westborough)
- Christopher Montiverdi (Leicester)
- Patricia Parent (Upton)
- Andy Pelletier (Auburn)
- Cheryl Rawinski (Sutton)
- Jamie Terry (Northboro)

- Sandy Knipe (Alternate)(Gardner)
- Jim Morin (Alternate)(Southbridge)

The meeting adjourned at 11:34am by unanimous consent.

DRAFT