

## EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

September 15, 2011/9:00am

Fitchburg City Hall

718 Main Street, Fitchburg, MA

IN ATTENDANCE: Phil Leger (Athol/Royalston)(Chair); Kaylene Gendron (NABH); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Dottie McNamara (Fitchburg); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Barbara Mard (West Boylston); Jim Morin (Southbridge); Elizabeth Swedberg (Westminster); Kerry Clark (Region Coord); Colleen Turpin (Worcester DPH); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Sara Kruzcek (Program Planner); Forrest Price (Program Planner).

EXCUSED: Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Sandra Knipe (Hubbardston); Paul McNulty (Westborough)(Vice Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Jamie Terry (Northborough).

The meeting was called to order by Phil Leger at 9:15am. He reminded the members present that Kerry needed a letter from each community identifying their representative to the Steering Committee.

The committee then held an election to choose the chair and vice-chair for the Executive Committee.

**Cheryl Rawinski nominated Phil Leger for the position of Chair. This was seconded by Lee Jarvis. The motion passed unanimously.**

**Steve Curry nominated Andy Pelletier for the position of Vice-Chair. This was seconded by Cheryl Rawinski. The motion passed with Andy Pelletier abstaining.**

**Minutes of the August 25, 2011 Executive/Steering Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes which was seconded by Missy Kakela-Bottom. The minutes were approved unanimously.**

### Next Meetings:

Executive & Steering Committee Meeting: October 13, 2011/9:00am/25 Meade Street, Worcester.

Executive & Steering Committee Meeting: November 10, 2011/9:00am/(Location TBD).

Executive & Steering Committee Meeting: December 08, 2011/9:00am/(Location TBD).

### Program Coordinator Update: Kerry Clark

- Kerry attended a DPH staff meeting in Boston on Monday. The Region Coordinators then met with Mike Coughlin in the afternoon.
- There is a new SNS coordinator; she is Pam Smith from the DPH Western Office. There were no other staff changes.
- MEMA is about ready to release WebEOC for public health use. The hospitals will train on it first. There will be a training session later this month at the CMED in Holden to train the hospitals. They expect an October 1<sup>st</sup> rollout for the hospitals but do not know when it will be opened to the local BOHs.
- There will be a new grant manual coming out for host agencies which will explain PHEP expenditures.
- BP1 is sometimes being referred to as BP 11. We may see either on documents; however the official title is Budget Period 1 (BP1).
- There may be a revision to the capital equipment request rules which may allow the regions to approve up to a \$5,000 purchase. We may have to forward requests between \$1000 and \$5000 to DPH so that they have them on file. Items over \$5000 will still need MDPH-EPB approval.
- Project updates: MA Responds (8300 volunteers), WebEOC, and the Hurricane Irene after-action report.
- The LSAC will meet next Monday and should review the proposed deliverables for this year. One new item may be a requirement for BOHs to accomplish a Hazardous Vulnerability Assessment (hospitals do

them already). It may be as simple as looking at the Public Health impact of the vulnerabilities already identified by emergency management. The LSAC Committee will also be meeting with Kurt Schwartz, the MEMA Director.

- The MRC deliverables appear to be about the same.
- Andy asked about the emphasis on Mass Casualties and Kerry replied that this appears to be from the Homeland Security Council and some of their justifications/deliverables.

**Host Agency: Kerry Clark**

- The MRC money is in. Kerry is working directly with the budget office to submit purchase orders and invoices and hopefully have them turn around more quickly. He is trying to get the full allotment for Grafton and Wachusett to them up front.
- He is working on conference registrations and trying to get rosters out to the hotels.
- Kerry is trying to submit a purchase order for each planner for the entire amount of their contract to avoid delays in payment.

**Homeland Security Council: Chris Montiverdi**

- Kerry briefed on next Thursday's Mass Fatality Seminar at the DCU Center.
- He also covered the upcoming regional training assessment the council will be holding.

**Regional Mutual Aid: Andy Pelletier**

- Andy reported that we are still at 62 communities signed on to the Mutual Aid Agreement.
- It appears that Southbridge, Gardner, and West Brookfield will be submitting signed agreements soon.

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

- Phil said that the next meeting will be on Monday. They will be conducting a review of the draft deliverables and will be meeting with Kurt Schwartz from MEMA.
- The LSAC has developed several workgroups to make quicker progress on the projects which they are working on.

**Personnel Workgroup: Lenny Izzo**

- Kerry briefed that the workgroup is looking at 3 or 4 resumes for the one planner position they have to fill. Depending upon the applicants we could hire one full-time position and/or two part-time positions.

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

- Andy said that he is looking at another possible antenna for the AM Radio Transmitters which can be permanently mounted on a roof. The permanent antennas we previously ordered were designed specifically as ground mounts and cannot be installed too close to other antennas.
- Phil asked if the gas cylinders and lines had been ordered for the generators. Kerry replied that he would have to follow up on these.
- Wibby asked in the extra pads and batteries for the AEDs had ever come in. Kerry replied that they had and apparently none were for her. He told her to submit a request to the EAT Workgroup.
- The new trailers have arrived and will need to have exterior signs ordered and installed.

**MRC Workgroup: Jamie Terry**

- The Wachusett MRC will be holding a training session for MRC stress management next week at the Chocksett Inn.

**Strategic Planning Workgroup: Jim Morin**

- Jim Morin stated that his group will be meeting after this meeting adjourns.
- They will be sending an email to all communities to inquire if they have any infrastructure which they need help with in the way of assessing their hazard vulnerability from a public health view.

- Kerry stated that at the recent Region Coordinator meeting some of the regions said that they are asking towns who request grant funds about the status of their deliverables. This is an effort to encourage communities to participate in the grant program and work on the deliverables. Members discussed how to approach this in our region.

**Old Business:**

- No old business.

**New Business:**

- Phil reminded everyone about the Workgroups we have and that anyone can volunteer to work on a particular group.
- Wibby suggested that we should devote time in the future to discuss how we apply for and determine how members attend conferences and are reimbursed. Both Phil and Kerry mentioned some of the problems the region encounters trying to accommodate people who want to attend different dates and may or may not want to stay overnight. People can get reimbursed if they make and pay for their own travel and hotel arrangements for approved conferences. We will discuss this more in the future.

**Cheryl Rawinski made a motion to adjourn the meeting which was seconded by Dottie McNamara. The meeting adjourned at 11:02am by unanimous consent.**