

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

September 27, 2012/9:00am

Westborough Town Hall

45 West Main Street, Westborough, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Lee Jarvis (Spencer); Sandra Knipe (Gardner)(Alt); Lois Luniewicz (Grafton); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Monica Boyce (Wales); Dennis Costello (Boylston); Barbara Mard (West Boylston); Wibby Swedberg (Westminster); Seth Peters (Worcester DPH); Sara Darlagiannis (Program Planner); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Kate Pollender (Program Planner). Forrest Price (Program Planner).

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

Andy Pelletier made a motion that we approve the August 23, 2012 combined Executive/Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The minutes were approved with Trish Parent, Lois Luniewicz, and Wibby Swedberg abstaining.

Cheryl Rawinski made a motion that we approve the September 13, 2012 Executive Committee meeting minutes as presented. This was seconded by Andy Pelletier. The minutes were approved unanimously with a minor spelling correction.

- While discussing the meeting schedule for the next few months several people brought up the issue of attendance at the MHOA Annual Meeting in Springfield MA. Paul McNulty said that he received an email from Kerry Clark stating that he was holding the reservations until the issue was cleared up. Sandi Knipe stated that we needed to know what the MDPH's ruling was about the EP track at the conference. Seth Peters stated that Kerry had sent in the registrations for the conference but that were some questions from the state as to whether there should be hotel accommodations for an in-state conference that was 45 minutes from Worcester. He thought that Kerry had had some discussions with John Grieb and possibly Mary Clark. There was no problem with attending the conference but the question was about accommodations. Jamie Terry said that people have made plans based upon our previous discussions about the conference and that any changes such as MDPH is bringing up should be placed in effect next year. Lois Luniewicz stated that she had not received these emails. Trish Parent stated that the emails had been between EAT Workgroup members. She also said that she thought the discussions had been for out-of-state conferences, not in-state. She further said that this conference was about education and net-working. She felt that getting to know her peers was a tremendous aid in emergency preparedness. The conference has a full Emergency Preparedness Track and numerous other topics on critical issues which affect our preparedness but which are not in the EP track. Lois brought up that our region is very large and many of the communities are further away than Worcester and that changing what we had previously decided at the last minute was not fair. Jamie relayed some comments which Ira Grossman had sent to her for the discussion. He had no objection to multiple people going from any jurisdiction. He felt that we should have a conversation about a minimum distance for over-night accommodations, probably at least 60 miles. He also felt that net-working should be on one's own time.
- Phil asked if we could come to a consensus to move this forward. We all consider the MHOA conference to be very valuable and an eleventh hour change like this is unacceptable. He requested a motion to proceed with what we had previously decided and he would follow up with Mary Clark on the issue to insure that we know what they decide.

Lois Luniewicz made a motion that we proceed with our decision to support attendance and overnight accommodations for all Region 2 attendees who requested it. This was seconded by Paul McNulty. The motion passed unanimously.

- Sandi Knipe suggested that Phil Leger ask the LSAC to address the Atlanta Conference and find out what restrictions would be placed on attendees.
- Jamie Terry reiterated that the MHOA Conference was the most important in-state conference due to the attendance by many state officials and the opportunity to address critical issues.

Next Meetings:

- There was a discussion about the meeting schedule for the next three months. Due to the MHOA Conference in October and the holidays in November and December several suggestions on holding just one combined meeting each month were made.

Sandi Knipe made a motion that we set October 11th, November 1st, and December 13th as the meeting dates for the remainder of the year. This was seconded by Dottie McNamara. The motion passed unanimously.

Executive & Steering Committee Meeting: October 11, 2012/9:00am/Location TBD.

Executive & Steering Committee Meeting: November 1, 2012/9:00am/Location TBD.

Executive & Steering Committee Meeting: December 13, 2012/9:00am/Location TBD.

Program Coordinator/Host Agency Update: Kerry Clark/Colleen Turpin

- Seth Peters represented the Program Coordinator and briefed that Kerry Clark had been in touch with the SNS people. The SNS is developing "best practices" to help improve our TAR scores and will distribute them as they are available.
- He also stated that some of the Planners' contracts had been completed while the rest should be signed within a week.
- The thumb drives for the planners and their cities/towns have been ordered.
- The reservations for attendance at the MHOA Conference have been sent in.
- The Tabletop Exercise has been put on the schedule for the beginning of summer. The Worcester Purchasing Officer did get back to Kerry and has recommended that we wait and then re-bid the Tabletop exercise with more specific criteria rather than going through Chapter 30B. Lois asked if there was a recommended time period to wait before re-bidding. Seth thought that there was no specific time.
- Lois asked who would refine the wording in the bid. Seth thought that the re-write would be based upon the criteria of the exercise but was not sure who would actually do the re-write.
- Seth asked if the committee needed to vote on the MAHB and supporting one-day conferences. Paul thought that we had already approved this conference but Phil suggested that we take the vote just to confirm our support.

Lois Luniewicz made a motion that we approve attendance at the MAHB. This was seconded by Jamie Terry. During the discussion Andy asked if we would run into the same roadblock. Phil stated that this conference did provide some excellent training, especially for new board members. Trish stated that she was pretty sure that there was some EP training about past disaster response in the state. The cost of this conference is \$95. Phil will check with Mary Clark on this when he calls her. The motion passed unanimously.

- Strategic Planning is supposed to brief on the Principles of Operation.
- Boston is holding a Hazard Vulnerability Assessment conference and we should be able to see the efforts next week. This pilot program is supposed to provide a Hazard Vulnerability Assessment template for other regions to use

Homeland Security Council: Chris Montiverdi

- Chris briefed that the Homeland Security Council budget for FY12 is only about \$500,000. He has asked for \$100,000 for sheltering training and exercises.
- He said that the statewide sheltering plan should be ready by early next year and that we could build an exercise around that. Lois asked if there would be any guidelines developed for regional shelters and Chris replied that there would be. Some of the guidelines would consider the possible timeline of the event.

- Chris stated that the Council is setting aside approximately \$150,000 for equipment and \$100,000 from communications equipment similar to what they have done in the past.
- The Council is considering giving some money to the 61 cities and towns in the region. The amount will be based upon population and will have to be spent on items from a pre-approved purchase list. This is from FY11 money.
- Chris also mentioned the medical 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 possibly at a training session.
- The Statewide Evacuation Plan is moving forward. MEMA is looking at hiring a consultant to work with them on the plan.
- Sara Darlagiannis mentioned that New Salem is asking questions about the Vermont Yankee Nuclear Power Plan and how the town could be affected by any problems. We will try to put the town in contact with MEMA Region III.
- Chris also advised the meeting that the Homeland Security Council had voted to stop funding the Reverse 911 communications system at the Worcester Sheriff's Department. This was due to the shrinking funding. The Department is looking at ways to continue funding this system.

Regional Mutual Aid: Andy Pelletier

- Andy passed out a new cover sheet with all 66 communities listed.

Local and State Advisory Committee: Phil Leger

- Phil stated that the grant year deliverables have been finalized.
- September is National Preparedness Month. Phil asked if anyone was doing anything special. Lois said that the Grafton Police are doing a Drug Take-Back Program on Saturday and the BOH is piggy-backing on this with a sharps collection. They are also distributing information on how to sign up for Code Red, the Grafton reverse 911 program. They found a new company from New Hampshire, B&D Associates to handle their sharps. Cheryl mentioned that there is a company in Sutton which may be willing to work with our region. She will bring some information to the next meeting.
- The LSAC will be collecting best practices and templates to make them available.
- The Health Coordinator position is posted. They are seeking candidates hopefully with a local public health background to go around and visit people.
- He spoke briefly about John Auerbach's resignation.
- There were several DPH staff personnel at the meeting. Karen Malinski works as a preparedness planner with the MRCs, SNS, and the TAR program and Sentinel Sites. Katie Keeman is the person who produced the Shelter Show Me Communication Tool. She also works with the Shriver Center and people with access and functional needs. Lisa Croner is a Public Health Nurse who works with MA Responds and educational needs for local health departments.
- The next meeting is the week after Columbus Day at the MEMA bunker.

Personnel Workgroup: Lenny Izzo

- There was nothing to report.

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

- Paul stated that Worcester has requested \$185.00 to purchase a Hughes 9201 Power Adapter and a 90-watt three-pronged AC-Adaptor for their BGAN unit.

Jamie Terry made a motion that we approve Worcester's request and this was seconded by Andy Pelletier. The motion passed unanimously.

- Ken reported that we have requests for 28 more of the Tensa Barriers. Paul suggested that we send an email out to the region to see if any other towns needed more. Rather than act on the requests we have now, this matter was directed back to the EAT Workgroup to determine how many more barriers were needed in order to place one order rather than several smaller orders.
- Paul told the meeting that the EAT Workgroup meetings would be automatically scheduled to take place after the monthly Executive Committee meetings.
- Paul also stated that the Westborough AM Radio Transmitter was currently operating 24 hours a day for National Preparedness. People could listen to it on their way out of town after the meeting.
- Ken and Barry performed a demonstration of the AM Radio Transmitter system at Northborough last Tuesday and reported that it reached about 90% of the town.
- Sara stated that the Emergency Power Packs have been received and are ready to be distributed.
- Seth recommended that Phil email John Grieb about the MHOA accommodations issue.
- The Emergency Vests which had been approved during the last grant year were not ordered. The company wanted to modify the purchase order and the vests turned out to be sized. We will pursue these again this year.

MRC Workgroup: Jamie Terry

- Jamie sent out a message for people to meet but no one got back to her so she will send another message.
- She has reviewed the suggested job descriptions which people sent to her and has come up with the one she thinks is best. She will present it at the next meeting.
- For those who were not at the last Steering Committee meeting, Derek thinks that every MRC division should have a paid leader, or at least the option to have a paid leader. This position should be funded through PHEP by a request that the MRC Workgroup should put together. It was suggested that the proposal approve \$15,000 for each division. The person would be employed by the town that would head the division and act as a Host Agency. The Southwest division has three people who seem to be interested in being that group's leader. Alyssa Rusiecki says that Sturbridge may be interested in being the host community for the division.

Strategic Planning Workgroup: Jim Morin

- No report. Phil will push this up. Lois stated that the draft should go out before the meeting so that people can have a chance to review it.

Old Business:

- There was no old business to discuss.

New Business:

- Sara mentioned some recent HHAN messages which came through as garbled. Some other people also had a problem. These seemed to be about Arbovirus. It did seem to some people to be a different style of message than normal but no one could really pinpoint it. Phil reminded people that they could edit their preferences as to where they wanted to receive messages.
- Jamie mentioned a problem that she got involved in concerning a young mother with young children living in a motel housing homeless people and families. The accommodations provided virtually no way to take care of sterilizing the bottles for the babies. This appears to be a state-wide problem with no obvious solution.

Cheryl Rawinski made a motion that we adjourn which was seconded by Trish Parent. The meeting adjourned at 10:53am by unanimous consent.