

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES
October 13, 2011/9:00am
25 Meade St, Worcester, MA

IN ATTENDANCE: Derek Brindisi (Worcester); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon)(Alt); Sandra Knipe (Hubbardston); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn)(Vice Chair); Jamie Terry (Northborough); Dennis Costello (Boylston); Darlene Coyle (Leicester); Mike Graf (Bellingham); Catherine Liberty (Webster); Lois Luniewicz (Grafton); Jim Malley (Oxford); Roger Mallet (Orange); Barbara Mard (West Boylston); Bill O'Connell (MDPH); Kerry Clark (Region Coord); Colleen Turpin (Worcester DPH); Kate Pollender (WRMRC); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Sara Kruzcek (Program Planner); Forrest Price (Program Planner).

EXCUSED: Lee Jarvis (Spencer); Phil Leger (Athol/Royalston)(Chair); Dottie McNamara (Fitchburg); Cheryl Rawinski (Sutton).

The meeting was called to order by Vice-Chair Andy Pelletier at 9:06am. He reminded the members present that Kerry needed a letter from each community identifying their representative to the Steering Committee.

Kalene Gendron made a motion that we accept the minutes of the September 15, 2011 combined Executive/Steering Committee meeting as presented. This was seconded by Barbara Mard. The minutes were approved.

Next Meetings:

Executive & Steering Committee Meeting: November 10, 2011/9:00am/(Worcester if no other town volunteers).
Executive & Steering Committee Meeting: December 08, 2011/9:00am/(Location TBD).

Program Coordinator Update: Kerry Clark

- Kerry stated that the final approved deliverables have been disseminated. One of the major additions is the requirement for a public health Hazard Vulnerability Analysis (HVA). This could be a public health component to hazards already identified or completely separate public health issues.
- Sandi said that at the LSAC Mike Coughlin advised local boards to make a good faith effort to address the deliverables with the emergency managers.
- MDPH is not looking for a developed plan yet but rather to identify possible hazards. If local boards have problems getting the emergency manager to work with them, inform Kerry of the problem.
- We will also be looking to see if local boards participate in the LEPCs/REPCs.
- We will be focusing on completing the EDS plans.
- Kerry reviewed the budget reports and how he is trying to use them to track spending and funds.
- Tuesdays MDPH conference call lifted restrictions on who could get BOH flu vaccines. Several committee members expressed concern about this reversal of stated positions and how it could affect our communities.
- We still have the EDS Facility set-up drill as a requirement.
- Communities need to submit their annual letter identifying their representative to the Steering Committee.

Host Agency: Derek Brindisi

- The quarter 2 MRC voucher has been submitted. Grafton and Wachussetts have received their funds.
- Our fourth quarter report has been submitted to the state and that grant has been closed out.
- The quarter 2 PHEP voucher will be coming due in November.
- PHER checks need to be sent in to Worcester as soon as possible.
- Andy asked if we could get some documentation from the state that requires this money to be returned as proof for his town accountant.

Homeland Security Council: Chris Montiverdi

- Chris briefed on the Central Region Homeland Security Council's annual stakeholder meeting. It will be Thursday, October 27, at the Hoagland-Pincus Conference Center. Several members pointed out that the MHOA meeting is the same day. They will review the last few years and will have the Ambu-bus on display.
- Kerry stated that he had attended the last meeting for Chris and said that the contractors who are going to work on the region evacuation plan gave a briefing on it. Chris stated that this plan will be a 3 ½ year project in two stages. He also said that the state will be hiring a contractor to do a state-wide plan.
- The Mass Fatality conference went well. An after-action report should be sent out shortly. Bound copies of the plan may be available.
- Lois asked in communities received any updates from the council. Chris stated that the meeting minutes are posted on the council's website and that updates do go out occasionally.

Regional Mutual Aid: Andy Pelletier

- Andy reported that we have 63 communities signed on to the Mutual Aid Agreement. He anticipates getting an agreement from Gardner in the near future.

Local and State Advisory Committee: Sandi Knipe

- Sandi stated that Kurt Schwartz from MEMA was at the last meeting. He went over a lot of sheltering issues and stated that shelters were up to the locals to handle.
- They broke up into committees to take on different projects. She is on the committee on deliverables. They met with Mary and Mike at the bunker (MEMA) and they do listen to us. Right now they are working on the request for assets and the protocol to use in this.
- Chris mentioned that the state is hiring a vendor to write a state-wide sheltering plan.

Personnel Workgroup: Lenny Izzo

- Lenny said that they are interviewing 3 candidates next week. Whether they go with one full time and two part-time or two full-time positions will be determined by how the candidates interview and what sort of position the selected candidates want.
- Jamie asked about the evaluations and how they were. Kerry said that there were no significant problems and that they did address some minor issues. The feedback from the majority of the towns was positive.
- Lennie offered to prepare a report if enough people wanted one but Kerry suggested that a verbal report would be better and he offered to give any committee member a report if they wanted one. But he said that overall the planners were doing a good job.

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

- Sandi stated that the workgroup has not met since July. She said that we have about \$45,000 to spend but they plan on spending more on training and exercises rather than equipment. She asked Kerry if they should combine with the Strategic Planning Workgroup but Kerry stated that it would be better for each workgroup to concentrate on their respective areas. The Strategic Workgroup works on long-range issues while the EAT Workgroup works on what we have here and now.
- Sandi also wanted to insure that everything which had been ordered in the past year had been dealt with. It appears that they have and the titles for the trailers have either been handed out or will be shortly. Lettering for the new trailers has to be ordered from this year's funds while supplies were ordered last year.
- The gas cylinders, generators, and lines will be ordered.
- Sandi asked about Westminster's request for a battery and pads for her AED. Kerry replied that it was discussed at the previous meeting but there was no further action.
- Sandi is going to schedule an EAT workgroup meeting in the near future.

- Kerry stated that people had attended the MEHA conference and he hoped that their accommodations were alright.
- Rooms have been reserved for the MHOA conference. Registrations have also been covered.
- There was some discussion about which conferences had been approved.

Trish Parent made a motion that we approve and pay for attendance at the MAHB conference which was seconded by Sandi Knipe. After a review of previous minutes which showed that the Steering Committee had already approved attendance to this as well as most other conferences, Trish withdrew her motion.

Trish Parent made a motion that we approve and pay for attendance at the NACCHO conference in Anaheim, CA. This was seconded by Lois Luniewicz. Kerry stated that out of all the conferences we normally attend, NACHHO was the most important for public health emergency preparedness. The deadline from region personnel to make their requests will probably be the end of November. Andy thought we should open this to board members and staff and see how many people wish to attend. The motion passed unanimously.

- Andy asked if the coalition could put in reservations for MHAB. Kerry stated that this was easy because of our working relationship with MHAB and the fact that there was no hotel expense to be covered. Attendees would be responsible for registering themselves however.
- Paul mentioned that the AM radio transmitter came with Velcro for extra wording on the signs but no signs. Kerry stated that more signs would be coming.
- Andy related his experience with the permanent antenna he mounted in his town on the roof of the school. It is providing extremely good coverage all over Auburn. The ground mounted antenna will be erected near their operations center.

MRC Workgroup: Jamie Terry

- Kate stated that we had a problem with the MRC Public Service Announcement because we did not have permission to use the photos of people in the video. We need to have consent forms from everyone who is shown. There was an extensive discussion about this situation and how and why permissions must be obtained.
- Lois gave a brief summary of the presentation at the Chocksett Inn. She said that it was well-attended and that it was a very good program and featured an interesting speaker who had some extensive experience in emergency response.
- Kate said that Mary Clark had asked everyone to get the minutes of the state-wide committee meeting out to everyone.
- Lois stated that Grafton has gotten to the core group of their volunteers. She also stated that most volunteers seem to prefer to respond to an email rather than to have to log onto MA Responds to get messages. She hoped that the website could be a little more user-friendly in this respect. Kate said that MA Responds does have an option which people can choose to receive notifications via email rather than having to log on.
- Lois also asked about the online orientation which MA Responds is offering. She wonders if this is a volunteer orientation of one for the website. Kate did not know but will check.

Strategic Planning Workgroup: Jim Morin

- No meeting is planned. At the last meeting they talked about regional threats.
- Kerry stated that one of the tasks the workgroup had was to review the Principles of Operation.

Old Business:

- No old business.

New Business:

- Chase Hunter gave a short presentation about CommunicateHealth and their plans to hold a focus group on IRAA Communications for local BOHs. She invited anyone from the committee or the region to apply for this group to help analyze and evaluate a tool her group was developing to help our boards.
- Kate Pollender reviewed the MA Responds website and gave people an overview of how it works.

Lois Luniewicz made a motion to adjourn the meeting which was seconded by Trish Parent. The meeting adjourned at 11:18am by unanimous consent.