

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES
November 10, 2011/9:00am
25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Athol/Royalston)(Chair); Derek Brindisi (Worcester); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn)(Vice Chair); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Mike Graf (Bellingham); Lois Luniewicz (Grafton); Jim Malley (Oxford); Roger Mallet (Orange); Jim Morin (Southbridge); Kerry Clark (Region Coord); Colleen Turpin (Worcester DPH); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

EXCUSED: Missy Kakela-Bottom (Mendon)(Alt); Sandra Knipe (Hubbardston); Chris Montiverdi (Leicester).

The meeting was called to order by Chair Phil Leger at 9:10am.

Andy Pelletier made a motion that we accept the minutes of the October 13, 2011 combined Executive/Steering Committee meeting as presented. This was seconded by Trish Parent. The minutes were approved with Phil Leger and Cheryl Rawinski abstaining.

Next Meetings:

Executive & Steering Committee Meeting: December 08, 2011/9:00am/4 Uxbridge Rd, Sutton.

Executive Committee Meeting: January 12, 2012/9:30am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: January 26, 2012/9:00am/(Worcester if no other town volunteers).

Program Coordinator Update: Kerry Clark

- Kerry stated that the regional coordinators had a conference call on Monday. They discussed the recent snowstorm event and shelter operations. He also reported that despite what had been reported before, the next LSAC meeting will review this year's deliverables for final approval. There should be no major changes, just possibly some changes in the approaches to the Hazard Vulnerability Analysis and the LEPC partnership.
- There is a new form for equipment requests. Items under \$1000 do not need approval. Items between \$1000 and \$5000 can be approved by the region coordinators but need to be sent to DPH for review and concurrence that the requested items can be purchased with PHEP funds. Items over \$5000 will need to be approved by DPH. There will be an appeal process for items which DPH does not approve.
- Andy asked if previous purchases would be reviewed. Phil stated that DPH will probably ask for a list of equipment for review.
- Jamie asked if the PHER dollars are being returned. Kerry replied that checks have been coming in to the office. Andy asked about the status of the letter he had previously requested. Kerry had requested it and will check on the status.

Host Agency: Derek Brindisi

- Kerry said that Derek has signed off on the payment voucher for quarter 2 and that has been submitted to the state.
- We are still waiting for DPH to release the grant guidance on allowable expenses.

Homeland Security Council: Chris Montiverdi

- Chris is on vacation. He passed on to Kerry that there was nothing new to report.
- We have asked Chris to try to have the region Ambu-Bus at one of our Worcester meetings. It is being housed at Worcester Regional Transit Authority.

Regional Mutual Aid: Andy Pelletier

- The Gardner agreement should be at Andy's office which would make a total of 64 communities who have signed.

Local and State Advisory Committee: Sandi Knipe

- Phil mentioned the fixed asset list request again for the LSAC.
- The LSAC will be meeting again in two weeks. They will be reviewing their organization, structure, voting procedures and a number of other organizational items.

Personnel Workgroup: Lenny Izzo

- Lenny said that the workgroup has selected two individuals they wish to hire for our vacant planner positions. Kerry has met with one person and will be meeting with the other later today to make each an offer.

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

- Paul passed around an email from Sandi which listed the items that needed Steering Committee approval for purchase.

The EAT Workgroup proposes to purchase a package of 50 sandbags for each community that is receiving an AM radio transmitter to be used to stabilize the antenna. Lenny Izzo made a motion that we approve this purchase and Lee Jarvis seconded this motion. The motion was approved unanimously.

The City of Leominster Health Department has requested \$229.00 to purchase a Canon Power Shot SX 150 digital camera. Jim Morin made a motion that we approve this request and Dottie McNamara seconded the motion. The motion was approved unanimously.

The Town of Webster is requesting \$3500 to purchase 5000 Emergency Handbooks. Cheryl Rawinski made a motion that we approve this request and Lenny Izzo seconded the motion. The motion was approved unanimously.

The EAT Workgroup is requesting \$89.99 to purchase an account with SpokenText.com to produce audio messages to be used with the AM radio transmitters. Lee Jarvis made a motion that we approve this request and Cheryl Rawinski seconded the motion. The motion was approved unanimously.

The Town of Spencer is requesting \$331.91 to purchase a Canon Power Shot digital camera, a flash memory card, and a compact camera case. Cheryl Rawinski made a motion that we approve this request and Jim Morin seconded the motion. The motion was approved unanimously.

- There will be a short EAT Workgroup meeting after this meeting. Andy wants to ask for about \$2400.00 for a fixed antenna to be mounted on their high school.

Jaime Terry made a motion that the committee approve the purchase of a fixed antenna for Andy Pelletier's AM radio transmitter for use on the high school. Cheryl Rawinski seconded the motion. During the discussion Andy stated that he would give the permanent antenna he has now to another town that wanted it. The motion passed unanimously.

MRC Workgroup: Jamie Terry

- Jamie stated that she will have more to talk about at the next meeting.

Strategic Planning Workgroup: Jim Morin

- Jim reported that the workgroup will meet after this meeting.
- He also stated that his group is looking for more direction and objectives to address.

- Roger asked who was on the workgroup and stated that he has never been contacted about any meetings. Jim will add Roger to the email list for meeting notification.
- Jamie asked about a previous discussion about all of the planners using one standardized plan for all of the communities. Kerry elaborated on this and why this was addressed and why it might be a good thing to pursue. One of the benefits would be that if other people provided mutual aid to a town then it would be easier to find information in a standardized format.
- Trish asked about the Principles of Operations were being looked at by the workgroup. Kerry said that this had been sent to the workgroup but that they had not had a chance to work on them yet.

Old Business:

- Derek briefed the committee on Kerry's pending one year tour of active duty with the National Guard. The region has to maintain his position for when he returns and they are looking at how to cover his duties while he is gone. Kerry will spend some time each week working with and maintaining the PHEP program. Nicole Valentine who came to Worcester DPH from the Red Cross will take over running the MRC program in Kerry's absence. Colleen Turpin will take on the fiscal management position of the position. Kerry will continue to work with the planners. Derek also said that if additional help is needed they will look at how to provide the help either with in-house personnel or with temporary hires. Phil suggested that Derek should consider providing some sort of written summary of how this will all work by the next Steering Committee meeting.
- Kerry explained a little bit about his assignment and how a part of it was to develop and maintain a working relationship with MDPH which is a large part of what he already is doing.
- Paul asked Derek how the regionalization project was going. Derek replied that it is going well. Six communities have committed to being a part of the greater Worcester area. They are Millbury, Leicester, West Boylston, Holden, Shrewsbury, and Worcester. He gave a brief overview of what public health duties the region would cover.

New Business:

- MDPH is doing an after-action report from the October snowstorm which will be handled by the EPB. Part of the conference call on Monday was a discussion of this. The major problem seems to have been the inability to contact MRC members and was a state-wide problem. Kerry stated that we are using a web-based product to reach folks who do not have power. There were also problems with cell phones, especially as they lost power. Some locations went to regional shelters in short order. Several people reported on how shelters were set-up and run in their communities.
- Lois reported on the state-wide MRC conference call last week. There was an apparent lack of coordination from town to town. Several people reported a lack of volunteers and people did not seem to know that they should go to the ESF-8 desk for volunteers. She also mentioned the widespread outages of telephone communications. More people discussed how their communities had planned for and established and ran shelters in their areas.

Jim Morin made a motion to adjourn the meeting which was seconded by Lee Jarvis. The meeting adjourned at 10:55am by unanimous consent.