

## STEERING COMMITTEE MEETING MINUTES

December 12, 2013/9:00am

Sutton Town Hall

4 Uxbridge Road, Sutton, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Kalene Gendron (NABH)(Alt); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice-Chair); Trish Parent (Upton); Andy Pelletier (Southbridge); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Darlene Coyle (Auburn); Alyssa Rusiecki (Sturbridge); Missy Kakela-Bottoms (Mendon); Barbara Mard (CMRPHA); Kerry Clark (Region Coordinator); Colleen Bolen (Worcester DPH); Megan DeNubila (Worcester DPH); Sara Darlagiannis (Program Planner); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

Guests: Martin Gaffney (New England Disposal Technologies, Inc.); Kerry Evans (MDPH/OPEM); Chase Hunter (SNS).

The meeting was called to order by Chair Phil Leger at 9:10am. Prior to the business meeting, several presentations were made to the group.

Martin Gaffney from NEDT gave the meeting an update of his company's efforts and services to handle hazardous materials.

Kerry Evans from MDPH/OPEM introduced the group to the new MDPH WebEOC program. She showed us how to log onto the website and demonstrated many of the features of this program. She also answered numerous questions from the group about the utility of the program.

Chase Hunter and Megan DeNubila briefed the meeting on the BP1 TAR scores and the breakdown of the scores in the different sections.

**Lenny Izzo made a motion that we approve the November 21, 2013 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The minutes were approved with Trish Parent abstaining.**

### **Next Meetings:**

Executive Committee Meeting: January 9, 2014/9:00am/Worcester DPH.

Steering Committee Meeting/January 23, 2014/9:00am/Lenny Izzo volunteered to host the meeting at the Milford FD, Milford, MA.

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

- The meeting agenda needs to be updated with new names/changes.
- Colleen reminded the group that PHEP funds checks being sent out to communities for non-service items will have a 45-day requirement to report on the usage of these funds and/or a return of any funds which will not be used for the approved reason.
- The funds being transferred from the PHEP budget to the MRCs are reflected in this month's budget summary. This transfer needs state approval since it is a change to our budget and the state has asked some questions about this.
- Colleen asked that anyone who is requesting reimbursement for the MAHB conference to send in their requests. She also reminded anyone who attended the MHOA conference to do the same. Colleen then talked about the upcoming NACCHO conference in Atlanta. She requested that anyone who would be attending and would request reimbursement to send their names to her. She can then open a Purchase Order which would allow for quicker payment processing. Cheryl Rawinski asked if registration had

opened yet for this conference. Kerry Clark said that he thought that registration would open after January 1<sup>st</sup>.

- Kerry discussed the RealOpt training which personnel from the CDC and the SNS conducted in Worcester on December 4<sup>th</sup>. Most of the planners attended in order to learn how to use this program. Communities can use RealOpt to conduct a Throughput Drill to satisfy one of the three required drills for this grant year.
- Kerry reported on the HHAN Drill which was conducted on December 4<sup>th</sup>. Barry Lein stated that offices which have extensions on their phone numbers cannot be reached by the HHAN. People can use their cell phones or home numbers as their contact number. Kerry reminded the group that they could choose to receive an email for lower priority alerts. They also reminded the group that calls which went to an answering machine did not constitute a successful contact; the person had to log in to the HHAN to complete the response.
- Kerry stated that he had attended an OPEM staff meeting last week but there was nothing significant to report. Two retirements were announced: Don Snyder from Region 1 and Donna Lizorek from MDPH. Lindsay Tallon will also be leaving in the near future. They did discuss planning for the next Boston Marathon and staffing.

**Host Agency: Derek Brindisi/Colleen Turpin**

- Kerry reviewed the current Budget Report and the changes. Paul McNulty stated that it looks like the EAT Workgroup has about \$27,000.00 to spend.

**Homeland Security Council: Chris Montiverdi**

- There was no report.

**Regional Mutual Aid: Darlene Coyle**

- Darlene had nothing to report.

**Local and State Advisory Committee: Phil Leger**

- Phil had nothing to report on LSAC.
- He attended a meeting on the Health and Medical Coordinating Coalitions held at Tower Hill on December 2<sup>nd</sup>. Colleen also attended. It was basically a breakout session for other regions that are broken up into coalitions. Phil and Sandy will attend the PERP meeting in January to discuss where our region should go next. Colleen stated that the other Regions will be having facilitated discussions with the state which we will not need to have since we are still one coalition and already are working together. Phil stated that the LSAC will probably be holding a concurrence vote in March for the next grant year. They will try to use the most accurate numbers they can as the basis for this vote
- Tomorrow there will be a follow-up meeting for the Hazard Vulnerability Assessment for the Region. Those people who have been involved in the process will attend.

**Personnel Workgroup: Lenny Izzo**

- Lenny had nothing to report.
- Jamie asked about the planner reviews and if there was a summary that the Personnel Workgroup could get. Kerry said that they did not produce an overall summary; they only summarized the comments and reviews for each planner. Kerry then stated that if any Executive Committee wanted a summary that they could produce one for that purpose.

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

- Paul said that according to the budget figures that we have about \$27,023.28 left to spend. He only had two requests to present.
- The Town of Spencer is requesting to purchase 10 radio batteries at \$76.50 each for their Motorola radios. The current batteries are only lasting 30-60 minutes.

**Lenny Izzo made a motion that we approve this request. The motion was seconded by Jamie Terry. During the discussion it was discovered that the quote was for 12 batteries and the request for Spencer had a typo in the number of batteries. The quote from WoRAD was for 12 batteries at \$85.00 each for a total of \$1,020.00. A 10% discount made the final total \$918.00. Kerry suggested that we go with the WoRAD quote and ask Lee to amend his request. The motion passed unanimously.**

- Andy Pelletier stated that he just moved into Southbridge and checked out his radios. He only has one good battery and suggested that we hold off this request in order to make a larger purchase if other people need batteries. Lee stated that he needed his batteries now since his were in such a bad condition.
- Ken Gikas said that we purchased our last batteries in 2010. Lee stated that he had talked to WoRAD and that we cannot use the battery conditioner for Lithium batteries and that they cannot be left in the charger after they are fully charged. We may need to replace a large number of these batteries.
- The Town of Sutton is requesting \$1,813.93 for the following: an HP Elitebook (\$1,373.98), a Targus carrying bag (\$22.98), Microsoft Office (\$219.99), and a Dell 5110CM Imaging Drum Kit (\$226.98).

**Lenny Izzo made a motion that we approve this request which was seconded by Lee Jarvis. Trish Parent stated that this request needed a reason. Cheryl stated that this equipment was for their EDS site. The motion passed unanimously.**

- Colleen stated that we had approved a request for a jacket for Darlene Coyle but her size was not available. Colleen also said that if Paul did not have this request that she could resend it.
- Forrest asked about an email from Chief Demetropoulos of the Barre Police Department concerning the narrow-banding programming of the Motorola CP200 radios. There was an extensive discussion about our previous discussions about these radios. Most people seemed to think that this was not the situation with these radios. This discussion will be continued.

#### **MRC Workgroup: Liz Foley**

- There will be an Advisory Committee meeting for the Division leaders in January.
- There will be a Sheltering Course at the end of January.
- Some of the volunteers have asked for some radiological training and Liz is working on this.
- At the Statewide meeting they were briefed that the state is looking for Workers Compensation coverage for MRC volunteers. They feel that there is enough liability protection in place at this time.
- Liz mentioned that Alyssa Rusiecki had introduced the new leader of the Southwest Division at the last meeting. She also stated that Lois Luniewicz was ready to take over the Nashoba Division.
- Liz also stated that the MRC budgets have been submitted.
- Liz had heard from Jennifer Frenette, our Region 1 Coordinator, that the National Health Security Preparedness Index in the capability management of volunteers during emergencies that Massachusetts was leading the nation.
- Liz will be submitting the state report for the Worcester Regional MRC tomorrow.

#### **Strategic Planning Workgroup:**

- Kerry reminded the meeting of the draft Training Attendance Policy which he previously circulated. Phil stated that this should be placed on the Executive Committee agenda for a vote at the next meeting.
- Colleen gave a brief presentation on the PERP grant and handed out some materials to the group.

#### **Old Business:**

- There was no Old Business to discuss.

#### **New Business:**

- There was no New Business to discuss.

**The meeting adjourned at 11:30am by unanimous consent.**

**Minutes approved at the (January 27, 2014 Steering Committee meeting).**

**Respectfully submitted: \_\_\_\_\_ Phillip Leger, Chair, Region 2 PHEP Coalition**