

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

December 13, 2012/9:00am

Levi Heywood Library

55 West Lynde St., Gardner, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner)(Alt); Lois Luniewicz (Grafton); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Jim Morin (Southbridge)(Alt); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Monica Boyce (Wales); Ira Grossman (NABH); Missy Kakela-Bottoms (Mendon); Deborah Karan (Athol); Roger Mallet (Orange); Barbara Mard (West Boylston); Matthew Pearson (Phillipston); Tex Sarabia (Hardwick); Bernie Sullivan (Gardner); Wibby Swedberg (Westminster); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

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

Lenny Izzo made a motion that we approve the November 1, 2012 combined Executive/Steering Committee meeting minutes as presented. This was seconded by Lee Jarvis. Derek Brindisi asked about the Executive Committee missed meeting policy. The policy was changed to four absences of any sort and Alternate Members were held to the same requirement. This also applies to combined Executive and Steering Committee meetings. The minutes were approved unanimously.

Next Meetings:

Executive Committee Meeting: January 10, 2012/9:00am/25 Meade St., Worcester.

Steering Committee Meeting: January 24, 2012/9:00am/Northborough Public Library, 34 Main St., Northborough.

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

- There was a quarterly EPB meeting this past Monday.
- The state is developing a mobile app to go along with the Shelter Show Me Tool booklet. There is no timeline established yet.
- MA Responds now has 39 units. They will be conducting monthly webinars in the near future.
- The Health and Medical Coalition will be starting a work group sometime next spring. We have identified representatives for this group.
- The state is working on Web EOC training for our local public health boards. They hope to have testing sometime this spring for boards to test the system. They will then come up with a plan on how to use WebEOC.
- The state is also working on an assistive technology listing for use with access and functional needs. This will be a listing that you can use as a resource for dealing with access and functional needs within your community. It is not finished yet but Colleen will let us know when it is ready. The HHAN has a media list for use within towns.
- The EPB was not affected by the announced 9C cuts. If any federal cuts are announced in January they will not affect this grant year, but future grants years may be affected.
- Andy Pelletier asked if mobile apps in general were universal. The answer is that they are normally either Apple or Android based.
- Colleen stated that there was a conference call with Katie Kennan and the other Region Coordinators on refugee and immigration services. She is trying to have conversations on better understanding this issue. If towns are required to provide increased services to these groups without getting additional resources there may be push back from the local boards.
- The second payment voucher for the MRC has been received by the city. There was an MRC workgroup meeting last week which produced a revised MRC budget which has been sent to the state for their approval. Jamie Terry asked if the MRC budget had to be approved by the Steering Committee. Colleen replied that it did not.

Host Agency: Derek Brindisi

- Derek stated that those MRCs which are looking for money need to send an invoice to Worcester to be paid.

Homeland Security Council: Chris Montiverdi

- Chris briefed that the medical kits which had been purchased by the council for the Worcester County cities and towns were being stored by the Red Cross. There are 2-3 kits per community and they are trying to distribute these through the Emergency Management Directors. The kits are to be for the shelters.
- The WRHSC has received its FY12 grant and it is about \$450,000, a large decrease from previous years. If this grant continues to be reduced, there is talk about combining the regional homeland security council's into one statewide council.
- The council will no longer be able to fund the Worcester Sherriff Department Reverse 911 system. Some communities have funded their own local system. The Sheriff may try to continue funding their system.
- Sandy Knipe asked about the project to provide generators for the towns. Chris replied that the project to fund one transfer switch for each town had to be cancelled due to the reduced funding.
- The council has set aside about \$1,000,000 from previous grants and is planning on allocating money to each of the communities for emergency preparedness. The allocation will probably be based upon the population numbers in each community. There will be a booklet of allowable purchase for these funds. The funding notification will go to the community leadership. They are waiting for EOPPS to sign off on this. Lenny Izzo asked if Public Health would be notified. Chris will try to insure that our local BOHs are included.
- Chris talked about the portable sheltering unit (in two trailers) which was recently purchased. This is suitable for use in cold weather. It is being housed at the Central Mass EMS and the Central Mass DMAT Team has been trained to deploy and set up this system. There may be a small fee to cover the cost of setting up the unit. Andy Pelletier asked if this would be available for non-emergency uses. Chris was not sure but said that this could be discussed to see what uses would be allowable. Jamie asked if we could just use the cots from the sheltering trailers. Chris said that a town could ask for and just receive cots it that was all they needed. Wibby Swedberg asked if this sheltering unit could be set up at the MHOA Conference. Chris did not think that MHOA would be a proper place but that there were other meetings where it could be set up and shown to people.

Regional Mutual Aid: Andy Pelletier

- Andy had nothing new to report. We are still at 66.

Local and State Advisory Committee: Phil Leger

- The next LSAC meeting will focus on Mass Care and sheltering. Kurt Schwartz will be attending. Evacuation plans are still in development and are not on the MEMA website yet. The Mass Care and Sheltering Plan is also still being worked.
- A thank you letter was sent to Commissioner Auerbach. Once a new commissioner is in place LSAC will send an invitation to attend a meeting.
- There was a discussion about the Grants Management Manual. There is no substantive change to the manual, just changes in dates and updating forms along with a new section to list items which are not approved for purchase based on federal guidance.
- Region 3D expressed concern about training deliverables, particularly that training should be offered frequently and with multiple dates and locations. Mary Clark assured the committee that DPH plans to integrate required training into existing coalition meetings.
- There was a discussion about the use of PHEP funds for conferences, travel, and overnight stays and the requirement that such expenses must be "reasonable". Under federal regulations and CDC guidance PHEP funds can only be used to cover costs for that portion of the conference that is related to preparedness. Mary Clark stated that new conference guidance will be in place for the next fiscal year.
- Fixed assets should be verified once each grant cycle.

- The LSAC Capacity Building workgroup will be working on Mass Care and Sheltering in December and Partnerships in January. Best practices should be products and strategies of which people are “really proud”.
- Interviews will be completed in December for the Senior Public Health Coordinator. They hope to have someone in place by February.
- A draft EDS brochure has been distributed. Comments should be sent to Sam Stone and John Grieb.
- After Hurricane Sandy New York made an EMAC request for shelter support personnel. EMAC is the federal compact that governs state-to-state request for assistance. MRCs are not currently organized in a way that would allow them to respond to an EMAC request. This will be discussed at the statewide MRC Conference.
- DPH has contracted with Boston University to organize meetings to bring Public Health Coalitions, Hospitals, and other partners together to discuss the formation of a regional response coalition.
- John Grieb has met individually with region coordinators and they are continuing to meet monthly.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to report.

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

- Paul briefed that we have received notice from Globaphone about an increase in service rates for our BGAN units effective January 1st. There is some money in a fund we are drawing from but the rates will be going up \$20.79 a month for each of our six lines. During the next service period this would be \$997.92. Currently our BGAN units cost \$37.00 per month and our current service period is Sept 10, 2012 to Sept 9, 2013. The new rate will be \$57.79 per month. Ken and Paul are questioning what the current contract says about rate increases. Paul suggested delaying this discussion to the January workgroup meeting.
- Colleen stated that Kerry has received the bids for the tabletop exercise. He asked if he should reach out to the EAT or the Strategic Planning Workgroup for help in reviewing these bids. Jim Morin volunteered Strategic Planning to assist. Worcester will scan the bids and send them to Strategic Planning.
- Ken Gikas stated that the Medway and Pepperell trailers are in service but without the generators.
- Paul asked if the overlays for the AM Radio Transmitters were on order. Colleen stated that she is waiting for the invoice from the company.

MRC Workgroup: Jamie Terry

- Jamie stated that have our three MRCs and that the WRMRC is broken down into three sub-divisions. Lenny has confirmed that Hopedale will be the host community for the Southeast division. Alyssa Rusiecki is still working on whether Sturbridge will agree to host the Southwestern division and Jim Morin is ready to host this division if Alyssa cannot. Jim Gareffi will have to get back to us in January about the Nashoba area.
- Jamie also stated that she thinks that the division Host Agencies should be able to submit their budgets to the MRC Workgroup for approval rather than have to go to the Steering Committee for approval. Phil Leger asked for a motion on this.

Jamie Terry made a motion that the division Host Agencies be allowed to submit their budget plans to the MRC Workgroup for final approval. She further stated that the divisions would also submit quarterly reports to the Steering Committee as required by the MRC grant. This was seconded by Trish Parent. The motion passed unanimously.

- Jamie said that their hope was to roll this out by January 1st but they will have to figure out what to do with the Nashoba area.
- Jamie also briefed that from now on Liz Foley would be the coordinator for all MRC activities.
- Derek asked Jamie if the divisions knew what their reporting requirements were. Jamie stated that she would meet with Lenny on this. Lois also said that this would be covered in future meetings.
- Two separate letters would be going out to the MRCs. One would go to volunteers who were being moved to different MRCs to see if they agreed or if they would rather remain with the WRMRC.

- Phil Leger talked about his meeting with Judy O'Donnell last night in Royalston. The Wachusett MRC is primarily a nursing unit and does not seem, at least to Phil, offer the same training as other MRCs, especially in sheltering. This may show some of the problems which could be encountered by MRC volunteers and new members. The Red Cross is offering sheltering training for MRCs who need or want this training. Phil wants to remain a member of the WRMRC to be able to see when this training is offered. Most people agreed that this process will involve a lot learning and adjustments.

Strategic Planning Workgroup: Jim Morin

- Jim stated that he would provide a copy of the approved Principles of Operation for everyone to see and for posting on the website.
- Jim also stated that he will hold a conference call on the tabletop and that anyone who wanted to be involved should send him an email.

Old Business:

- There was no old business to discuss.

New Business:

- Sandi Knipe mentioned that the Del Valle Institute for Emergency Preparedness had a new All Hazards Disaster Response and Protection Course and would come to us to provide this training.
- After the meeting adjourns we will present the SNS Training video to accomplish EDS training.

Lenny Izzo made a motion that we adjourn which was seconded by Jamie Terry. The meeting adjourned at 10:30am by unanimous consent.