



## Region II Public Health Emergency Preparedness Coalition

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### Steering Committee Minutes Thursday, December 14, 2006 / 10:00 AM Milford Fire Station Birch St, Milford, MA

**In attendance:** Kerry Clark, Walt DePaolo, Howard Ziff, Lois Luniewicz, Jana Ferguson, Roger Mallet, Paul McNulty, Chris Montiverdi, Lenny Izzo, Andrew Pelletier, Trisha Parent, Cheryl Rawinski, Lee Jarvis, Mike Graf, Jeanne Gniadek, Philip Leger, Bill Fisher, David Hurlbut, Barbara Mard, Valerie Daigle, Ted Wysocki, Missy Kakela-Bottoms, Kenneth Gikas, Joyce Crouse, Steve Saravara, Elizabeth “Wibby” Swedberg, David Stanley, Ed Hollared

- **Review & approve minutes of November 9, 2006:** *m/s/a*
- **Next Meetings: January 11, 2007 / 9:00 am / 25 Meade St., Worcester**
  - Steve Saravara – potential conflict with scheduled date due to an ICS-200 training opportunity at Nichols College in Dudley. Lois Luniewicz– how many people will plan on attending? This will determine if we need to change the date. Howard Ziff– we can address this as we approach the date.
- **Updates – Kerry Clark, Program Manager**
  - **Personnel:** Kerry discussed that resumes are still coming in regarding the 2 new consultant positions previously approved. He is waiting until the next round of money is deposited into the city’s account before he starts scheduling interviews. He does not feel it is appropriate to begin interviewing when we still haven’t received the money. Howard Ziff – if you have recommendations of people to apply, please email Kerry. Kerry – ideally I would like someone from the northern region; however, I plan on hiring the best candidates regardless of where they are from within the region.
  - **Budget:** Kerry provided a spreadsheet to show the Executive & Steering Committee members how last years money was spent. Still waiting for next cycle of money to hit. Comptrollers in Boston have been working on projects for the Gov. and have slowed the process of Region II receiving their money. Jana is assisting with trying to obtain information regarding the delay.
  - **Deliverables:** withheld until Regional Coordinator’s updates

- **Training:** Kerry – I attended an ICS-300 training and CBRNE (Chemical, Biological, Radiation, Nuclear and Explosive) Response, 2 weeks ago. The training was sponsored by a company called TEEX and they are affiliated with Texas A&M University. They provided excellent training and I’m going to look into their availability to provide training here in Region II and gear it towards Public Health.
  - **Equipment:** Go Kit “B” cases were made available for members to pick up. 1 Go-Kit per EDS. 25 kits were available at the meeting. AEDs were also available for the towns that requested one.
- **Region II Recognition:** Howard presented Philip Leger of Athol a plaque commemorating his years of service on the Executive Committee.
- **MA DPH Regional Coordinator Updates – Jana Ferguson:** The state is trying to finalize the deliverables and establish a direction for future years. A Local Board of Health Advisory Counsel has been formed and Derek Brindisi, Acting Deputy of Public Health in Worcester and Nancy Allen, Health Director for Shrewsbury, represent Region II. The intent is to discuss primarily Emergency Preparedness but will not be limited to this topic. One meeting has already been held but a lot of meet and greet took place. We hope the meetings will be more constructive in the future. Please send thoughts and suggestions to Derek and Nancy in order to have your ideas communicated directly to the Commissioner.
    - Hopefully deliverables will be completed soon. Since the state has agreed to local “buy in” to the process, some things have slowed down
    - Exercises: Local COOP exercises are wrapping up with the last one scheduled for Dec 15, 2006 at Mt. Wachusett Community College. Another Pandemic Table-top will be offered soon targeting the closing of schools. This needs to be completed by Feb 1, 2007. There will probably be only 2 or 3 throughout the state. School officials will be invited to attend and the schools will be challenged to create plans to handle school closings for 7 weeks. Dates will be available within the next several weeks. Lenny Izzo – Will local Board of Health be notified directly or through the schools? Jana – I don’t know the answer to that yet. I would hope we could go through DOE. Howard – I don’t know why we are focusing on kids missing 7 weeks of school. I don’t think this is an issue. Why are we spending any time on these types of issues? David Stanley – let’s stick to the basics. Howard – we should focus on how to handle local emergencies.
- **FY07 Deliverables Discussion:** Howard Ziff – Jana has forwarded draft deliverables to everyone in the region. Initially I thought the draft deliverable were “incomprehensible”. Region 4A had written an email breaking down the deliverables and concerns they have. Howard – I also took the opportunity to write a 12 page email addressing the deliverables. Philip Leger – It appears that 4A’s version is a shorter summary of what Howard composed. 4As comments address every aspect of the draft deliverables. Also, the language of the deliverables needs clarification. Howard – show of hands of people who have read the deliverables document ( 6-10

people); show of hands of people who have read the 4A document (about 12); show of hands of people who have read Howard's email (about 7). Howard – I think we need to have an extended conversation about this. We need to send our comments to Jana. Jana – I need to have constructive comments. These deliverables were pulled directly from the CDC Cooperative. We understand that some of the requirements can not be met at the local level. I need comments on “how” to meet the requirement and the best way to solve some of these problems. I would rather have your creative input. Lois Luniewicz – Jana, what is the date you would like to have these comments by? Jana – I need to have all written comments by December 31<sup>st</sup>.

- **Worcester Regional MRC Updates:** Karyn Card was not present for comments.
  - Howard Ziff – Lois from Grafton has requested to give a presentation for funding of the Grafton MRC. Howard would like to see a written proposal prior to a presentation. Howard – would the committee prefer to get a written presentation or an oral presentation? Lois – state she is comfortable to submit a written proposal. She requests sufficient time if there will be an oral presentation to allow her co-coordinator to be present. Howard – I recommend that you submit your written proposal to each member of the Executive committee to review prior to the next scheduled meeting. When you submit your written proposal, Lois, you should have your co-coordinator present at the next meeting in case the Executive Committee wants to hear an oral presentation. Kerry – a written letter was also sent to Hubbardston MRC. Jana – I received a call from the Hubbardston MRC and Judy feels that things are not being run fair and wants Jana to run interference. Howard – he felt that she did not do a good job with her proposal.
- **Advisory Council:** Postponed, Derek Brindisi and Nancy Allen were not present. Jana discussed this issue previously in the meeting.
- **Strategic Planning:** Phil Leger – I think our meetings should rotate locations. By attending meetings in other locations, we can become familiar with our region. Motion made to rotate meeting locations and poll the region regarding locations, evening vs. daytime, and day of the week. *m/s/discussion* – motion was retracted based on waiting to hear results of this survey. Kenneth Gikas – what about the opportunity to host a meeting towards the evenings to reach people with jobs other than board of health functions? Howard – I agree we should experiment with this. Walter DePaolo – I don't think we should measure our success after only one meeting.
- **New / Old Business:**
  - Paul McNulty – should we talk about the Equipment Sub-Committee? Last year we sent out a survey. Howard – It is appropriate to look at last year's

letter and change the date and send it out as a Region II email. Kerry will be responsible for this survey.

- David Stanley – Do people in the region have completed Mutual Aid agreements? Howard – the majority of towns in the region have passed the agreement at town vote. Jana – our next step is to get into agreements with specific town. Howard – can we redistribute the template to each community? Wibby Swedberg – is there a minimum number of towns the state would like to see a community enter agreements with? Jana – No, but the more agreements made the better off the town will be. Howard – it sounds like we could conceivably create a region wide agreement. Have Kerry take a form to Worcester and have them sign on. Then have the consultants have it signed by each town. Jana – I would like to have others come in and discuss what has worked for others in developing these agreements. Howard – Kerry will research if Worcester has had their mutual aid agreement passed by the City of Worcester and pursue the regional mutual aid agreements.

- **Adjourn: *m/s/a***