

STEERING COMMITTEE MEETING MINUTES

March 28, 2013/12:00pm

Hopedale Country Club

900 Mill Street, Hopedale, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Sandra Knipe (Gardner)(Alt); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Missy Kakela-Bottoms (Mendon); Jeanne Gniadek (Northbridge); Alyssa Rusiecki (Sturbridge); Kerry Clark (Region Coordinator); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Kate Pollender (Program Planner); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 12:52pm.

Cheryl Rawinski made a motion that we approve the February 28, 2013 Executive Committee meeting minutes as presented. This was seconded by Lenny Izzo. The minutes were approved unanimously.

Next Meetings:

Steering Committee Meeting/Concurrence Vote: April 11, 2013/9:00am/Westborough (location TBD).

Members must be present to vote or provide written authorization for a proxy to vote.

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

- Colleen reported that the budget is currently being worked at the Budget Office to insure that we have an accurate accounting of funds encumbered/spent. She will have a current budget at the next meeting.
- Phil Leger will give an overview of the projected Budget Period 2 funding.

Host Agency: Derek Brindisi

- Kerry reminded the group that all funds for this grant cycle must be spent by June 30th.
- Liz Foley asked if the MRC Advisory Committee could meet soon to review and approve the division budgets. Phil Leger told her to have them for the April 11th Steering Committee meeting for a vote.

Homeland Security Council: Chris Montiverdi

- Chris stated that the Council will meet next Tuesday. They have not yet distributed the funds which were approved to go to each city/town. The council was waiting to hire a person to help Mike Dunne with this project. The notification will go to the City/Town administrators. Additional notification will go to Police, Fire, and EMDs along with the Boards of Health.

Regional Mutual Aid: Andy Pelletier

- Andy had nothing new to report.

Local and State Advisory Committee: Phil Leger

- There will be a conference call on April 4th about the next PHEP Grant. The LSAC small group will meet on April 1st and they should have a draft PHEP work plan and budget on April 2nd. Phil will send this out as soon as he gets it.
- The Concurrence vote on the work plan must be accomplished between April 9 and 24. They are still not sure what the final amount and the split will be.
- The MRC funding will come from the ASPR funding this year, not the PHEP side.
- Colleen mentioned the Partnership meeting on April 23rd. She is asking for people to sit in geographical areas to be with their partners (local BOHs, Hospitals, Health Centers, Long Term Care Facilities, and Emergency Management). This will be so that people can start building these partnerships.

- The keynote speaker will be from a coalition in Indiana. He will speak about the strengths of coalitions. The meeting will then talk about strengths in our region.
- Phil then stated that Mary Clark is talking about focusing on a smaller amount of capabilities with measureable outcomes and goals. Last year we had seven while this year we will probably have three or four. The move is from planning to operational testing. Some of the things they talked about included community preparation, mass care and sheltering, functional needs, public information (social media), and threat and hazard identification and risk assessment.
- There is also talk about making the grant management manual as effective as possible.
- The LSAC did vote to take in the LPHI Advisory committee.
- Phil reminded the meeting about the Foundations Course graduation and Fellows Induction at the Tower Hill on April 30th.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to report.

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

- Paul briefed on items which were approved at the last EAT Workgroup meeting.
- Lee Jarvis had located fire extinguishers and mounting brackets for our trailers. They would cost \$1,200.00 for ten (10) sets.

Lenny Izzo made a motion that we approve this purchase which was seconded by Sandy Knipe. The motion passed unanimously.

- The Clinton BOH had requested \$14,409.58 for the purchase of a Public Health trailer with markings and equipment such as purchased for other trailers.

Lenny Izzo made a motion that we approve this purchase which was seconded by Cheryl Rawinski. Kerry Clark will need a breakdown of the costs. The motion passed unanimously.

- Lee Jarvis is still researching commercial booster packs for the trailer generators.
- Andy Pelletier requested \$8,032.50 to purchase 102 Tensa-compatible barriers. These would be delivered directly to each town that requested them.

Lenny Izzo made a motion that we approve this purchase which was seconded by Cheryl Rawinski. The motion passed unanimously.

- The Templeton BOH has requested \$1205.50 for three wire racks to store EDS equipment for the towns of Templeton and Phillipston.

Lenny Izzo made a motion that we approve this purchase which was seconded by Dottie McNamara. The motion passed unanimously.

- The Workgroup had requested \$8152.35 to purchase Pedi-pads for all of the region AEDs.

Lenny Izzo made a motion that we approve this purchase which was seconded by Cheryl Rawinski. The motion passed unanimously.

- Sara Darlagiannis had requested that the Region authorize \$4,793.24 to purchase two sets of Just-In-Time training booklets on various EDS functions for our city and town EDSs.

Dottie McNamara made a motion that we approve this purchase which was seconded by Lenny Izzo. The motion passed unanimously.

- Lee Jarvis has requested \$2,878.76 to install shelving, the propane tank system, and lighting in his town's trailer.

Andy Pelletier made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed unanimously.

- The Westborough BOH requested \$512.13 to pay for their Verizon Wireless service for the months of April, May, and June.

Cheryl Rawinski made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed unanimously.

- Paul reminded everyone that if they had two-year cell phone plans that they will have to ask for funds on a year-by-year basis. We can only approve funding for within the grant year.
- Andy Pelletier requested \$39.00 to pay for a metal filing container. He requested this amount because he had \$42.75 left over from the purchase of the Tensa-compatible barriers which he requesting to apply towards the purchase of the filing cabinet which will cost \$81.75.

Lenny Izzo made a motion that we approve this request which was seconded by Dottie McNamara. The motion passed unanimously.

- The Oxford BOH requested \$173.99 to purchase a Pelican case for their radios.

Cheryl Rawinski made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed unanimously.

- We have approximately \$100,000.00 left to spend.

Old Business:

- Cheryl Rawinski asked if we were going to support those members who were going to attend the MAPHN conference and if we could advertise it. We had previously approved attendance and reimbursement from PHEP funds. Colleen stated that she would send an email to the region about the meeting. The conference is going to be on Thursday, April 25th, at the Crown Plaza in Woburn.

New Business:

- Barry Lein stated that SpokenText.com for the AM Radio Transmitters would mispronounce some words. He has added a web address for a pronunciation guide (<http://www.speech.cs.cmu.edu/cgi-bin/cmudict>) to help with this problem on the Technology Tips page on the region website.

Lenny Izzo made a motion that we adjourn which was seconded by Cheryl Rawinski. The meeting adjourned at 1:25pm by unanimous consent.