

STEERING COMMITTEE MEETING MINUTES

April 24, 2014/9:00am

Milford Fire Department

21 Birch Street, Milford, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Kalene Gendron (Pepperell)(Alt); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dottie McNamara (Fitchburg); Andy Pelletier (Southbridge)(Vice-Chair); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Steven Baccari (Westborough); Dennis Costello (Boylston); Roger Mallet (Orange); Wibby Swedberg (Westminster); Missy Kakela-Bottoms (Menden); Tom Bonci (Clinton); Kerry Clark (Regional Coordinator); Colleen Turpin (Worcester DPH); Megan DeNubila (Worcester DPH); Sara Darlagiannis (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 9:04am.

The minutes from the March 27, 2014 Steering Committee meeting were presented for approval. Sandi Knipe made a motion that we approve the minutes as presented which was seconded by Lenny Izzo. The minutes were approved with Lee Jarvis abstaining.

The minutes from the April 10, 2014 Executive Committee meeting were presented for approval. Cheryl Rawinski made a motion that we approve the minutes as presented which was seconded by Lenny Izzo. The minutes were approved unanimously.

Next Meetings:

Executive Committee Meeting: May 8, 2014/9:00am/ Worcester DPH, 25 Meade St, Worcester.

Steering Committee Meeting: May 22, 2014/9:00am/Athol Public Library, 568 Main Street, Athol.

Combined Executive/Steering Committee Meeting (Proposed)/June 12, 2014/9:00am/Spencer

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Colleen asked if we wanted to set a deadline for requests to the EAT Workgroup for this grant year. She proposed setting the deadline as May 22nd, the next Steering Committee meeting. Lee Jarvis mentioned that last year we had given the EAT Workgroup permission to approve requests. Phil replied that we could also do that.
- Phil Leger proposed holding a combined Executive/Steering Committee meeting on June 12th for our meeting in Spencer.

Lenny Izzo made a motion that we set the deadline for any requests for funds to the EAT Workgroup at May 22nd. Cheryl Rawinski seconded the motion. The motion passed unanimously

- Colleen reiterated the need for anyone who received PHEP funds for a purchase to send a return letter to the Region stating that the funds have been spent along with an invoice and the packing slip for the purchase. This is in accordance with State requirements from last year's audit. If people received money for a recurring expense such as cell phone air time we also need a letter at the end of the grant year for those expenditures.
- Colleen also stated that there was still \$881.47 in the line item for mileage reimbursement.
- Colleen asked for anyone who plans on attending the MAPHN conference to let her know. We still have \$432.00 in that line item.
- She also asked for people to send in their requests for reimbursement for the Orlando conference so that they could start distributing those funds out and see what was remaining. Someone asked if they could claim mileage to and from the airport for the Orlando trip. Kerry replied that they had been clear on what

expenses would be reimbursable and that there was a \$2,000.00 cap on allowable expenses for approved trips.

Lenny Izzo made a motion that we pay all allowable, submitted expenses for the Orlando trip up to the \$2,000.00 cap and during the allowable timeframe of the conference. This was seconded by Cheryl Rawinski. Andy Pelletier reminded the group that rental cars were not an allowable expense. The motion passed with one Nay vote.

- Colleen reminded the group that they could find a listing of allowable expenses and per diem rates on the GSA website.
- Colleen also state that she had received feedback on the WebEOC drill from the state and would be sending it out shortly. We had about a 60% participation rate.
- The planners will be reaching out to their communities regarding the Motorola radios. We will need a letter from those towns who do not wish to have their radios re-programmed and who accept any responsibility for this. We will also need a letter from any town which has had their radios re-programmed already. The frequency license does not expire until December 2015.

Host Agency Update: Derek Brindisi/Colleen Turpin

- Kerry stated that for the Boston Marathon they had people working at the starting line and various medical tents along the way. There were some lessons learned in light of last year's events. One of them concerned the tear-down of stations after all runners had passed. In past years stations were dismantled immediately. However if there was an interruption to the race, runners might have to go back to stations which they have passed in order for race staff to take care of them.
- Phil Leger asked if there were any questions on the budget for this year. Kerry replied that they have been having regular meetings with the City Budget Office. He will be sending emails to the planners to see where they were and if they would be able to use the funds allocated to them.
- Sandi asked if they knew how much more money might be returned to Community Allocations. Colleen stated that the MRCs had returned some money. She further stated that with some other potential returns that the Community Allocations line item could go as high as \$30,000. She stressed that we need to know as early as possible about any money which would be returned so that we could use that money in a responsible manner. This also does not reflect the cost of re-programming the Motorola radios.
- Phil Leger stated that at the May Steering Committee meeting on the agenda will be an Executive Committee vote for the new fiscal year and a Host Agency concurrence vote. June 12th will be a combined meeting.

Homeland Security Council: Chris Montiverdi

- There was no report.

Regional Mutual Aid: Darlene Coyle

- There was no report.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- Phil briefed on the small group and its charge to go over all of the detailed information for the next grant year. Several members of the small group were pushing to hold back on concurrence for the BP3 grant in lieu of level funding for the Public Health line item.
- Last year Region 2's distribution was \$661,517.00. This year it is \$615,107.00. The MRC is level funded. The hospital side took a big hit. The EP side has an increase of about \$500,000.00. The HMCC is funded at about \$465,000.00. Out of that each region is supposed to get about \$78,000.00 for HMCC planning and transition purposes. Our Region supported the push for level finding for public health but in reality we are set up pretty well. The OPEM is losing a couple of positions. Funding the various offices at the state level actually supports some of our goals. Local Public Health was originally cut 10% but the state

returned some money to decrease that cut to 5%. Bristol County and Region 1 have already voted for concurrence. Phil pointed out that the concurrence vote was on "...overall strategies, approaches, and priorities described in their work plans and on the relative distribution of funding as outlined in the budgets associated with the work plans. Awardees do not need to obtain concurrence on the specific funding amounts but rather the process and formula used to determine local health department or tribal award amounts".

Concurrence Vote:

- Phil Leger called for a vote on Concurrence with the BP3 proposals. He conducted an alphabetical roll call vote of all of the cities and towns in Region 2. The results of the vote were 38 Yays, 0 Nays, and 36 No Votes (were not present to cast a vote). Region 2 voted to concur with the BP3 proposals.

Personnel Workgroup: Lenny Izzo

- Lenny stated that we have received the last of the planner evaluations. They will be going over everything else and come back with a full report.
- Phil stated that they will go into an Executive Session at the end of the regular meeting.

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

- Sandi reported that Fitchburg has requested \$2,900.00 to purchase two (2) Lenovo ThinkPad computers.

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

- There will be an EAT Workgroup meeting after this meeting.
- Colleen reported that she had received word from Chris Floyd that he could present a Community Recovery tabletop exercise on June 23rd. It would involve weather-related and shelter operations and would cost approximately \$5,000.00.

Lee Jarvis made a motion that we approve this proposal from Chris Floyd which was seconded by Lenny Izzo. The motion passed unanimously.

- Colleen will press forward with finding a venue for this tabletop.
- Colleen stated that they hope to have one large purchase order with WORAD which the company will use to draw from as they re-program our radios. She further stated that we did not know how much it would cost for this. Ken Gikas stated that the cost to re-program the Motorola radios is estimated to be \$3,200.00.

Roger Mallet made a motion that we approve this request to put a \$3,200.00 cap on the purchase order with WORAD to re-program the Motorola radios. This was seconded by Dottie McNamara. The motion passed unanimously.

- Andy asked if he could make a motion to purchase batteries. He asked Ken Gikas what the estimated cost for new batteries would be. Ken estimated that 200 batteries would cost about \$8,500.00.

Andy Pelletier made a motion that we set aside funds not to exceed \$10,000.00 to purchase new batteries. This was seconded by Sandi Knipe. Wibby asked if we could just buy batteries for the radios going back to towns, which people agreed with. The deadline for these requests would be May 15th. Ken reminded the group that this was only enough batteries for about 200 radios. The motion passed unanimously.

Lee Jarvis made a motion that the EAT Workgroup be given permission to approve the expenditure of funds for purchase after the May 22nd Steering Committee meeting. This was seconded by Cheryl Rawinski. There was an extended discussion about the motion and the timing. Lee offered an amendment to his motion to allow the EAT Workgroup to approve purchases as of today. This was seconded by Tom Bonci. Kerry Clark mentioned that in the past the EAT Workgroup still had to go to the Executive Committee for purchase approval. Andy Pelletier mentioned that at the Steering Committee meeting at the WRTA we had voted to allow the EAT Workgroup to approve duplicate purchases of items which had previously been approved for purchase and that this approval was still in place. Tom Bonci called the question. This was approved unanimously. We then voted on the original question which specified the date of May 22nd. After some discussion Lee was allowed to re-state his amended motion to allow the EAT Workgroup to approve the expenditure of funds effective today. Tom Bonci concurred with this re-statement. The motion passed with three Nays.

MRC Workgroup: Liz Foley

- Liz stated that at the last advisory meeting they discussed the sustainability of the MRC divisions. She asked the group to consider if they could continue to help fund the divisions in the future. She said that after the organizational efforts this year that they should have a better idea how to use their funds next year. Some MRC funds have already been returned to the Region.
- Jamie stated that she was asked to address the same issue of providing additional funds to the MRCs next year. The group generally concurred with this.
- Liz also mentioned that there would be a New England MRC educational day May 8th.

Strategic Planning Workgroup: Kerry Clark

- No report.

Old Business:

- Colleen stated that they will have a discussion on the HMCC as part of the PERP Stakeholder meeting on April 30th.

New Business:

- There were several good reviews and comments about the Orlando conference. One new idea involved POD (EDS) software which would allow residents to pre-register online and save time when they arrived at the EDS. Wibby Swedberg briefed on the tabletop exercise held at the conference.

There being no further business the meeting went into closed session at 10:50am.

Minutes approved at the May 22, 2014 Steering Committee meeting.

Respectfully submitted: _____ Philip Leger, Chair, Region 2 PHEP Coalition