

## STEERING COMMITTEE MEETING MINUTES

May 22, 2014/9:00am

Athol Library

568 Main Street, Athol, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dottie McNamara (Fitchburg); Andy Pelletier (Southbridge)(Vice-Chair); Trish Parent (Upton); Cheryl Rawinski (Sutton); Thomas Bonci (Clinton); Deb Karan (Athol); Jess Miller (Leominster); Roger Mallet (Orange); Missy Kakela-Bottoms (Menden); Alyssa Rusiecki (Sturbridge); Darlene Coyle (Auburn); Megan DeNubila (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

Guest: Paul McNulty.

The meeting was called to order by Chair Phil Leger at 9:07am.

**The minutes from the April 24, 2014 Steering Committee meeting were presented for approval. Trish Parent made a motion that we approve the minutes as presented which was seconded by Lee Jarvis. The minutes were approved unanimously.**

**The minutes from the May 8, 2014 Executive Committee meeting were presented for approval. Lee Jarvis made a motion that we approve the minutes as presented which was seconded by Trish Parent. The minutes were approved with Cheryl Rawinski abstaining.**

### **Next Meetings:**

Combined Executive/Steering Committee Meeting/June 12, 2014/9:00am/Spencer Rescue, 6 Bixby Road (behind the Spencer Fire Dept., 11 W. Main St., Spencer. To be followed by a tour of the St Joseph's Abbey, 167 N. Spencer Rd, Spencer, MA at 11:30am.

Tabletop Exercise/June 23, 2014/9:00am/Beechwood Hotel, 363 Planation Street, Worcester, MA.

End of Year Wrap up Meeting/June 23, 2014/Beechwood Hotel, Worcester/Following the tabletop exercise.

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

- Megan DeNubila briefed that 150 Motorola radios have been re-banded. She reminded everyone that towns who have re-banded their own radios need to document this in a letter to Worcester. Towns who do not wish to keep their radios should also let Worcester know this.
- The Tabletop exercise will be conducted on June 23<sup>rd</sup> at the Beechwood Hotel. People are urged to register and spread the word about this exercise to their community partners.
- Both Katie Kemen and Grace Connolly will be leaving MDPH. John Grieb is recovering from an injury and the MRC Volunteer Coordinator position has not been filled.
- The Bid for the Public Health Emergency Planner positions by the City of Worcester is still open. It will close on May 28<sup>th</sup> at 10:00am.
- There will be a Regional Coordinator meeting next Tuesday.

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

- There will be a conference call on the BP3 Grant on Tuesday, May 27<sup>th</sup>.
- Everyone was reminded that if they received PHEP grant funds for a purchase that they must send to return letter to Worcester certifying that these funds were fully used on the approved purchase. Anyone receiving funds for a service contract (e.g., cell phone service) must also send a letter at the end of June documenting the monthly charges for which they paid.
- There will be an HMCC meeting next Thursday with all of the disciplines.
- Megan also distributed copies of the current budget which showed what amounts had been re-allocated to Community Allocations. There were some discussions about other line items which looked as if they

would have some funds remaining, especially those for the planners. Megan stated that the Region staff is closely monitoring these.

- Ken Gikas asked if we had ever approved the \$9,820.00 for the Motorola radio batteries. A search of the minutes revealed that this had been approved during the April 24<sup>th</sup> Steering Committee meeting.

**Homeland Security Council: Chris Montiverdi**

- There was no report.

**Regional Mutual Aid: Darlene Coyle**

- Darlene had nothing new to report.

**Local and State Advisory Committee: Phil Leger/Sandi Knipe**

- Phil reported that MEMA will be holding a conference on "Building a Resilient Community" at the DCU Center on May 28-29.
- The Pilgrim Nuclear Power Station held a successful drill on April 30 on response to a hostile action. Region 1 will have one coming up soon.
- The LPHI did a presentation at the LSAC. The Small Group is supporting the need for the ongoing training which the LPHI provides. One of the funding suggestions is to have private business pay for their training attendance since some of the courses provide the certificates which these businesses need to operate.
- Region 2 is now at level funding. Funding for the HMCCs was cut and there will be no TAR for BP3 for the individual regions. The BP3 deliverables look like they will be a continuation of this year's deliverables.
- All coalitions except Boston voted to concur with the BP3 proposal.
- The formula for the distribution of PHEP funding is based on population and has been in place since the beginning of the program. When they broke up the regions they tried to keep population equality.
- There will be an HMCC webinar this summer on lessons learned.
- There will be an RFI (Request for Information) for partners and others to comment this summer which will lead to the RFR in November. The objective is for the Host Agency to be able to fund some basic services such as a 24-hour on-call person.
- Phil reviewed the planned departures of Katie Kemen and Grace Connolly. He also stated the Region 1 Coordinator's position has been posted.

**Personnel Workgroup: Lenny Izzo**

- Lenny stated that they are waiting for the bid results to come back for the group to review.

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

- Sandy asked to verify whether the excess money from Barry's line item was already moved into another line item.
- Sandi still has the information on the data loggers for vaccine refrigerators; they cost \$150.00 each and will be mandatory in the future. Cheryl Rawinski mentioned that towns may not be getting state-supplied flu vaccine after this year. But we may be getting it for children and insured families.
- Sandi also stated that she has three requests for radio batteries and asked if we should just order the 200 batteries we think we would need. Ken Gikas replied that this was the intent of the original request and we should order the batteries now. Sandy asked Megan to pass this along to Colleen for her action.
- There will be an EAT meeting after this.
- Sandi also mentioned that since we were now level-funded we should consider approving requests for service contracts for those people who need them.
- Alyssa Ruseicki asked if she could make a change to the items for which she had previously received PHEP funds. She was able to find the safety jackets at a lower cost and would like to buy a few additional items with this money. Sandi told her to send a written request to the Workgroup for them to consider.

- Andy Pelletier asked how long the towns would be responsible for equipment. He also stated that he could not find some items which had been given to the town. Phil stated that he has some computers which are no longer functional and will be using his Town's policy to dispose of old equipment. He also stated that people should maintain a paper trail on what has been done. Ken Gikas mentioned that this was required for items over \$500.00 cost and which have been tagged by the planners.

**MRC Workgroup: Liz Foley**

- Liz stated that at the MRC budgets are all figured out. They will be meeting on June 6<sup>th</sup> for a final review.
- There will be a statewide meeting on Jun 4th.
- There will be a Steering Committee call next week.
- Liz asked that if any Towns were having any Spring or Summer events to please contact her about having an MRC recruitment table.
- Greater Grafton will be holding a CPR training this month and possibly next month also.

**Strategic Planning Workgroup: Kerry Clark**

- The Table top exercise is being prepared by the vendor.

**Old Business:**

- HMCC update was already presented.

**New Business:**

- Phil discussed the Electronic Death Registration System (EDRS). In some towns the Town Clerk has taken over this responsibility. In those cases there should be a letter between the Board of Health and the Town Clerk assigning this to the Clerk's office.
- Phil Leger called for a vote on the Host Agency

**Lee Jarvis made a motion that we retain Worcester as our Host Agency which was seconded by Lenny Izzo. The motion passed unanimously.**

- Phil Leger called for the election of the Executive Committee for the next year. After the votes were cast and tabulated the following members were selected for the Executive Committee:
  - Baccari, Stephen (Westborough)
  - Parent, Patricia (Upton)
  - Leger, Philip (Templeton)
  - Izzo , Lenny (Hopedale)
  - Jarvis, Lee (Spencer)
  - McNamara, Dorothy (Fitchburg)
  - Rawinski, Cheryl (Sutton)
  - Montiverdi, Christopher (Leicester)(Alternate)
  - Bonci, Thomas (Clinton)
  - Knipe, Sandi (Gardner)
  - Pelletier, Andy (Southbridge)
  - Coyle, Darlene (Auburn)
  - Brindisi, Derek (Worcester)(Alternate)
  - Terry, Jamie (Northborough)
  - Gendron, Kalene (Pepperell)

**Minutes approved at the July 24, 2014 Steering Committee meeting.**

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