

STEERING COMMITTEE MEETING MINUTES

May 23, 2013/9:00am

Clinton Town Hall

242 Church Street, Clinton, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derek Brindisi (Worcester); Kalene Gendron (NABH); Lee Jarvis (Spencer); Sandra Knipe (Gardner)(Alt); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Jim Morin (Southbridge); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); ; Thomas Bonci (Clinton); Alyssa Rusiecki (Sturbridge); Missy Kakela-Bottoms (Mendon); Barbara Mard (West Boylston); Roger Mallet (Orange); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

Guests: Shelly Yarnell (MDPH); Amy Cullum (JSI).

The meeting was called to order by Chair Phil Leger at 9:06am.

Trish Parent made a motion that we approve the April 11, 2013 Steering Committee Meeting minutes as presented. This was seconded by Andy Pelletier. The minutes were approved with Alyssa Rusiecki, Cheryl Rawinski, and Lee Jarvis abstaining.

Cheryl Rawinski made a motion that we accept the May 9, 2013 Executive Committee Meeting minutes as presented. This was seconded by Trish Parent. The motion passed with Andy Pelletier, and Kalene Gendron abstaining.

Next Meetings:

Executive Committee Meeting: June 13, 2013/9:00a/25 Meade Street, Worcester.

Steering Committee Meeting: June 27, 2013/12:00pm/Hopedale Country Club (Immediately following the EDS TTX).

Amy Cullum from JSI briefed the meeting on the upcoming Hazard Vulnerability Assessment (HVA) which JSI will be conducting for our region to address one of our BP2 deliverables. The HVA comes out of the National Standards for Public Health Preparedness. This will focus on the Healthcare System, Behavioral Health Systems, and Public Health to include the people they serve and the systems themselves. It also seeks to bring other groups in the emergency response team. JSI will do this in three (3) meetings, each of which should be 3-4 hours in duration. They are seeking a variety of stakeholders to participate. Alyssa Rusiecki stated that Sturbridge had a similar meeting recently and asked if JSI would consider that information. Amy replied that JSI would operate a little differently but would seek to include other groups' results also. Colleen stated that she already had a lot of the contacts for many of these groups through the PERP program and that this project could serve to also bring these groups together. Phil asked if people would consider using a future Steering Committee meeting for this. Phil Leger suggested that JSI work with the Strategic Planning Workgroup to organize this project.

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

- Colleen briefed the meeting on the draft deliverables for BP2 which had been emailed to the region.
- She then briefed on the Regional Coalition Request for Budget Change and passed out copies of the document which is being submitted to the state. She explained where the excess funds were coming from by line item and that these funds had been placed in the Miscellaneous Community Allocations line item to make them easier to spend. Phil asked if we should vote on this.

Trish Parent make a motion that we accept the Budget Change Request as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- Colleen also provided an updated copy of the current budget figures.

- Everyone was reminded to sign up for the Tabletop Exercises on June 19th and 27th.
- Colleen stated that every town which received a check from the Region to purchase items needed to send Worcester a proof of expenditure of these funds.
- Phil Leger reminded everyone that the state was required to do an audit every two years.
- The Region Coordinators will be meeting in the near future.
- Colleen stated that all of our grant money has come in. Our final budget report is due to the state by the end of July.
- Phil Leger reported that on the LSAC conference call with Region Coordinators and Host Agencies, we were told that we should have our BP2 Grant Awards by the end of next week. Award letters and draft work plans would be out by the end of this week.
- Trish Parent asked about a meeting on June 27th after the Tabletop Exercise. Phil stated that if we needed to do any close of year business then we would do it at that time. Trish also stated that we should be voting on the Host Agency also.

Host Agency: Derek Brindisi

- Derek stated that they would need a certification on MRC spending by June 30th. Colleen said that she would send out an email reminder on this.

Homeland Security Council: Chris Montiverdi

- Chris said that he had nothing new to report. They will have a meeting next week.
- Chris did remind people about the two-day Emergency Management meeting to be held next week at the DCU Center.

Regional Mutual Aid: Andy Pelletier

- Phil Leger told Andy that at the last meeting we had put the Statewide Mutual Aid Agreement on the agenda to determine if it satisfied the requirement to be able to share Regional equipment. Andy stated he felt that we should keep to our original agreement to sign our agreement to be able to host region equipment.
- Phil outlined the deliverables requirements proposed for BP2 for communities to be eligible to receive PHEP funds.
- Chris Montiverdi stated that the Statewide Mutual Aid Agreement was based in state law which meant that communities were probably more comfortable in proposing this to their leaders than our regional agreement.

Local and State Advisory Committee: Phil Leger

- Phil stated that the Boston representative spoke about the response and follow-up at the Boston Marathon. The key things about the response were the triage tent located at the finish line and the five local trauma centers located within a mile. Even though they did not plan on this situation they were set up to respond. Boston Public Health attached themselves to the Boston Athletic Association who managed all of the race volunteers. The Incident Command Structure was established for the race and worked in the response effort. Jamie Terry asked if Public Health was involved in air testing. There was an initial concern about air quality and the possibility of bio or chemical response. This could have greatly complicated the response. Trish Parent asked if Boston has any air sensors. Several people thought that Boston had a Bio Watch.
- They met with the new Senior Public Health Coordinator, Katie Kemen. She will be the main contact for the Regional Coordinators.
- Cheryl Bartlett is the new Acting Commissioner of the Massachusetts Department of Public Health.
- There was a discussion about Arbovirus. The Arbovirus Response Plan gets updated every year. The Local BOH will be the main point of contact and will be contacted within 3 hours of any problems. A message about this went out on the HHAN. Instead of waiting for a positive contact, a message will go out about preliminary positives which are about 95% accurate.
- There are 5 risk levels for EEE (no change) and 4 for West Nile Virus (low, medium, high, and critical).

- In general, deliverables are moving to a coalition-wide versus local response. A lot of the outputs will be more measurable. Some of the deliverables are the same (continuing) and some are new. One is the HVA which Amy Cullum addressed at the beginning of the meeting. Public Health is being included with a thematic campaign in the September 2013 Awareness Month. September 11 is the National Day of Service and would be a good time to recruit MRC volunteers. Phil touched upon a number of the deliverables, especially in regards to developing partnerships with other agencies and groups and the possibility of coalition-wide plans. WebEOC and the Resource Request Process were also mentioned. Identifying groups which could be served in closed POD (EDS) locations is also being looked at.
- Phil stated that the LSAC small group had a discussion about Emergency Preparedness trainings and which ones could be supported with PHEP money. Their goal is to have draft language about training and mileage guidelines by the June meeting and to be effective in July. Depending upon the conference there may be a portion of the conference cost which is allowed to be paid. It will depend upon what is on the agenda. Phil has been pushing the environmental health issue. He advised people to be prepared for proportional payment. Trainings such as the CDC NACCHO conference will almost certainly be 100% covered, but others may not. There may be a form to certify what you plan to attend in some conferences. There may also be a distance/mileage requirement. They are trying to make the requirements realistic but there are still numerous concerns to be worked out. They will also try to clarify the funding/payment problems with conferences which occur very early in the new grant year.
- The next LSAC meeting is planned for June 17th.

Personnel Workgroup: Lenny Izzo

- There was no report.

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

- Paul stated that he had a lot to cover to include numerous requests for approval. To speed the process Phil Leger suggested that Paul read out the list and unless there was an objection or a question then we would vote on all the requests in one vote. The meeting concurred with this suggestion.
- The Region has purchased trailers for several towns and is requesting \$36,255.03 to outfit these trailers with storage racks, electrical outlets, and other improvements.
- The Winchendon BOH has requested 487.85 to purchase supplies and other items for their EDS.
- The Upton BOH has requested \$13,865.00 to purchase an AM Radio Transmitter and four (4) Fast Track signs.
- The Templeton BOH has requested \$493.00 to purchase a hand truck to move their EDS supplies around.
- The Groton BOH has requested \$287.53 to purchase an Instant Shelter and a Weight Bag to anchor this structure.
- The Groton BOH has requested \$614.92 to purchase two (2) cell phones and a service plan for the remainder of this grant year.
- The Oxford BOH has requested \$639.47 to purchase supplies for their EDS.
- The Sutton BOH has requested \$342.99 to purchase EDS supplies.
- The Fitchburg BOH has requested \$814.60 to purchase shelving and sandwich boards.
- The Brookfield BOH has requested \$2,542.40 to purchase trailer supplies for their regional trailer.
- The North Brookfield BOH has requested \$4,345.88 to purchase EDS supplies.
- The Brimfield BOH has requested \$13,865.00 to purchase an AM Radio Transmitter.
- The Charleton BOH has requested \$17,754.55 to purchase a regional trailer and supplies.
- The Grafton BOH has requested \$363.50 to purchase traffic cones and light wands.
- The Douglas BOH has requested \$2,539.45 to purchase a blood pressure cuff, a wheelchair, and other EDS supplies.
- The Northbridge BOH has requested \$2,969.25 to purchase EDS supplies.
- The Hubbardston BOH has requested \$767.00 to purchase an iPad and two months service.
- The Orange BOH has requested \$459.00 for a rolling duffel bag and \$184.95 for a bariatric wheelchair.
- For the region, we have a request for ninety-seven (97) 15 foot extension cords and ninety (90) 25-foot extension cords for a total of \$10,636.33.

- The Northborough BOH has requested \$180.00 for a T-Card holder.
- The Sutton BOH has requested \$2,620.00 for an AED, pads, a wall-case and wall signs.
- The Holden BOH has requested \$665.00 for fourteen (14) EDS signs.
- The Westminster BOH has requested \$39.99 for one month's iPad service for June.
- The Blackstone BOH has requested \$18,392.79 for a regional public health trailer, equipped and with Public Health markings.
- The Workgroup voted to purchase 12 new Satellite Phones to replace our BGAN units in the amount of \$15,030.00. In addition they voted to purchase accessories in the amount of \$20,088.00.
- Paul believes that we are close to the amount that we had to spend. If we are over we will cut back on the accessories for the phones.

Lee Jarvis made a motion that we approve these purchases which was seconded by Roger Mallet. Derek Brindisi stated that the unspent balance of our PHEP budget would have to go back to the state. He motion passed unanimously.

Lee Jarvis made a motion that we empower the EAT Workgroup to make any decisions to spend any extra funds. This was seconded by Cheryl Rawinski. During the discussion several members pointed out that if we had to make any more decisions that they would have to be made by June 3rd to allow Worcester to be able to cut purchase orders for any additional items. The motion passed unanimously.

MRC Workgroup: Liz Foley

- Liz stated that there is a pilot meeting of the State for shelter training for volunteers.
- June will be a busy month. There will be CPR training on June 11th. And she will be hosting a dinner and showing the movie Contagion on June 26th.
- Some promotional spots for the MRCs will be showing in movie theaters.
- Andy asked if we had any idea how our MRC regions were doing. Trish Parent replied that we were still looking for a division leader in the Nashoba area. Trish also stated that Jamie Terry had asked if the Grafton MRC would have any problem absorbing Northborough as an additional town. There appears to be no problem and Trish will take this to Grafton for their decision.

Strategic Planning Workgroup: Jim Morin

- Jim stated that Kerry Clark and Worcester had done a lot of work to get our next exercise scheduled. Several people mentioned focusing on recent regional issues for our exercise program.

Old Business:

- There was no Old Business.

New Business:

- The election for Executive Committee members for the next grant year was held. The ballot had nine (9) individuals for a total of thirteen positions. They were: Derek Brindisi (Worcester), Jamie Terry (Northboro), Phillip Leger (Templeton), Lenny Izzo (Hopedale/Milford), Lois Luniewicz (Grafton), Paul McNulty (Westborough), Cheryl Rawinski (Sutton), Christopher Montiverdi (Leicester), and Sandy Knipe (Fitchburg/Gardner). Phil asked if there were any nominations from the floor for the additional four (4) slots and the two (2) alternates.
- The following individuals were nominated from the floor: Trish Parent (Upton), Lee Jarvis (Spencer), Andy Pelletier (Auburn), and Dottie McNamara (Fitchburg).
- The following individuals were nominated for the two alternate positions: Jim Morin (Southbridge) and Kalene Gendron (Pepperell).

Andy Pelletier moved that we accept the ballot as read. Sandy Knipe seconded this. The motion passed unanimously.

- Phil reminded the meeting that we would need to hold the Host Agency vote in June.

The meeting adjourned at 10:50am by unanimous consent.

Trish Parent made a motion that we adjourn which was seconded by Lenny Izzo. The meeting adjourned at 10:12am by unanimous consent.