

STEERING COMMITTEE MEETING MINUTES
June 25, 2009 / 10:00 AM
Birch Street Fire Station, Milford, MA

IN ATTENDANCE: Chris Montiverdi (Leicester/Worcester); Phil Leger (Athol/Royalston); Paul McNulty (Westborough); Trish Parent (Upton); Roger Mallet (Orange); Cheryl Rawinski (Sutton); Lois Luniewicz (Grafton); Elizabeth Swedberg (Westminster); Jeanne Gniadek (Northbridge); Missy Kakela-Bottoms (Mendon); Lenny Izzo (Hopedale); Sandra Knipe (Hubbardston); Kalene Garbarz (NABH); James Morin (Southbridge); Dennis Costello (Boylston); Barbara Mard (West Boylston); Andrew Pelletier (Auburn); Jamie Terry (Northborough); Dr Samuel Pickens (Barre); Kerry Clark (Reg II PHEPC); Shawn Winsor (Reg MRC Coord); Seth Peters (Reg II PHEPC); Ken Gikas (Reg II PHEPC); Barry Lein (Reg II PHEPC); Forrest Price (Reg II PHEPC).; Matt Dow (Westborough BOH Intern).

The Meeting was called to Order by Chris Montiverdi at 10:15am. He started the meeting by having all individuals present at the meeting introduce themselves.

Minutes of the April 23, 2009 Steering Committee Meeting were presented for approval. Lenny Izzo made a motion to approve the minutes as presented and this was seconded by Lois Luniewicz. The motion was passed unanimously with Andy Pelletier and Jamie Terry abstaining.

Next Meetings:

- Executive Committee: July 23, 2009/9:30am/25 Meade St., Worcester.
- Executive Committee: August 13, 2009/9:30am/25 Meade St., Worcester.
- Executive & Steering Committees: August 27, 2009/9:00 & 10:00am/25 Meade St., Worcester.

Chris reminded the committee members that they would be voting for this coming grant years Executive Committee members at the August 27 Steering Committee meeting.

Chris introduced our two guests. They were William C. O'Connell Jr., Director, Central Regional Health Office, and Robert W. Morrison, Vaccine Manager, Department of Public Health, Division of Epidemiology and Immunization. Both individuals gave presentations concerning their areas of expertise and responsibility.

Program Manager Report: Kerry Clark

- Kerry briefed that we had received 20,000 N95 masks for distribution to our communities and were expecting another 10,000 soon.
- He also stated that we were level-funded for the upcoming grant year. He is waiting to hear what the deliverables will be.
- He stated that the consultants were working on the Technical Assistance Visits (TARs) to be completed by July.

Host Agency Report: Chris Montiverdi

- Chris stated that there was not much to report at this time. We are moving forward with spending our grant funds and we are also undergoing a routine audit on our grant program and expenditures.
- There are changes being made in the Host Agency. Chris is leaving to work for Dave Clemmons in the Emergency Management Office but he will still be attending this meeting as the Leicester

representative. Kerry, Seth, and Shawn will be remaining in the region office. The office move is still pending but there is no firm timeline. We should still be able to meet at the Meade Street office plus the Skyline Drive facility is a possible location for future meetings.

Homeland Security Committee: Chris Montiverdi

- Chris stated that the last meeting was held in June and the next meeting will be in August.
- The Reverse 911 program is still in the Sheriff's Department. Training is available for those communities who require it. We have had 50 out of 74 communities sign up for this service. The system is looking to add more lines and a bi-/multi-lingual capability. Chris asked if anyone is still waiting for training. Several members asked if there was the possibility of getting some help with the Communicator portion of this system.
- Chris also stated that the council is purchasing cots and trailers to be positioned at four locations around the region. They are also purchasing medical cots for region hospitals.

Mutual Aid: Andy Pelletier

- Andy stated that we have approximately 50 communities who have signed up to the Mutual Aid Agreement. The latest are Oxford, Sterling, Bellingham, Barre, and Shirley.

Local and State Advisory Committee: Sandi Knipe

- Sandi briefed that the state is organizing the purchase of PPE, namely surgical masks. Our region will receive 400 cases of adult masks and 133 cases of pediatric masks to go to the local BOHs and be used as we see fit.
- If we see more H1N1 in the fall, the conference calls will resume.
- Communities have asked for guidelines for vaccine use.
- John Auerbach will be at the next LSAC meeting.
- There was a big discussion concerning Regional Coordinators and a lack of communication in some regions (but not Region 2).
- There is some concern about the Public Health Institute; many LSAC members would like to see a Director appointed.
- The liability bill is still pending.
- The state will probably supply bridge funds if next years grant money is slow arriving.
- Phil asked if communities had received the Camp Guidance for H1N1.
- The Boundary Committee is voting on the final draft for guidance on boundary changes.
- There is a Flu Care at Home booklet which is available for distribution.

Committee Reports:

Personnel Sub-Committee: Lenny Izzo

- There is nothing new to report.

Equipment/Acquisition/Training Sub-Committee: Sandi Knipe

- Sandi briefed that we have 9 Satellite phone systems and 6 BGANS units which will be distributed around the region. We are working on a Memorandum of Agreement to guide the deployment and usage of these units. The Strategic Planning Committee will be working on this agreement.
- We are also purchasing 10 re-conditioning units to help rejuvenate the Motorola radio batteries.
- We have placed a bid request for FRS radios. We will be buying 10 radios per EDS.
- The EDS signs should be on the way. They will be delivered to the BOHs.

- The trailer purchase has been delayed due to numerous questions from potential vendors on the specifications. The specifications will be re-defined and a new bid requested. We will purchase these empty and work to fill them next year.
- The Northborough booklet is being printed up in 1500 copies and will be available at various meetings.
- We have identified a need for ICS/NIMS training in our region. However there are some difficulties being encountered in obtaining this training.
- The committee is looking at purchasing headlamps for each EDS.
- We will be ordering 350 lithium batteries for the Motorola CP200 radios to provide more reliable operation over long periods of time.
- We have \$45,000 remaining in our EAT account. We are looking at purchasing PPE such as masks, gloves, and hand sanitizer for our communities and to replenish our Go-Kits.

MRC Sub-Committee: Jamie Terry

- Shawn briefed that the WMMRC would be sending out surveys to all MRC members and to our communities. These surveys are seeking input to where we want to go in the next year. They will be reviewed and approved by the committee before they are sent out.
- The Grafton and Wachusett MRCs are on track to spend their remaining funds by the end of the grant year.
- Wachusett and Grafton are planning on meeting with the Red Cross to work on the MOU.
- Grafton has approved their SOPs.
- The MRC database has been put out for bid.

Strategic Planning Sub-Committee: Tom Purcell

- Strategic Planning has been tasked with developing the MOUs to be used with regional equipment, specifically the trailers and the Satellite phones/BGANS. Tom, Phil, Roger, and Ken volunteered to work on this.

Old Business:

- There was a discussion of the adoption of the draft logo for the region.

Jamie Terry made a motion to accept the Region 2 logo in its current form. This was seconded by Cheryl Rawinski. During the discussion some members expressed concerns over the current design and the motion was withdrawn.

New Business:

- None.

Cheryl Rawinski made a motion to adjourn the meeting which was seconded by Paul McNulty.

The meeting adjourned at 12:15pm.