

Steering Committee Minutes
August 23, 2007
PHEPC
25 Meade Street, Worcester, MA 01910

In attendance:

Chairman Howard Ziff called the Meeting to Order at 10:20 AM.

- **The minutes of the July 26, 2007 meeting in Orange, MA were presented for approval.**
 - **Roger Mallet was thanked for hosting the meeting and providing a wonderful lunch for the attendees; a round of applause was given to Roger.**
- **Motion by Roger Mallet to approve the minutes for discussion. 2nd by Darlene O'Connor.**
 - Chris Montiverdi noted that he had not 2nd the motion of Darlene O'Connor on page 1 because they are both from Leominster. The minutes shall be changed to read " the motion was seconded."
 - Roger Mallet noted on Page 3 the name of the Orange Police Sergeant is Bartus. The minutes will be changed to reflect the correct name.
 - Darlene O'Connor noted on Page 5 the name listed as Jim XXX (Spencer) as 2nd for a motion by Karyn Card should be Lee Jarvis. Lee Jarvis concurred. The minutes will be changed to note the correction.
 - **Motion by Roger Mallet to approve the minutes as submitted subject to the changes noted. 2nd Darlene O'Connor. Unanimously voted.**
- **Next Meeting:**
 - Chairman Ziff noted the Executive Committee had set October 4, 2007 as the next Joint Meeting. The meeting will be held in Milford at 10:00 AM immediately following the Executive Committee meeting. Chairman Ziff welcomed all to attend the Executive Committee meeting as well.
- **Update from Program Manager Kerry Clark:**
 - Document dated August 22, 2007 from Kerry Clark was passed out. Chairman Ziff asked if there were any questions or comments. There were none.
 - Chairman Ziff noted that all members should have a copy of the budget document. He gave an update noting that Kerry Clark had informed the Executive Committee that approximately \$10,000 additional funds would be

added to the \$2,339.14 shown as available within the next week. These additional funds would come from closing out unspent Purchase Orders. Chairman Ziff advised the Steering Committee that the Executive Committee had voted to use the remaining funds for salaries of the Program Consultants.

- **Update from MA DPH Coordinator Jana Ferguson:**

- Jana Ferguson reported that the CDC Cooperative Agreement still had not been received by DPH,
- The Coalitions will be receiving 30% of their funding upfront. The CDC is giving the state 30% as bridge funding and this is being given to the coalitions.
- She said the coalition should continue planning for additional funds so they will be prepared to move forward when the funds are received.
- In response to a question as to what the total grant would be Kerry Clark said it could be figured by extrapolating from the 30%.
- Chairman Ziff noted that Jana Ferguson had put together a summary of what had been discussed from the meeting at his house. He noted he could not locate his copy and asked that Kerry Clark send it out again.
- Jana Ferguson noted the committee has voted previously to have speakers come to the meetings for education purposes. She suggests a class on HSEEP which is now the standard for conducting exercises; she noted DPH has a person who has summarized the document to twelve pages and she will try to bring it down to one page. This person could do a 20 minute presentation. Kerry Clark noted that Program Consultant Mike Dunne had recently attended a 4 day HSEEP Train-the-Trainer Course conducted at Devens and is now certified as a T-T-T for HSEEP. Jana Ferguson and Mike Dunne will meet to discuss an HSEEP presentation.
- Jana discussed new training with the MRC's. Would also like to set up a one-hour class on Strategic Stockpile training.
- Jana noted that Walt DePaolo had mentioned bringing in a person from the state who has expertise on the budget process. She noted that she thought it might be more valuable to have a DPH budget person present. She noted that she will meet with Walt and they will coordinate and bring a speaker forward.
- Donna Lizotte asked about the vaccine program. How will the vaccine be distributed?
- DPH Health Educator for the Region has not been funded at this time. Chairman Ziff asked if we could share an educator with other coalitions. Jana noted DPH is working on that. She also stated if "you are looking for something specific, let me know". Chairman Ziff noted he didn't agree with that; The DPH Health Educator should tell us what is available - "that's what we deserve". Jana noted that the Local Public Health Institute website has a list of available trainings. She will invite Kathleen Gilmore from the Northampton office to the next meeting.
- Trisha Parent mentioned the MRC trainings that are now in progress. Chairman Ziff asked Kerry to be sure Karyn Card is sending out the MRC lists.

- **Worcester MRC Updates:**

- Barry Lein noted that in Karyn Card's absence he would report.
- Barry Lein noted that the MRC badging machine is working. He stated by the October 4th meeting he would be able to do badges for the attendees.
- He noted that regional training is taking place every week. He noted they just completed a CPR course for volunteers.
- The Volunteer Database was passed out. He noted that not all people have completed the CORI checks so the number may be inflated. This brought forward a long discussion regarding missing names and numbers. Chairman Ziff noted New Braintree was listed as 0 when he knows he supplied names. Barry said the list was made from the MRC mass mailing...if it shows 0 for New Braintree it means the database doesn't show medical professionals residing in New Braintree. Chairman Ziff and others responded that something is amiss with the data. Ted Wysocki noted that his community has 40-45 medical personnel and many did not get the mass mailing. Kerry Clark noted that some towns haven't yet sent out the mass mailing because of the postage reimbursement issue. Paul McNulty noted that similar sized communities have vastly different numbers, he cited Leominster with 35 and Fitchburg with 2. Chairman Ziff noted the database is a work in progress and can't be depended on at this time. Jeanne Gniadek of Northbridge stated they had done their own mailing and had a list of 100 volunteers; she questioned if MRC also did a mailing? Jamie Terry asked when the towns could expect to get a list of people that have volunteered for their town? Barry Lein replied probably in late October. Paul McNulty asked if the document could be shared with the Homeland Security Council he serves on. Barry replied in the affirmative.
- Chairman Ziff noted that when reports are prepared for the towns they should provide a breakdown of residents and non-residents. This produced a discussion on what names are given out...only those who indicated they wanted a specific town or all names. Jamie Terry of Northboro stated he wanted a list of people who would be coming to Northboro. Sarah Delisio noted as a Program Consultant she has had towns asking for a full list.
- Wibby Swedberg asked how the volunteers were going to be notified. Barry Lein said the plan is to use Reverse 911. Webby Swedberg noted that Westminster already has their own Reverse 911 which is separate from that being funded by Homeland Security. Barry explained how both systems could work. Chairman Ziff noted these comments need to be passed along to Karyn Card. She needs to be prepared at the next Steering Committee meeting to discuss the issues raised. Barry Lein noted that the Reverse 911 has redundancy built in. Darleen O'Connor noted that this is a work in progress and that it's important that Barry bring back additional information. Chairman Ziff reiterated that is why Karyn Card needs to be prepared to report at the next meeting. Roger Mallet suggested this has been discussed enough. Agreement from all.

- **Reverse 911 Update: Barry Lein**
 - Barry Lein reported the Homeland Security Reverse 911 is progressing slowly. They are waiting for a new list from Verizon and training needs to be scheduled. Roger Mallet asked when the communities could be expected to be able to use the system? Barry replied the committee is trying to identify sites for training. Paul McNulty asked if he had a problem today could he use the system? Barry replied he could but it would only use the “old” Verizon database which doesn’t include cellphones.

- **Executive Committee Elections:**
 - Chairman Ziff asked if there were any current members of the Executive Committee who did not wish to run again? Four members are not present. Sandy Knipe; Andy Pelletier; Karyn Card; and Nancy Allen. Chairman Ziff asked Kerry Clark to poll these members. Lenny Izzo asked who represents Worcester? Is it Karyn Clark or Chris Montiverdi? Chris Montiverdi replied that Karyn Card represents Worcester, he is the Leicester representative.

- **New/Old Business:**
 - Under Old Business Lee Jarvis said he had the information that the committee had requested from New England Security & Communications regarding badging. Lee made the proposal available to all. He noted they were willing to use their central server to handle the region. Chris Montiverdi opined that we need to have ONE system. The MRC and Coalition. Lee Jarvis noted he already has this system (paid for by a coalition grant) and he is making it available to the communities around him. Chris opined that they system we use must contain credentialing and tracking. Barry Lein noted that when MRC volunteers have a badge it will indicate they have had the required training. Lee noted the badging he is using will give you the skill set of the bearer. Walt DePaolo stated “with all due respect, I thought the coalition had bought a badging system with card readers”. Discussion ensued and it was reported the system was “too complicated”. Chairman Ziff noted that at the Orange meeting he had asked the company for a proposal; this is the proposal. We need a committee to determine where we go next. Chris Montiverdi suggested the proposal go to the Equipment Committee, another committee wasn’t needed. Walt DePaolo concurred with Chris. Chairman Ziff polled the Equipment Committee and they will take this on. Also, Chris Montiverdi and Lee Jarvis will serve on this sub-committee. Chris Montiverdi will send an email to set up the meeting.
NOTE: As a result of this, Barry Lein will not be doing badging at the Joint Meeting on October 4th.

- New Business: Chris Montiverdi noted that Worcester is running a drill on October 13th at 2 EDS sites. The goal is to distribute 10,000 shots of influenza vaccine. Coalition members can be used to fill ICS roles, if interested, contact Chris Montiverdi.
A question was asked if this distribution was limited to Worcester residents? Chris Montiverdi replied “no, but we’re not advertising”.
 - Old Business: Trisha Parent reported that the Education Committee would have bags, flyers, pamphlets, brochures etc for the towns to come pick up for distribution in their community. She noted that the individual community will determine what goes into their packet.
Wibby Swedberg asked how many would be available? Trisha replied that 100,000 would be available – but it’s first come – first served.
Trisha also informed the committee about the billboards that will be erected in the region. A total of 20 billboards will be erected.
- **Motion to adjourn by Roger Mallet. 2nd by Trisha Parent. Unanimously Voted at 11:54 AM.**

Minutes submitted by Program Consultants:

Michael Dunne

Sara Delisio

Ken Gikas