

Steering Committee MINUTES

Thursday, August 10, 2006 / 10:00 AM
Worcester Department of Health & Human Services
25 Meade Street / Conference Room 109

In attendance: Howard Ziff, Steve Saravara, Phil Leger, Paul McNulty, Joyce Crouse, Jana Ferguson, Ed Wirtanen, Nancy Allen, Darlene O'Connor, Barry Lein, Chris Knuth, Emily Reilly, Karyn Card, Derek Brindisi, Roger Mallet, Chris Montiverdi, Cheryl Rawinski, Kerry Clark, Phil Leger, Sandi Knipe, Jay Gardiner, Lee Jarvis, Ted Wysocki, David Hurlbut, Jeanne Gniadek, Trisha Parent, Val Daigle, Bill Fisher

Absent: Lois Luniewicz, Jim Garreffa

- **Review & approve minutes of July 13, 2006** – approval postponed until next meeting.
- **Next Steering Committee meeting: September 14, 2006 @ 10 AM / 25 Meade Street**
- **Kerry Clark / Coalition Updates**
 - **Personnel** – Executive Committee just approved bringing on another consultant. Reviewed Region Map and consultant territories, there will be some changes. New consultant will not be hired until the next grant cycle.
 - **Budget:** \$160,000, gave proposed spending by August 30th to include Go Kit Part B items (100 vehicle placards and 100 badges with lanyards), remaining consultant pay, additional risk communication training, Yankee Conference in Portsmouth, NH.
 - **Deliverables:** mutual aid 71.6% / approved mutual aid 64.9% / ICS and NIMS 18.9% / All hazards and special populations 0% / 24-7 contact list 91.9% / EDS location 90.5% / EDS site survey 60.8% / COOP 70.3% / PIO 54.1% / Current Employee / Contractor Roles 70.3% / Completed EDS plans 28.4%. Chris Knuth – CEMP plan? Jana – needs to have a public health component. We need to include other disciplines in the

planning. Phil – Steve is his consultant and he is doing a great job. Keeping staff on board is key, likes the 6 month update. Chris Montiverdi – discrepancy with some of the numbers. Some items were turned into DPH and Leicester is not getting credit. Needs a better tracking system. Derek – we voted on that at the last meeting. Submit ALL info to your consultant who will make copies and then will forward it on to the appropriate party.

- **Training:** working on risk communication training, Fall. ICS and NIMS continues, Steve is working with Kathy Cederburg and can be found on the Region II website. People Forever computer training with virtual coupons are still available. For those who took the PDA training and were not satisfied, People Forever may bring in a consultant to address issues not addressed in previous training. Howard – concerned that we won't use up all the coupons, informing his Town officials about the coupons. Kerry – open it up to anyone assisting with EDS operations.
 - **Equipment:** Discussed Go Kit Part B cases, N-95 Masks, Gloves, thumb drives, Leatherman, radio batteries, AED's to be issued next week. Equipment survey requests have been received – this will be reviewed by Equipment Sub-Committee.
- **MA DPH Regional Coordinator Updates:** various exercises are in conceptual phase. 100-150 people at each exercise, 29 across the Commonwealth by October. Will get a list of where each Regional exercise will be located and dates.
 - **Pan Flu Phase II Proposal (via email):** Derek reviewed this letter with the Steering Committee. This was discussed during the Executive Committee. They would like A) 51 percent of funding from phase 2 and B) MA DPH have not provided info requested. Jana – letter implying that there is a level of disingenuous work going on. True, some items requested have not been provided. Organizational chart and job descriptions, where are they paid from, etc. They have also asked for a gap analysis based on a survey that was just completed last week. Lack of response is to some degree accurate. This is not to deceive. Howard indicated this is a call for better communication and collaboration. First meeting on this tomorrow, will meet monthly. Nancy – re: 51%, parcel out funding to local communities is not a good idea. Phil – we need to

draft something concise to address communication breakdown. Derek – request to support the 51 percent gain (we all have issues spending our funding now) and communications (communication breakdown). I am hearing that we are not in support of increase but support better communication and collaboration. Phil – we support the funding but it is the deliverables that have to be met and that impacts how we spend the money. Jana – it is hard for DPH to see a request for that money and not know how to take that. If we give cash out, how will you spend it? Deliverables need to be decided in a group, this has been put into place. This will meet some of these issues re: when they are due. **Howard – motion consistent with comments made today, prepared by small committee with Derek, Phil and Howard and anyone else interested to be written today. Phil seconded. m/s/a** Jana – once letter is completed, send a copy to Steering Committee. Please let Jana know if you are interested in participating. Howard – invite everyone to participate, and as we can we will.

- **Kate Kelly, MA DPH Assistant SNS Coordinator** - could not attend.
- **New / Old Business:** Karyn updated Committee on Worcester Regional MRC ~~and fielded~~. Phil – Ex. Com. turn over. Next Steering Committee meeting need to solicit those who want to be on Ex. Committee. Please make requests through Kerry Clark. Derek – go back to communities and talk to LBOH’s about participating with Kerry and his consultants and also to attend Steering Committee meetings. Paul – handout on proposal for the acquisition of a regional emergency notification system. Paul is our rep. Much of it does not pertain to us but this system does. Flexible and powerful system.
- **Adjourn**