

EXECUTIVE COMMITTEE MEETING MINUTES
October 23, 2008/9:25 AM
Milford Town Hall, Milford, MA

IN ATTENDANCE: Trish Parent (Upton); Jamie Terry (Northborough); Phil Leger (Athol/Royalston); Sandy Knipe (Hubbardston); Missy Kakela-Bottom (Mendon); Lenny Izzo (Hopedale/Milford); Cheryl Rawinski (Sutton); Paul McNulty (Westborough); Lois Luniewicz (Grafton); Barry Lein (Program Consultant); Ken Gikas (Program Consultant); Forrest Price (Program Consultant); Kerry Clark (Region 2 Public Health Preparedness Coordinator).

Visitors: None.

The Meeting was called to Order by Vice-Chairman Phil Leger at 9:25 AM.

Minutes of October 09, 2008 Executive Committee Meeting were presented for approval. Motion by Lenny Izzo to approve the minutes presented. Motion was seconded by Jamie Terry. The motion was approved unanimously.

Next Meetings:

The next Executive Committee meeting will be held at 9:30am on Thursday, November 13, 2008 at 25 Meade St, Worcester. The Executive & Steering Committees will meet at 9:00am/10:00am on Thursday, December 11, 2008 at the Athol Town Hall, 584 Main St., Athol. Phil Leger suggested that complete addresses of meeting locations be used for those individuals who use GPS systems to find directions to the meeting locations. He also stated that the paving project around this area should be completed by this time.

Program Manager Report: Kerry Clark

- Kerry Clark advised the committee members of the program handouts he provided for this meeting. He briefly reviewed the FY09 Budget Summary and also stated that they would be returning \$1700 to the state from last year's budget. He also asked committee members to review and approve the Region 2 Deliverables Workplan Template which needed to be sent back to the state by Monday. He pointed out that several dates were inserted to show when various items were due.

Cheryl Rowinski made a motion to approve the Workplan Template which was seconded by Lenny Izzo. During the discussion a committee member asked if ICS100/NIMS700 were required for BOH clerks and secretaries. The consensus was that these courses were required and efforts would be made to make the courses available for these individuals to take. The motion was passed unanimously.

Host Agency Report: Chris Montiverdi

- Chris Montiverdi was unavailable due to being in court to testify in a case. Kerry Clark stated that there was nothing new to report other than some first quarter reports were due and that he would be working with Chris on these.

Mutual Aid: Andy Pelletier

- Andy was not present but Phil Leger stated that the Phillipston Mutual Aid Agreement has been received. He also said that the Athol agreement was being reviewed and should be signed soon.

Homeland Security: Chris Montiverdi

- No update.

Local and State Advisory Committee: Sandi Knipe

- Sandi briefed that at a Monday meeting, Mary Clark stated that the coalitions should be okay despite the Governor’s budget cuts due to the fact that our funding comes from the federal government, not the state.
- Mary Clark also stated that the public health coalitions were returning approximately \$75-100,000 from last year’s funds. DPH was looking at trying to return this money to the coalitions for exercises or other uses.
- DPH is looking closely at inter-state travel. Regional Coordinators will no longer be able to attend the LSAC meetings. Mike Coughlin, the DPH Coordinator for the Regional Coordinators will be their liaison.
- Mike Coughlin also talked about “best practices” and how to share them. One suggestion was to post them on a website. Another was the use of an e-newsletter. Some people felt that the e-newsletter would be a better way to share information.
- The issue of regionalization and how fiscal reasons are blocking efforts. The idea of hiring a lobbyist was raised but many committee members felt this was not allowed within the state. After some discussion the members decided that perhaps this discussion was about an advocacy group going to Washington and being organized or guided by some individual.

Committee Reports:

Personnel Committee:

- Kerry introduced Forrest Price, the newest Program Consultant. Forrest gave the committee a brief summary of his background as a retired USAF officer, a former MEMA employee, and currently the Assistant Emergency Management Director for the Town of South Hadley.

Equipment/Acquisition/Training Committee:

- The committee has no money left for this quarter but they do have various trainings going on. One is the Tri-epic exercise (Southbridge, Charlestown, Dudley, and Sturbridge) for \$16,000. This is a pandemic exercise and will also test their ISCU’s. There was some discussion about ISCU’s being renamed but Kerry cautioned that this has not been finalized yet. We are funding Clinton for \$300 and Auburn for \$1000. We are also looking at funding ICF Consultants for \$60,000 (this is on the high side) to run exercises. And we still owe UMass Lowell \$16,000.
- The region has a total of \$305,000 for this grant cycle of which \$90,000 has been committed this quarter.

Strategic Planning Committee:

- Phil Leger - No meeting has been held so there is no update to present to the group.

MRC Sub-Committee:

- Jamie Terry stated that the committee has finalized the MRC budget but they are still waiting on Wachusett to see if they are going to participate. The committee is holding \$3000 for them if they do participate.

- Jamie asked if CORI checks have to be updated on any particular schedule. Some members thought that they had to be renewed every three years but did not know what mandated this. The question is being posed to Regina Villa for them to research.
- The committee is also looking at Standard Operating Procedures to insure that MRCs which might work together follow the same procedures.

New Business:

- Jamie state that she and Paul Wilson went to the annual MHOA Conference and that it focused quite a bit on emergency preparedness. She briefed the committee on a booklet that the city of Walpole had developed and sent out to its residents. It contained a wealth of information on actions to take during all types of emergency situations and where to go to find information. Jamie suggested that the coalition look at the possibility of using this booklet as a template for other communities to produce a similar product for their citizens. The members discussed ways of doing this and debated the pros and cons of such a project. Some of the problems mentioned were obtaining an electronic copy of this booklet, the problem of developing 74 different versions, and the costs of printing and mailing. Members thought this project was worth pursuing and Phil stated that this should be put on the Old Business agenda for the next meeting at Athol.
- Carol passed around copies of an American Red Cross booklet entitled "DISASTER PREPAREDNESS: For Seniors by Seniors". She suggested that this might be a good book for local Councils on Aging to have for their seniors. Kerry stated that this was a deliverable which the Program Consultants were going to be doing. He is expecting some cases of these and the consultants will be taking some to the councils in their respective towns.

Old Business:

- No old business was discussed.

Cheryl Rawinski made a motion to adjourn the meeting which was seconded by Lenny Izzo. The vote passed unanimously.

The meeting adjourned at 10:02 am.