

EXECUTIVE COMMITTEE MEETING MINUTES
February 25, 2010/9:00am
Levi Heywood Memorial Library, Gardner, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Joyce Crouse (Templeton); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (PHEP Program Manager); Ken Gikas (Program Planner); Barry Lein (IT); Forrest Price (Program Planner); Deb Renholm (Sutton).

The Meeting was called to order by Chair Phil Leger at 9:22am.

Minutes of the February 11, 2010 Executive Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes which was seconded by Lee Jarvis. The motion passed unanimously with Phil Leger abstaining.

Phil asked about the discussion during the last Executive Committee meeting regarding a Public Health TB nurse. Several committee members stated that there were active TB cases in the region and that a regional TB nurse could assist the towns involved.

Paul McNulty made a motion that the question of hiring a regional TB nurse be given to the Personnel Subcommittee to investigate. Cheryl Rawinski seconded the motion. The motion passed unanimously.

Next Meetings:

Executive Committee Meeting: March 11, 2010/9:30am/Worcester

Executive & Steering Committee Meetings: March 25, 2010/9:00am & 10:00am/Westborough, Forbes Building

Executive Committee Meeting: April 08, 2010/9:30am/Worcester

Program Coordinator Update: Kerry Clark

- On Monday Kerry will be attending a meeting in Boston for Regional Coordinators and then the DPH Emergency Preparedness Board.
- Phil stated that he will be participating in the Lessons Learned portion of the H1N1 Summit at the DCU on March 22nd. He will be a part of the breakout panel which will be looking at cross-discipline partnerships.

Host Agency: Derek Brindisis

- Kerry stated that the invoices for the second round of PHER III checks are currently being processed.
- The response to the January PHER Spending report was about 60% for the region.

Homeland Security Council: Chris Montiverdi

- Chris stated that the council is presently reviewing applications for equipment from the FY07 grant. Many of the applications are for sign boards and generators. The council will probably not approve generators for individual towns but rather for 25K trailer-mounted generators which can be moved from town to town. Towns will have to fund their own transfer bars to accommodate these generators.
- Phil asked if the council is updating its website map that shows the location of all council-provided items. Chris said that this is not current but is being updated by CRMPC.

Regional Mutual Aid: Andy Pelletier

- We are still at 57 agreements.

Local and State Advisory Committee: Sandi Knipe

- Sandi stated that she will hold her comments for the Steering Committee meeting.

Personnel Committee: Lenny Izzo

- Phil reminded the meeting that they had decided to refer the question of a TB nurse to the Personnel Committee.

Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe

- Bad weather had caused cancellations of the last few meetings.
- The EAT sub-committee decided to hold a quick meeting after the Steering Committee.
- Kerry reported that the towns of Athol, Orange, and New Salem have requested funds to prepare a community emergency reference booklet similar to the Northborough booklet.

Andy Pelletier made a motion that the Executive Committee allow the EAT sub-committee to set aside \$10,000 to develop emergency reference booklets for the towns of Athol, Orange, and New Salem. This was seconded by Paul McNulty. The motion was passed unanimously.

- The Lithium batteries are in and Kerry hopes to pick them up shortly.

MRC Sub-Committee: Jamie Terry

- Jamie stated that she will hold her comments for the Steering Committee.

Strategic Planning: Tom Purcell

- No report.

Old Business:

- There was no old business to discuss.

New Business:

- No new business was brought forth.

Cheryl Rawinski made a motion that we adjourn the meeting. Trish Parent seconded the motion. The meeting was adjourned at 9:42am by unanimous consent.