

EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, May 8, 2008/9:30 AM
25 Meade St, Worcester, MA

In Attendance: Chris Montiverdi (Leicester); Roger Mallet (Orange); Karyn Card (Worcester); Lenny Izzo (Hopedale); Sandra Knipe (Hubbardston); Lois Luniewicz (Grafton); Paul McNulty (Westborough); Trish Parent (Upton); Andrew Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Program Manager); Barry Lein (Program Consultant).

Chairman Chris Montiverdi called the Executive Committee meeting to Order at 9:35 AM

Minutes:

The minutes of the April 24, 2008 Executive Committee were presented.

MOTION by Vice-Chairman Mallet to accept the Minutes as presented s. 2nd by Trish Parent. Vote passed with Sandra Knipe abstaining because she was not in attendance.

Next Meeting:

Executive Committee: June 12, 2008 at 9:30 AM, Worcester.

Executive and Steering Committee: June 26, 2008 at Meade Street, Worcester with the Executive meeting beginning at 9:00 AM

Program Manager Report: Kerry Clark

- Kerry addressed the committee and asked them to refer to the Program Manager Updates he emailed to the group.
- Trish Parent asked if Kerry had emailed the region looking for names of individuals wanting to attend conferences this fall. He stated he has not as of yet but will do so by the end of the week.
- Roger Mallet asked about the status of the equipment requests. Kerry said that he has already begun the process of submitting purchase orders for the towns. He said he is working through the list alphabetically. The purchase orders are accompanied with a letter and email to the towns stating that the equipment will need to be purchased by Aug 9th.
- Lois Luniewicz had asked about the MTEP (Multi-year Training and Education Plan). Kerry will work with the Training and Education Sub-committee to accomplish this deliverable. A multi-year plan will need to be created on behalf of the region.

Host Agency Report: Karyn Card.

- Karyn Card reported that MDPH has been attempting to schedule a conference call with host agencies to discuss closing out this grant cycle and beginning the next cycle.

Committee Reports:

- **Personnel Sub-Committee:** Chris Montiverdi stated that this sub-committee has not met since the last meeting. Kerry asked members of this sub-committee to review the job posting prior to advertizing for the part-time position.

- **Equipment Sub-Committee:** Sandy Knipe, Chairman of the Equipment Sub-Committee stated there was nothing more to report other than Kerry is working on the purchase orders for the equipment requests.
- **Training & Education Sub-Committee:** Trish Parent mentioned the MA Dept of Disability will be hosting a meeting on May 13th at the Worcester Public Library. She said she would be attending to determine if there is information necessary for Special Pops planning.
- Trish stated that she attended the MA Public Health Nurses Association conference. She attended the personal protective track and mention that Cambridge Health Alliance has numerous informational flyers and kits.
- 15 people are registered for the Public Health Institute training on Biological, Chemical and Radiological Public Health Preparedness. This training is scheduled in Worcester on May 15th.
- **Strategic Planning Sub-Committee:** Roger Mallet stated there was nothing further to report at this time until we can determine the amount of money available to the region.
- **MRC Sub-Committee:** Andy Pelletier reported that the last meeting addressed some topics. At least 40 communities have joined an MOU with at least one of the MRCs in the region. Recruitment was discussed and the numbers have slowed in enrollments. The three MRCs will work together on a joint recruitment letter detailing each MRC. The third topic discussed at the last meeting was the proposed spending plan submitted by each MRC. It was determined that the Wachusett plan will be resubmitted with some amendments.
- Roger Mallet commented that there are still some miscommunications occurring, specifically in Orange. Wachusett has been contacting other town officials in Orange creating confusion with the different emergency planners in town. Roger stated that Wachusett was contacting selectmen, emergency management and local Board of Health.
- Andy Pelletier told the committee that Wachusett claims to have signed an MOU with 2 towns within the Region.

Mutual Aid Update: Andy Pelletier

- **Mutual Aid:** Andy Pelletier reported to the group that he did not receive any additional agreements during the month of April. Approximately 30 communities have signed the agreement.
- Kerry reported that Nancy Allen addressed the issue of mutual aid at the State and Local Advisory Council. Kerry stated that during the meeting, it was stated that mutual aid has been forwarded to EOPSS (Executive Office of Public Safety and Security) where they are looking at a mutual aid agreement for all first responders to include BOH and DPW.

Homeland Security Update: Paul McNulty.

- **Homeland Security:** Paul McNulty stated that he did not have anything new to report from the last meeting. Further discussion ensued regarding mutual aid and public safety officials.
- Jamie Terry had asked Paul about equipment requests. Jamie stated that Northborough was denied lighting towers and other equipment. Paul explained the planning process the council uses to included NIMS compliance and if the equipment already exists in neighboring towns.

24/7 Call List Protocol: Kerry Clark

- Kerry developed a protocol for emergency call lists. The intent is to provide a step-by-step approach when contacting local Boards of Health in the event of an emergency, particularly a large scale event. The protocol addresses who to contact within the region and then how the local communities should be contacted. The committee took a look at the protocol that was presented. **Motion made by Vice-Chairman Mallet to adopt the 24/7 Call List Protocol. 2nd by Lois Luniewicz. Discussion included adding a column for individuals to add their email address. Vote passed unanimously.**

Principles of Operation: Chris Montiverdi

- Kerry had forwarded an electronic copy to members of the committee.
- Lois posed a question regarding the date under “C – Annual Report Requirements”. She asked if this date needs to change. Chairman Montiverdi agreed that this date should reflect the end of the grant cycle. Kerry proposed to change the wording to reflect “in accordance with the grant cycle.
- Chairman Montiverdi proposed a change in the meeting notification timeline. Currently the document reads a 20-day notice and Chris has suggested a 10-day notice. The current process is in place to post the meeting on the Region 2 website and Steering meeting dates are projected out for the year and emailed to all the towns. Lois stated this notice is more of a reminder since an annual schedule has already been submitted. Paul McNulty suggested that under C. Coalition Meetings subsection Notice that “Notice” is changed to “Reminder” and that the 20-day portion be struck. The committee was in agreement.
- Chris recommended the change under B. Executive Committee subsection Terms. The change will state that the “Executive Committee members will serve for a one (1) year term equivalent to the length of the current grant cycle. Elections will be held at the last Steering Committee meeting held prior to the end of the current grant cycle”. Discussion ensued as to whether or not a specific date should be chosen. **Motion made by Karyn Card to keep the terminology generic and reflect the terms in accordance with the grant cycle (as stated above). 2nd by Lois Luniewicz. After further discussion, Lois made a motion to move the question. 2nd by Paul McNulty. Vote passed unanimously to move the question. Vote taken on the original motion passed with an 8-3 in favor of the motion.**
- Kerry reiterated that these changes will still need to be approved by the Steering Committee.
- Kerry also requested to add at the end of this section to state “If a member is unable to fulfill their commitment to this committee, the Executive Committee has the authority to select a replacement for the remainder to that positions term.” The committee was in agreement that this should be included.
- Members began discussing communities have one (1) vote. Each community should have one representative appointed to the Steering Committee. Kerry will work with the consultants in order to update the list of representatives to include the supporting documentation from each town. It was suggested to wait until after elections were completed in the towns.
- **Motion made by Lois Luniewicz to accept the Principles of Operation with the recent amendments. 2nd by Karyn Card. Vote passed unanimously.**

New/Old Business:

- Vice-Chairman Mallet asked that New and Old Business be separated on the agenda in the past in order to avoid confusion.

- Andy Pelletier asked if there was any new information regarding next year's funding and Chris responded not as of yet.
- Roger asked for an update on the regional map with consultants' coverage. He also asked for an updated contact list for Executive Committee members. Kerry stated that an updated map is on the website and he would update the contact list.
- Paul McNulty discussed the Disaster Debris Program. He volunteered to do a plan for Westborough and has been encountering some difficulty to include some lack of communication. He was addressing some possible funding streams to complete these tasks and he intends on mentioning HLS and BT funds to help facilitate this planning initiative. He is continuing to work with DEP to accomplish this plan.

Motion to Adjourn by Roger Mallet, 2nd by Sandra Knipe. Unanimously Voted at 11:09AM

Minutes prepared by Program Manager, Kerry Clark.

DRAFT