

STEERING COMMITTEE MEETING MINUTES

August 27, 2009 / 10:00 AM

25 Meade St., Worcester, MA

IN ATTENDANCE: Chris Montiverdi (Leicester); Phil Leger (Athol/Royalston); Derek Brindisi (Worcester); Lee Jarvis (Spencer); Paul McNulty (Westborough); Trish Parent (Upton); Roger Mallet (Orange); Cheryl Rawinski (Sutton); Lois Luniewicz (Grafton); Elizabeth Swedberg (Westminster); Missy Kakela-Bottoms (Mendon); Lenny Izzo (Milford/Hopedale); Sandra Knipe (Hubbardston); James Morin (Southbridge); Dennis Costello (Boylston); Barbara Mard (West Boylston); Andrew Pelletier (Auburn); Jamie Terry (Northborough); Dr Samuel Pickens (Barre); Howard Ziff(New Braintree); Tom Purcell (Webster/Dudley); Ira Grossman (NABH); Darlene O'Connor (Leicester); Deb Renholm (Charlton); William Fisher (Medway); Robert Moore(Shrewsbury); Chris Knuth (Leominster); Mike Graf (Bellingham); Andrea Craft (Holden); Bill O'Connell (DPH); Jeff Stephens (Fitchburg); Steve Curry (Fitchburg); Alyssa Rusiecki (Sturbridge); Joyce Crouse (Templeton); Reggie Lang (Hardwick); James Morin (Southbridge); Mike Burns (Fitchburg); Kerry Clark (Reg II PHEPC); Shawn Winsor (Reg MRC Coord); Seth Peters (Reg II PHEPC); Ken Gikas (Reg II PHEPC); Barry Lein (Reg II PHEPC); Forrest Price (Reg II PHEPC); Shawn Winsor (MRC Coordinator); Seth Peters (Worcester).

The Meeting was called to Order by Chris Montiverdi at 10:08am. He started the meeting by having all individuals present at the meeting introduce themselves.

Chris introduced our three visitors from DPH and they presented information on the current status of H1N1 planning. Mike Coughlin gave an overview of what will happen in regards to state actions. Donna Lazorik discussed the plans for vaccine production, distribution, and target populations. Barbara Mackey spoke about the schools and their potential participation to immunize school-aged children.

Minutes of the June 25, 2009 Steering Committee Meeting were presented for approval. Lois Luniewicz made a motion to approve the minutes as presented and this was seconded by Jamie Terry. The motion passed unanimously.

Next Meetings:

- Executive Committee Meeting: September 10, 2009/9:30am/25 Meade St., Worcester.
- Executive Committee Meeting: September 24, 2009/9:30am/25 Meade St., Worcester.
- Executive Committee Meeting: October 08, 2009/9:30am/25 Meade St., Worcester.
- Executive & Steering Committee Meetings: October 22, 2009/Location TBD/Northern Region.

Homeland Security Council: Chris Montiverdi

- Chris stated that the council has had no meetings since June and would be meeting next week.

Mutual Aid: Andy Pelletier

- Andy reported that we have approximately 52 communities who have signed up to the Mutual Aid Agreement. We are expecting agreements from Medway, Templeton, and Harvard.
- Jamie asked if communities outside of our region could provide mutual aid to one of our communities. Andy stated that our agreement was for communities within our region and that communities outside of the region were not automatically covered.

Local and State Advisory Committee: Sandi Knipe

- Sandi stated that she did not have anything to add in light of the presentations from our quests other than the LSAC being discussed.

Hospital Preparedness Update and Partnership Info: Seth Peters

- Chris briefed that the grant that we had received as a region back in the December-January timeframe was to enhance the collaboration between health care in general. This includes public health, hospitals, EMS, health care centers, long term care facilities, and others. The grant is finally getting off the ground now and there will probably be a kick-off meeting to let people know what the program will be about. This will help identify regional hazards and identify communications gaps between all institutions to help insure that everyone gets the same information.

Committee Reports:

Personnel Sub-Committee: Lenny Izzo

- There is nothing new to report.

Equipment/Acquisition/Training Sub-Committee: Sandi Knipe

- Sandi briefed our funds had been spent and she identified the items which the committee has purchased for the region. These include 9 satellite phones (some of which have been (some of which have been distributed) and 6 BGANs (computer) units , battery re-conditioning units for the Motorola Radio batteries, EDS signage for all established EDS locations, trailers (which have arrived), and the Northborough Emergency Preparedness booklet.
- We are looking for people who need ICS300 and are trying to organize a class for them.
- Headlamps have been ordered, Lithium batteries for the Motorola radios are in, and we have a large amount of additional PPE from both the state and the coalition. We are in the process of organizing this for distribution. This includes hand sanitizer, gloves, adult and pediatric surgical masks.
- In response to a question from Lennie, Sandi said that the ICS300 training is being discussed in the EAT committee.

MRC Sub-Committee: Jamie Terry

- Jamie reported that all three MRCs have spent their money and submitted all required reports.
- The Worcester MRC-ARC Memorandum is still pending. Grafton and Wachusett still have to meet with the Red Cross to determine if they are going to sign agreements..
- The Grafton MRC has completed and submitted its SOPs.
- The new EM Systems database will be used to manage all MRC volunteers. Access can be by individual or by each community. This will be an improvement in accessibility over the database being maintained with the City of Worcester. It will also provide more services to help with the tracking and management of MRC members. Shawn and Kerry will be reaching out to the local BOHs to see who will be the POC in the community.
- The new grant cycle is beginning and they are waiting for the requests from the MRCs at the next meeting.

Strategic Planning Sub-Committee: Tom Purcell

- Tom and the other members of the committee are reviewing the proposed MOAs for regional equipment. Until that version is approved by the Legal Department, we will execute the

standard MOA from the Homeland Security Council. Tom asked that if anyone had any comments or input that they contact the Executive Committee.

Program Coordinator: Kerry Clark

- The PHEP (the old BT) funding is not in yet.
- The PHER grant is not in yet either.
- The Principles of Operation are on the agenda to be covered and they are one of our deliverables for the grant cycle.
- Wibby asked about the upcoming PH annual conferences. Kerry stated that he will be sending out a request for names for the MHOA annual conference, the MAHB, and the Yankee conference. The MAPHN is not until next May.

Old Business:

- None.

New Business:

- Ballots were distributed and members voted for the Executive Committee for the current grant year.
- Chris then asked the members to review the Principles of Operation. He stated that since there had been questions in the past about Host Agency Fiscal and Administrative responsibilities Mass DPH had provided some guidance in these areas. These were in a second document and were proposed to be added to the Principles of Operation.

Lenny Izzo made a motion to accept the Principles of Operation and this was seconded by Tom Purcell. During the discussion Phil suggested that Host Agency Responsibilities be added to section 3. Administration. Lois suggested that Section 3.A.1 be the Fiscal Responsibilities and 3.A.2 be Administrative Responsibilities to keep the same order as earlier language. This motion was approved unanimously.

Kerry then announced the results of the Executive Committee election. The personnel elected were: Derek Brindisi, Lenny Izzo, Lee Jarvis, Missy Kakela-Bottom, Sandi Knipe, Phil Leger, Paul McNulty, Trish Parent, Andy Pelletier, Tom Purcell, Cheryl Rawinski, Jamie Terry. Chris Montiverdi and Dottie McNamara tied for the 13 position and Joyce Crouse was the second alternate. Phil Leger supervised a run-off to determine the 13th member. Dottie MaNamara was chosen as the 13th member and Chris as the first alternate.

The meeting adjourned at 12:38pm.