

STEERING COMMITTEE MEETING MINUTES

January 7, 2016/9:00am

Milford Fire Department

21 Birch Street, Milford, MA

IN ATTENDANCE: Stephen Baccari (Westborough)(Chair); Darlene Coyle (Auburn); Kalene Gendron (Pepperell); Lenny Izzo (Hopedale); Sandra Knipe (Gardner); Philip Leger (Worcester); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); Cheryl Rawinski (Sutton); Alyssa Rusiecki (Sturbridge)(Alt); Dawn Farmer (Grafton); James Philbrook (Charlton); Matt Pearson (Phillipston); Michael Borowiec (Regional Coordinator); Colleen Bolen (Worcester DPH/CMRPHA); Alissa Errede (Worcester DPH/CMRPHA); Barry Lein (IT Consultant); Forrest Price (Program Planner); Jamie Terry (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Stephen Baccari at 9:04am.

Minutes Review: The minutes from the December 3, 2015 Steering Committee were presented for review and approval.

Trish Parent made a motion that we accept the November 5, 2015 Steering Committee meeting minutes as presented. This was seconded by Sandi Knipe. Two small name changes were noted. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: February 4, 2016/9:00am/Worcester DPH, 25 Meade Street, Worcester.
- Steering Committee Meeting: March 3, 2016/9:00am/Location TBD (Andy Pelletier will check on Southbridge availability).

Program Coordinator Update: Michael Borowiec

- Michael Borowiec was introduced as the new Region 2 Regional Coordinator. He gave the group a short summary of his background and expressed his excitement in being here.
- Colleen reported that there was no Regional Coordinator meeting in December and that the staff would be attending an MDPH staff meeting tomorrow. There will be a Regional Coordinator meeting something in the next week or two and we should have some updates at that time.
- Liz Foley had some updates from the last MRC meeting. She reported that Regina Villa is facilitating the search for a Region 4A/B host agency. They anticipate issuing an RFP out by the end of January with a 45 day response period and a Sponsoring Organization being in place by July 1st. Lisa Crowner is the new PHEP Coordinator for Region 5. Region 3 is still looking for both PHEP and Hospital Coordinators. They appear to be having a salary issue for these positions.
- Colleen briefed that they had submitted our proposal for a regional WebEOC Drill to MDPH but that we have not yet received a response.
- Colleen then briefed on the results of the December WebEOC Drill. We had 46 communities respond in some fashion which is a 62% participation rate. The state is asking us to set goals for future drills and there was an extensive discussion on what goals to set.

Trish Parent made a motion that our next goal be for a 75% participation rate which was seconded by Darlene Coyle. However during discussion many people felt that 75% was too high and that it should a lower rate. Trish then withdrew her motion.

Alyssa Rusiecki made a motion that we set a participation rate of 70% as our next goal which was seconded by Lenny Izzo. This motion passed with one "Nay" vote.

Alyssa Rusiecki then made a motion that we also set a correct response rate of 50% for the next drill. However many people felt that we should concentrate on participation and allowing communities to learn from any mistakes. Alyssa then withdrew her motion.

- Colleen briefed that the Worcester DPH was replacing the printer in the Region 2 office which had previously been purchased and used to support PHEP programs. Since it was still operational they are offering it to any community who wants it and can come pick it up and move it. Colleen needs to know by Monday otherwise the city will have to dispose of the old machine to install the new one.
- Colleen next briefed on the brainstorming session held after the last meeting. The staff looked at the different ideas which had been discussed. Colleen looked at Closed PODs. She found out that Region 3 had previously contracted with Bio-Defense to help teach Health Departments to work with businesses to develop closed PODs. She briefed on the prices for several different levels of training.
- Alyssa asked a question about closed POD development. Her Board thought that this committed the BOH to supporting the Closed POD with Town resources. The Town could do this if they chose to do this but the Closed POD concept usually has the organization provide their own medical support to vaccinate their personnel with vaccine provided by the Town.
- Colleen also pointed out that the templates which were developed for Region 3 could be shared with our Region since it was paid for by PHEP funds.
- Jamie Terry suggested the development of a webinar to use in recruiting companies to be closed PODs. People thought the idea of a webinar was appealing but Steve Baccari pointed out that they could be expensive to produce.
- Colleen volunteered to develop a proposal for the next meeting.

At this time Steve Baccari halted the business portion of the meeting to allow Sara Ruiz from the MDPH Bureau of Substance Abuse Services to give an overview of the Narcan program.

- As the meeting resumed Colleen briefed that Region 4 had been able to give money to LEPCs and REPCs to support regional exercises which were HSEEP compliant and had a Health component.
- She also briefed on Sara's efforts to secure an ICS100/NIMS700 instructor, retired Police Chief Burt Duvernay. He will teach both courses in one 8-hour block or two 4-hour blocks. We had approved \$1,000.00 for this at our last meeting. It will have to be held in a computer lab since students will have to log on to the FEMA website to complete the course test. Colleen will look at some potential dates in February and April and send them out to the region. Andy Pelletier felt that two-4-hour blocks would be best for most people. Barry Lein suggested that the course venue be held in a location with wi-fi access so that students can log on from their own computers.
- The Shepard Hill High School in Dudley has volunteered to act as a host for Psychological First Aid courses. Open dates are February 25 and 26, and various dates in March and April. Colleen did not have the hours that were open for this. The school requested that they be allowed to send some of their staff members. We can try to get Lisa Crouner again or look for other instructors within OPEM.
- Jamie Terry stated that she had purchased "sticky feet" decals to place on floors to be used during EDS operations.
- Alissa briefed that the state has given permission for us to conduct Active Shooter training as long as it is in line with our PHEP capabilities. She has put together a proposal to the state for this. It would be similar to what they did at Whittier. It would consist of some presentations followed by a workshop with some practical training in various tactics people could use to protect themselves. The approximate cost could be about \$9,500.00 for the presentation and about \$1,500.00 for food. The target audience would be a few key people who could take these ideas back to their community for further planning within the community. This could be expanded to cover various scenarios which Public Health could operate in to include both workplace and home visits. Colleen asked people to consider locations within the region to host this training. There was an extensive discussion about considerations which must accompany any decision to hold/host this training. Colleen and Alissa stressed that this proposal is still be developed and that they will keep people aware of how it proceeds.

Andy Pelletier made a motion that we approve letting the staff continue to pursue this training and Cheryl Rawinski seconded this motion. The motion passed unanimously.

- Colleen also stated that we had discussed animal sheltering training. The need for this capability has been proven during the past few national disasters. David Schwartz at SMART suggested that we contact CMDART and work with them since they were located in our region. Several people stated that CMDART has some caches of equipment and supplies located around the region. Trish Parent felt that this should be one of our lowest priorities since other agencies are more involved in planning for this problem. We would probably have the funds to order some supplies but where would we store these items? Colleen will invite David Schwartz to one of our meetings and we will consider whether we should purchase animal shelters supplies or not.

Host Agency Update: Collen Bolen/Alissa Errede

- Colleen stated that the Quarter 2 reports are due by the end of this month. They will be working with the Budget Office on these.
- The state has some very specific new rules about purchasing. Most things we want to purchase will have to be reviewed by the state. This includes even items under \$1,000.00. They also want backup documentation on everything which was previously purchased in the town and surrounding areas. They hope to get more information at tomorrow's staff meeting. There may be some difficulty in obtaining this documentation for many of our previous purchases. Colleen said that they are looking for someone who could assist in creating an Inventory Management System for us to use.
- Alyssa Rusiecki asked how this would impact her recent request to purchase EDS supplies. She had agreed to let Worcester make these purchase for her but wonders if she should just do the purchasing herself.
- Steve asked if we should reverse our previous decision to let Worcester make all purchases. Andy Pelletier stated that Worcester should just continue to make all purchases until we get better guidance.

Homeland Security Council: Chris Montiverdi

- No report.

Regional Mutual Aid: Darlene Coyle

- Darlene stated that we still have six towns who have not signed on. Holland is still being worked. Darlene asked about the status of the towns who have not signed.

Local and State Advisory Committee: Sandi Knipe/Steve Baccari

- There was no meeting last month. The next meeting will be this coming Monday.

Region 2 HMCC: Trish Parent/Sandi Knipe

- Trish reported that the Spring conference will be held on March 29th and it will on terrorism. They are looking for speakers and Trish asked the group to bring any suggestions to Colleen. She reminded the group about the presentation which Amanda Ripley gave to a preparedness conference several years ago as an example. They would like to get a speaker whom we have not heard before to receive a different vision of this issue.
- The HMCC is also working on their Principles of Operation and Harvard is working on an Emergency Plan for the HMCC groups.
- Worcester is working on a Duty Officer list for 24/7 coverage which is one of the deliverables.
- They received ESF-8 training in December from OPEM (Roberta Clark and Ed Hennigan). The HMCC will act as a mini regional ESF-8 desk. Trish stated that Public Health does not have to change our mindset as we know to call Worcester but the other groups do not have the same experience. Worcester would then contact the MEMA ESF-8 desk as necessary.
- We are trying to broaden our horizons as to who we want in the HMCC as actual participating groups. We are looking for a bigger "umbrella".

MHOA Update: Stephanie Bacon

- Steve briefed that the Community Sanitation Spring Seminar will be held at Devens on April 5th. The schedule is on the MHOA website
- He also reported that MHOA will be giving a grant for nurses but that he did not have any additional information. Joanne Martell is working on this. Steve will ask Colleen to send out the information when he has it.

Personnel Workgroup: Lenny Izzo

- Lenny stated that they will meet after this meeting in Executive session to discuss Planner evaluations.

Education, Acquisition & Training (EAT) Workgroup: Sandy Knipe

- Sandi stated by reviewing the Conference Requests schedule. She noted that her name needed to be added and that Mike Burns wanted to attend the PERRC conference.
- Colleen asked that we review the funding, noting that the cap for conference attendance was \$46,000.00. She stated that we have spent a little over \$4,000.00 which leaves us with \$41,704.13.
- Colleen stated that we need to set a cap for each person. Several figures were suggested and the group finally settled on \$2,500.00 for 14 people which would be \$35,000.00. And if we set a \$1,000.00 cap for the nurses that would allow 6 to attend MAPHN. Colleen also asked that if anyone decides not to go to let her know as soon as possible in case there are any others who would want to attend. She will also send out an email letting attendees know exactly what documentation they will have to submit to receive reimbursement.
- Sandi stated that the only request she had was from Fitchburg for \$299.99 to purchase a reversible high-visibility parka for an employee.

Cheryl Rawinski made a motion that we approve this request which was seconded by Darlene Coyle. This would support capability 14. The motion passed unanimously.

- Sandy asked about a previous request from North Brookfield for an AED. Colleen stated that she reached out to them for some more information on the request but that the Town had never gotten back to her.
- Jim Philbrook from Charlton has made a request to purchase some items for their trailer. They have a new heated garage for the trailer. They did an inventory and they need some items since the trailer is not useable as it is. They submitted a list of numerous small items to include bungee cords, stakes, electrical cords, and some items such as locks for the trailer, a jack plate, a work light, emergency access locks, and two laptops, portable printers, and software. The total cost would be \$7,359.54.

Andy Pelletier made a motion that we approve this request which was seconded by Lenny Izzo. This would support capability 7. Andy asked if the laptops would be separate from the trailer to which Jim Philbrook replied that they would go with the trailer if deployed so that the receiving party would have computer capability. The motion passed unanimously.

- The Town of Millbury is requesting an AED with adult and pedi-pads and a storage cabinet. Worcester priced this out at \$1,914.00

Sandi Knipe made a motion that we approve this request which was seconded by Trish Parent. This would support capability 8. The motion passed unanimously.

- The Town of Sturbridge has requested \$1,866.00 for EDS supplies.

Sandi Knipe made a motion that we approve this request which was seconded by Cheryl Rawinski. This would support capability 8. The motion passed unanimously.

MRC Workgroup: Liz Foley

- The MRCs will be submitting their Quarter 3 invoices.
- They just had a statewide meeting on Tuesday. They worked on their work plans.
- Jennifer Frenette from the national office reports that they have had a 30% cut this year. This does not affect us directly but in future years it may.
- All of the MRCs have been meeting pretty regularly. NACCHO has requested applications for a grant. We are working to put something together on nutrition. Liz is working with Dawn and Judy and the division leaders. They feel that whether we get the grant or not that this would be a good program for the future.
- They are also brainstorming ideas for the next two quarters.
- They are also working to put together an MRC Hospital recruiting package. They are looking at using their connection in order to recruit more medical volunteers.

Old Business:

- There was no Old Business to discuss.

New Business:

- There was no New Business to discuss.

Lenny Izzo made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting adjourned at 12:10pm by unanimous consent.

Minutes approved at the February 3, 2016 Steering Committee meeting.

Respectfully submitted: _____ Steven Baccari, Chair, Region 2 PHEP Coalition