

STEERING COMMITTEE MEETING MINUTES

Thursday, December 1, 2016/9:00am

Sutton Town Hall

4 Uxbridge Road

Sutton, MA 01590

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Tom Bonci (Clinton); Darlene Coyle (Auburn); Lenny Izzo (Milford); Lee Jarvis (Spencer); Philip Leger (Worcester/Royalston); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); James Philbrook (Charlton); Cheryl Rawinski (Sutton); Debra Vescera (Wales); Missy Kakela-Boisvert (Mendon)(Alt); Sandra Knipe (Gardner); Wibby Swedberg (Westminster); Colleen Bolen (HMCC Sponsoring Org); Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Shaylin Deignan (HPP Coordinator); Barry Lein (IT Consultant); Sara Darlagiannis (Program Planner); Forrest Price (Program Planner); Jamie Terry (Program Planner).

The meeting was called to order by Chair Stephen Baccari at 9:05am.

Steve asked everyone to introduce themselves for the benefit of all new attendees.

Minutes Review: The minutes from the November 3, 2016 Steering Committee were presented for review and approval.

Lenny Izzo made a motion that we accept the November 3, 2016 Steering Committee meeting minutes as presented. This was seconded by Trish Parent. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: January 5, 2017/9:00am/Mendon.
- Steering Committee Meeting: February 2, 2017/9:00am/Location TBD.

Town Highlights:

- Phil Leger stated that he was now the alternate rep for the Town of Grafton.
- Deb Vescera briefed on a recent outbreak of Norwegian Scabies in the region. It started back in June but was not reported due to a mis-diagnosis. Harrington Hospital is sending out letters advising potential cases of this.
- Jim Philbrook stated that the Town of Charlton is receiving a \$30 million dollar settlement for ground water contamination.

Program Coordinator Update: Katrina Stanziano

- OPEM reported that Region 2 had a 83% participation in the recent WebEOC drill.
- OPEM is also requesting that we remove all inactive EDS sites from the WebEOC files. We will pursue this further to help determine which sites would fall under this criteria.
- The state will be conducting a Jurisdictional Risk Assessment (similar to a Hazard Vulnerability Assessment).
- The next Funding Opportunity Announcement (FOA) is expected to be out by January 17th. Concurrence would still be required for the new FOA.
- The use of BP4 funds has been approved for our planned inventory of PHEP equipment.
- Our regional project for the BP5 deliverables has been accomplished. Everyone who attended is urged to complete the training evaluation.
- Our quarterly deliverables also include that two SNS drills be conducted by the end of December.

Sponsoring Org Update: Colleen Bolen/Alissa Errede

- Our BP4 wrap-up is complete with the exception of Hopedale.

- Colleen apologized for not bringing the current budget report but she did brief on our funds status. We have spent about \$90K and there is another \$186K encumbered. This leaves us approximately \$196K which is not encumbered. All projected training and conference attendance is already in the encumbered funds. This led to an extensive discussion on ways in which we could use some or all of the remaining funds to meet our work plan and training needs. She mentioned more EAT requests and additional regional trainings as possible uses of this money. We should look at something which starts early in the HSEEP exercise cycle with follow-on exercises.
- Colleen suggested that we consider hiring a vendor who could do some strategic planning with us. We could look at where we are now, what are our gaps, and what are things that we want to plan and train for in the future. It would be a building block approach which would make better use of our funding and it would be more strategic and intentional in nature.
- Andy Pelletier suggested looking at what we could do to support increased activity and recruiting in the MRCs. Colleen warned though that some of the things we had spent money on in the past were not allowed now.
- Colleen suggested that we invite the MRC leaders to our January meeting.
- She also suggested that we search for a facilitator such as Regina Villa to help us develop a Strategic plan for the MRC which goes beyond this grant year.
- Wibby Swedberg suggested that we consider a program which introduces school children to emergency preparedness.
- Andy Pelletier asked about our training budget. Colleen asked Alissa how much we have left in our account. Alissa stated that we have spent/encumbered \$8,729.48 out of our budget of \$46,000.00. Any conference which we would like to attend must be approved by the state. Andy suggested that we try to encourage attendance at the approved NACCHO conference. Colleen suggested sending out an email asking people to express their interest by the next Steering Committee meeting. All names must be submitted to and approved by the state. If we send names to the state by Friday then we should receive an answer by the second Monday after.
- Colleen stated that they had put out a bid for someone to work on the Central and Northeast Divisions for the period of Jan 1 - June 30, 2017. We also need to have contracts for all of our separate MRCs and for our Divisions. These contracts may be with the City of Worcester. We will be talking to the MRCs to see which would be the best way.

Local & State Advisory Committee (LSAC): Steve Baccari/Stephanie Bacon

- The LSAC met just before Thanksgiving. Dr. Bharel, the MDPH Commissioner, attended the meeting.
- The marijuana laws were discussed in relationship of medical usage versus recreational usage.
- Local boards are asking the state to push back on CDC for some of their requirements.
- There is a challenge in some communities in staying engaged with emergency preparedness because of the additional requirements. Some towns in other regions are dropping out of emergency preparedness due to several factors including lack of time.
- MEMA is working on a state repatriation plan for citizens caught in problems overseas who may have to return. Part of this is screening for infectious diseases.
- The state has already begun planning for the 2017 Boston Marathon.
- The state GIS person is working on a map of the state showing disabilities and access and functional needs people in various areas.
- We are still in a drought.
- The Funding Opportunity Announcement for next year is expected to be released on January 17th. They think it will concentrate on capabilities 8 and 9.
- They also discussed food for meetings.
- The EDS Plan Gap Analysis results were pretty similar for all regions. One of the main issues is the lack of personnel to staff the EDSs. The use of Federal employees for this was discussed.
- The state is looking for stories of successes in using EP money to present to CDC. They are developing a template to use for this.

Region 2 HMCC: Trish Parent/Dottie McNamara

- The next meeting will be December 7th.

Regional Workgroups

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to report.

Education, Acquisition & Training (EAT) Workgroup:

- The City of Worcester is requesting \$862.20 to replace the AED pads, both adult and child.

Lenny Izzo made a motion that we approve this request which was seconded by Lee Jarvis. Andy Pelletier asked if other pads were expiring also. It appears that many units are on different schedules. Colleen stated that when they find a vendor to do the inventory we will try to check expiration dates at the same time. The motion passed unanimously.

- The Town of Upton is requesting \$959.76 for wireless service for two tablets. The tablets were to be used for emergency response

Lenny Izzo made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed unanimously.

- Colleen briefed the group that Upton's request was in the proposed budget to the state but Worcester's was not so we will need state approval on that request.
- The Town of Sutton is requesting \$1,303.56 for wireless service for one cell phone and one iPad.

Lenny Izzo made a motion that we approve this request which was seconded by Andy Pelletier. The motion passed with one vote against.

- The next request was for \$1,561.74 for 14 sandwich board signs. It was approved last year but we did not have enough time left to make the purchase. We had purchased the signs to go on these boards.

Jim Philbrook made a motion that we approve this request which was seconded by Tom Purcell. The motion passed unanimously.

- The last request was the one from Northborough where they were requesting cell service for a personal cell. We heard back from the state but they put it on us to develop a policy if we wanted to do this. There needs to be some requirement.

Phil Leger made a motion that we table this discussion. This was seconded by Tom Purcell. Steve called for any discussion but Phil reminded the group that a motion to table had no discussion, it was just an up or down vote. If you want to discuss this then you have to vote the motion down. After a summation of the votes present the motion to table passed by a clear majority.

- Steve Baccari asked that the deadline for EAT requests to be submitted for the year be publicized at the next meeting.
- There was a discussion about what types of items need to be disposed of and this action reported.

MRC Workgroup:

- No report.

Strategic Planning Workgroup:

- No report.

Old Business:

- Lee Jarvis reminded the group that he has been paying \$79 per month Verizon service for a iPad which does not have Verizon capability. Colleen is still working on a solution for this problem.
- Andy Pelletier reminded Colleen that he is still looking for tablets with Wifi capability for his board meetings. Colleen will look at what can be done.

New Business:

- Phil Leger briefed that Monday at 10am will be a recreational camp hearing.
- He also briefed that there do not seem to be many comments on the new Food Code proposals. He urged people to look at them and make comments if they saw anything.
- There is also a lot of information being passed around about the new marijuana laws. The state is trying to respond quickly to this issue.

Sandi Knipe made a motion that we adjourn the meeting which was seconded by Phil Leger. The meeting adjourned at 10:38am by unanimous consent.

Minutes approved at the [Date] Steering Committee meeting.

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