

STEERING COMMITTEE MEETING MINUTES

Thursday, November 1, 2018

Milford Fire Department

21 Birch St, Milford, MA

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Trish Parent (Upton); Forrest Price (Planner); Lenny Izzo (Milford); Katrina Stanziano (WDPH); Cheryl Rawinski (Sutton); Eileen Dyson-Alexander (Auburn); Tom Bonci (Clinton); Casey Mellin (Northborough); Lisa Daoust (Spencer); Barry Lein (Sterling); Philip Leger (Grafton); Andy Pelletier (Southbridge); Missy Kakela-Boisvert (Mendon); Grace Peladeau (Sutton); Ari Winograd (WDPH); Erica Piedade (DPH/Office of Local & Regional Health); Dottie McNamara (Fitchburg); Beth Hallal (Medway); Jamie Terry (Planner); Oscar de la Rosa (WDPH)

The meeting was called to order by Chair Steve Baccari at 9:00 am.

Minutes Review: The minutes from the October 4, 2018 Steering Committee was presented for review and approval.

Lenny Izzo made a motion that we accept the October 4, 2018 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: December 6, 2018/9:00am/Location- Millbury (Asa Waters Mansion)
- Steering Committee Meeting: January 3, 2018/9:00am/Location- Worcester or Charlton

Program Coordinator: Katrina Stanziano

OPEM Updates

- Katrina let the group know the next budget modification is due November 30th to the state.

BP 1 X Updates

- Deliverables for Quarter 2
 - All that is due in quarter 2 are the 24/7 Call Down updates.
- Katrina asked the group if anyone would be willing to work with her on developing a standardize list for the PHEP trailers. Barry volunteered to help Katrina with developing this list.
- Katrina asked the group if they would be interested in developing an EDS app next year. The group seemed to think this was a good idea and great way to spend funding.
- Katrina asked the group if they had any feedback about Regional EDS. Jamie shared with the group that Regional EDS could help with addressing the staffing issue with have since it would be combining resources.
- Katrina is still accepting rep letters from communities.
- Katrina shared with the group the updated Principles of Operations and asked for any feedback. The only feedback mention was a typo that needed to be fixed.

Phil Leger made a motion we accept the Principles of Operations and this was second by Trish Parent. The motion passed unanimously.

Host Agency Update: Katrina Stanziano

BP 1 X Funding Update

- Katrina let the group know the HMCC Associate Position has been posted and closes on Friday.

Local & State Advisory Council (LSAC) – Steve Baccari/Jim Philbrook

- Steve gave a quick update on Region 3 Sponsoring Organization and on the gas explosive that happened in Region 3.

Region 2 HMCC – Trish Parent/Dottie McNamara

- Nothing to report.

Regional Workgroup

Personnel Workgroup:

- Nothing to report

Education, Acquisition & Training (EAT) Workgroup:

- The group approved the following items for the second budget modification:
 - \$9,500- Forrest Price to facilitate the EID Workshop
 - \$1,000- Printing of EID Annex & EDS plans
 - \$12,067.20- NACCHO Conference to see 15 people (\$2,200 per a person)
 - \$500- Food for EID Workshop

MRC Workgroup:

- Nothing to report.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- None.

New Business:

- None.

Phil Leger made a motion that we adjourn the meeting which was seconded by Lenny Izzo. The meeting adjourned at 10:03 AM by unanimous consent.

Minutes approved at the December 6, 2018 Steering Committee meeting.

Respectfully submitted: Steve Baccari, Chair, Region 2 PHEP Coalition