

STEERING COMMITTEE MEETING MINUTES  
Thursday, November 3, 2022  
Virtual Meeting

IN ATTENDANCE: James Philbrook (Charlton) (Chairman); Kristin Black (Northborough)(Vice-Chairman); Michael Nelson (MDPH); Pam Masters (WDPH); Shane Keville-Wagner (WDPH); Connor Robichaud (CMRPC) Lisa Daoust (Spencer); Trevor Brusco (N. Brookfield); Trish Parent (Upton); Cheryl Rawinski (Sutton+); Agnieszka Podstawka (Douglas); Kristin Harris (Douglas); David Balbi (Medway); Barry Lein (Sterling); Derek Kwok (Townsend); Phil Leger (Royalston+); Kalene Gendron (Groton/Pepperell); Camille Griffin (Webster/Dudley); Michelle Powell (Leominster); Jamie Terry (Planner); Lois Luniewicz (WRMRC); Erin Hightower (Uxbridge); Jeff Paster (Lancaster); Emily Quinn(Southbridge); Jeanne Gniadek (Northbridge); Ken Lacey (Sturbridge); Jennifer Sullivan (Westborough); Rike Sterrett (Oxford); Darlene Coyle (Auburn)

The meeting was called to order by James Philbrook at 9:01 AM.

**Roll Call:** A verbal roll call was done.

**Chairman Announcements:** none

**Minutes Review:** The minutes from the October 6, 2022, Steering Committee Meeting were presented for review and approval.

**Cheryl Rawinski made a motion that we accept the October 6, 2022, Steering Committee Meeting minutes as presented. This was seconded by Kristin Black. The motion passed.**

**EDS Vaccination Updates from the Region-**

- Kristin Black stated Northboro held a regional clinic with the Bivalent vaccine. They had about 90 children. Also, they have about 110 doses left of the 5-11 Bivalent Pfizer if anyone needs it. They are holding a clinic for adult and children on 11/18. If anyone has extra 12+ Bivalent Pfizer or would like to split an order, please let Kristin know.
- Cathleen Liberty stated they had a Bivalent clinic and vaccinated over 80 people.
- Kristin Black stated that they also had a drive through flu clinic in Northboro. Jamie Terry came out and helped. They used heaters to help with the cold. Jamie took pictures of the heaters. Please let her know if you would like the heater information.
- Barry Lein stated that Rutland is running a clinic this Saturday.

**MHOA Reports from Attendees-**

- Cheryl Rawinski stated that the conference was well attended, and it was very good overall.

- Erin Hightower stated that she thought it was excellent this year. Certain sessions were standing room only, so it was clearly very well attended. Thank you to Region 2. She was voted in on the Executive Board so she will provide MHOA updates starting in January.
- Cheryl stated Rike Sterrett was elected as a member at large. Rike stated it was a great conference and one of the largest they held in a while.

**Program Coordinator and Sponsoring Organization: HMCC Team & Michael Nelson**

- MHOA Reimbursement
  - Shane Keville-Wagner stated if you submitted a travel request form, the POs are open. He is ready to get your receipts and send out your reimbursements. You can email everything to him or mail it if necessary.
  - Kristin mentioned that other Regions had the trip booked by their host agency. Shane will connect with Region 4AB and see if this would be possible in the future.
- BP4 PHEP Rep Letters
  - Michael Nelson reminded the group to send along your PHEP Rep letters if you have not already done so.
- Westborough EAT Request Price Increase
  - Service plan was approved for \$1,510.80, but upon invoice it increased to \$2,049.84.

**Phil Leger made a motion to accept the price increase. This was seconded by Cheryl Rawinski. The motion passed.**

- Q2 EAT Requests
  - **Blackstone- \$4,830.00-** 4 printer ink office jet pro 8720 (\$120.00), two-way radios (\$500.00), pop-up tent (\$260.00), 2 filing cabinets (\$450.00), generator (\$3,500.00)

Barry Lein questioned if they are requesting only one two-way radio. Trish Parent said that they are requesting two. The two-way radios would be used internally for EDS use and the generator can be taken off the request.

**Jennifer Sullivan made a motion that we approve the town of Blackstone's request to purchase. This was seconded by Cheryl Rawinski. The motion passed.**

- **Devens- \$999.00-** Folding table and chairs (\$160.00); ipad pro (\$799.00); 2 storage totes (\$40.00)

Barry Lein had a question as to why this town is asking for something. Are they part of Region 2? Kalene Gendron is the representative. Devens is part of Ayer. Jim Philbrook asked Michael Nelson to look into this. This request is declined for now.

- **Douglas- \$1,342.87-** Fellowes Powershred 99Ci 18-Sheet Cross-Cut Commercial Shredder (\$263.99), HP 414X Yellow High Yield Toner Cartridge (W2022X) (\$258.89), HP LaserJet Pro M479fdw Wireless Color Laser Multifunction Printer with Duplexing, Onsite Warranty (W1A80A) (\$819.99)

Barry Lein questioned if this was office equipment. Agnieszka Podstawka explained that this is not for the office. This is for her to use to shred confidential documents.

**Cheryl Rawinski made a motion that we approve the town of Douglas' request to purchase. This was seconded by Erin Hightower. The motion passed.**

- **Groton- \$411.92-** 12-month service plan for one iPhone - only need funds for remaining 8 months (\$411.92)

**Trish Parent made a motion that we approve the town of Groton request to purchase. This was seconded by Jennifer Sullivan. The motion passed.**

- **Hubbardston-\$4,581.00-** AED- Phillips FRx- (\$2,000.00), AED- Phillips FRx- (\$2,000.00), AED Battery and Pads - AED Phillips FRx (\$235.00), AED Battery and Pads - AED Phillips FRx (\$235.00), Infant/child key (\$111.00)

**The request was denied as they were not in attendance. Kristin stated that only one AED should be requested.**

- **Millville- \$2,592.74-** MacBook Pro 14 inch Space Gray M1 (\$1,999.00), Midland Two Way Radios (\$319.99), HP Printer/Ink (\$153.77), Norton Virus Software for Laptop (\$69.99), Microsoft Office Software for Laptop (\$49.99)

Barry Lein questioned the MacBook. Is this replacing a desktop. No these are small laptops. He also asked if the two-way radios are on PHEP frequency? We will look into this.

**Phil Leger made a motion that we approve the town of Millville request to purchase. This was seconded by Jennifer Sullivan. The motion passed.**

- **Oxford- \$493.79-** Cellphone plan (\$319.92), 4' folding table (\$74.99), 6' folding table (\$98.88)

**Trish Parent made a motion that we approve the town of Oxford request to purchase. This was seconded by Kristin Black. The motion passed.**

- **Southbridge- \$1,014.94-** HP OfficeJet Pro 8025e Wireless All-in-One Inkjet Printer, Copy/Fax/Print/Scan (224.99), HP 910 Ink Cartridges - Cyan, Magenta, Yellow, 3 Cartridges (3YN97AN) (\$35.99), HP 910XL Ink Cartridge, Black (3YL65AN) (\$41.99), Storex Two-Drawer Mobile Filing Cabinet, 14-3/4w x 18-1/4d x 26h, Black (\$177.98), Ergodyne® Shax® 6051 Single Blue Heavy-Duty Pop-Up Tent Kit - 10ft x 10ft (\$533.99)

Barry Lein questioned why the tent was so expensive. Emily Quinn stated it has sides which enclose it. Ken Lacey and Kristin Black stated their tents are high-quality and much more expensive, so they have no concerns with the price.

**Phil Leger made a motion that we approve the town of Southbridge request to purchase. This was seconded by Jennifer Sullivan. The motion passed.**

- **Uxbridge- \$1,058.00-** Vericor Cooler Cube vaccine transport cooler with Temperature Monitoring & Data Logger Kit (\$1,058.00)

Jim Philbrook asked if we still have coolers in stock for use in Worcester. Erin Hightower explained that this one is much more portable. Jamie Terry will add a picture of this in the chat box. Kristin Black stated that they also purchased a portable cooler for smaller clinics.

**Jennifer Sullivan made a motion that we approve the town of Uxbridge request to purchase. This was seconded by Lisa Daoust. The motion passed.**

- **West Brookfield- \$850.00-** Printer (\$500.00), Printer ink (\$100.00), Two-Way Radios (\$200.00), Storage Totes (\$200.00)

**Cheryl Rawinski made a motion that we approve the town of West Brookfield request to purchase. This was seconded by Jennifer Sullivan. The motion passed.**

- **Westborough- \$1,957.97-** 1 HP Color LaserJet Pro- M479fdw (\$819.00), 3- Portable Chargers - Baseus 30000mah Power Bank 65W Fast charging USB C Battery Pack (\$239.97), ID Maker Card Printer1 - Magiccard Pronto ID Printer & Complete Supplies Package with BODO ID software - Bronze Edition (\$899.00)

Jennifer Sullivan stated that the printer was approved last October however, it didn't come in before June 30<sup>th</sup>, so it has to be resubmitted. The badge maker did come in, but now we need the price for ribbon and cards, so the price will be substantially lower. She is still waiting on a quote.

**Kristin Black made a motion that we approve the town of Westborough's request to purchase. This was seconded by Cheryl Rawinski. The motion passed.**

- **Westminster- \$1,011.83-** Easy up pop up tent (1) 10 x 10 Hlong Heavy Duty Commercial with side walls tent (\$175.95), 2021 Ipad 10.2 in 256 gb storage wifi and cellular (\$549.00), otter box case with built in screen protector for ipad (defender series) (\$78.00), Dell P2222H 22" 16:9 IPS Computer Monitor Screen with Display Port Cable and USB 3.0 Upstream Cable - New Model (\$199.95), Alcohol Wipes | Individually Wrapped Alcohol Prep Pads with 70% Isopropyl Alcohol, Great for Medical & First Aid Kits | Sterile, Antiseptic 2-Ply Alcohol Swabs - 400 Count (\$8.93)

**Trish Parent made a motion that we approve the town of Westminster's request to purchase. This was seconded by Cheryl Rawinski. The motion passed.**

Michael stated that they will submit these for approval which can take a few weeks to months.

- Regional Training Ideas/Budget Spend down
  - Shane stated that at the last PHEP meeting we discussed getting rid of the two contractor positions that received no bids. It was then decided to put the money towards training. Shane did some research and got the following quotes from vendors-\$15,000 for active shooter training, \$5,000 for hazmat training, \$5,000 for a yearly conference for venue and printing. Shane is asking to put \$30,000 towards these 3 things.

**Ken Lacey made a motion to approve the allocation of \$30,000 to put towards the 3 items mentioned. This was seconded by Cheryl Second.**

Discussion about whether the training should be open to public or just this group.

**The motion passed.**

**Jennifer Sullivan made a motion to add Until Help Arrives and Stop the Bleed training. This was seconded by Ken Lacey. The motion passed.**

Shane stated personal Stop the Bleed kits are left over from a prior training. He asked if the group would like to hang on to them for a future PHEP training or provide them to communities who have reached out asking for them. Shane will check the expiration dates and we will look into more kits if needed.

**Planner and Committee Updates**

- Updates from the MRCs
  - Lois Luniewicz stated she did a recruitment and training at Bay Path Vocational High School in October and got 7 new recruits. A few volunteers were at a Shrewsbury shelter drill last Saturday and a couple of new training opportunities came from it. She will be meeting in Worcester for the Policy and Procedure manual meeting. She is working with Jamie Terry to attend EDS drills. Also, participated in a tabletop exercise with South Wachusett REPC. She is looking to re-establish relationships that dropped off during Covid. She is also in the process of reviewing the After-Action Report that Jamie Terry put together last Spring, so she can put together a MRC After-After Report to help identify gaps. She expects to have the deployment protocols completed and distributed within the next couple of weeks.
  - Barry Lein stated the Wachusett MRC had a tabletop exercise with the new EMD in Leominster last week. Last month, they staffed a clinic. They have an ongoing research survey with a student from Worcester State.
- Updates from Jamie Terry-
  - Jamie spoke about the SNS/After-Action Report requirement for deliverables. Most people have chosen to do SNS. 8 people are doing after action reports, 3 people have yet to decide and she is waiting to hear from 22. She will be reaching out again. She went over the SNS drill process.
- Updates from Sara Darlagiannis –
  - Sara stated she has reviewed all the EDS plans over the last month. She has some suggestions of additional content and changes in the overall flow of the plans. She has a meeting with Worcester staff tomorrow to go over some of the items. She will be reaching out to each community to set up meetings. She must have 2 meetings per the contract before the end of the year.
- Local & State Advisory Council (LSAC) –
  - Kristin Black/Jennifer Sullivan- Kristin doesn't have anything pertinent to report to the group.
- Region 2 HMCC: Rike Sterrett/Cathleen Liberty-
  - Cathleen stated that the hospitals are preparing for Covid surges and are seeing an increase in pediatric RSV cases. This is making things very difficult in hospitals. They are also trying to recruit new staff. The hospital staff took part in an active shooting training. They are revamping their Emergency Response training program. Long-term care is at full capacity. They are also dealing with low staff. EMS is seeing a lot of adult and pediatric RSV cases. They are also short-staffed and have a lack of drivers. DPH is amending regulations to lower medical criteria of EMS staff which is a big concern. Emergency and MEMA are finishing up

tabletop exercises and planning for 2023. The sponsoring organization is making budget modifications and providing support to the coalition.

- Pam Masters stated that they have a couple of trainings they are seeking vendors for. The website is getting redesigned. She will keep the group posted about the updates. She sent out a link to recent cyber security training. It is 2 hours long, but very good. She is looking at radiation training and certified health care emergency coordinator training. All these trainings will be open to all 5 disciplines including PHEP under HMCC.

#### **Any Additional Business-**

- Trevor Bruso stated that it came to his attention that a generator was approved a long time ago for Orange and it isn't being used. Phil Leger explained that the building where it is located is vacant. It is outside of the building on a pad, not on wheels. It would take some leg work to remove. We will look into this.
- Barry Lein asked about AED replacements. Do we have a list of expiration dates? Shane is not aware of a list of expiration dates. It would be up to group. Jim mentioned other means such as grants to replace these. Barry mentioned that in the past, questionnaires were sent out asking if they are expiring soon. He also asked if we are doing anything with the contents of the trailers since it was determined that they are not consistently stocked the same way. Jim Philbrook stated that we are still in the process of developing a checklist.
- Ken Lacey stated that his Board asked him to reach out about vulnerable populations and expectations for fuel costs this Winter. Does anyone have any plans for this yet? MDPH can open this conversation regionally.

**Next Meeting-** December 1, 2022-Cheryl Rawinski would like to host this meeting in Sutton.

**Phil Leger made motion that we adjourn the meeting. This was seconded by Jennifer Sullivan. The meeting adjourned at 10:20 AM by unanimous consent.**