

STEERING COMMITTEE MEETING MINUTES

October 5, 2017/9:00am

Red Apple Farm

455 Highland Ave, Phillipston, MA 01331

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Beth Hallal (Medway); James Philbrook (Charlton); Barry Lein (Sterling); Lenny Izzo (Milford, Mendon, Millville); Cheryl Rawinski (Sutton); Alissa Errede (WDPH/CMRPHA); Shaylin Deignan (WDPH); Lois Luniewicz (Hardwick WRMRC); Trish Parent (Upton); Forrest Price (Consultant); Missy Kakela-Boisvert (Mendon); Philip Leger (Worcester, Royston, Grafton); Michele Williams (WDPH); Katrina Stanziano (WDPH); Deborah Vondal (Athol); Tom Bonci (Clinton); Wibby Swedberg (Westminster); Andrew Pelletier (Southbridge)

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

Minutes Review: The minutes from the September 7, 2017 Steering Committee was presented for review and approval.

Trish Parent made a motion that we accept the September 7, 2017 Steering Committee meeting minutes as presented. This was seconded by Lenny Izzo. The motion passed unanimously

Next Meetings:

- Steering Committee Meeting: November 2, 2017/9:00am/Location 25 Meade Street, Worcester, MA.
- Steering Committee Meeting: December 7, 2017/9:00am/ Location Sutton

Program Coordinator/Host Agency: Katrina Stanziano

- Passwords cannot be reset during WebEOC drills. This year the State will be doing an after-hours and weekend drills.
- The JRA meeting will be on October 26, 2017 from 10:30am – 2:30pm at the Beechwood.
- EDS Guidance is coming in October. We are trying to get them to share the templates as word documents to make it easier.
- Budget modification 1 was approved. In the process of placing orders.
- All we had to submit for BP1 Deliverables for Quarter 1 was the 24/7 contact list to the State.
- Social Media Training is coming up for Quarter 2. We had worked with our Academic Collaborative to put this out to a college or university to help us. We haven't had anyone interested. This is due by December 30th.
- Northborough is interested in the vendor led table top exercise. We have one spot left for another community if anyone is interested. An email will be sent out to the Region along with a brief description of the results of Bellingham's exercise. We have an ICS drill or exercise in the work plan. When your facilities set up for drills, do you think that filling out an org chart showing where people fit in the ICS structure, would count as meeting this deliverable? We're hosting HICKS, which would be another option to meet this deliverable by attending the training.
- I will be reaching out for the 24/7 quarterly contact list update for Quarter 2
- ICS/NISM annual update will be sent out for Quarter 2
- An internal WebEOC drill will be coming up in the next 2 weeks
- Our 2nd budget modification is due in December. Anyone who wants to submit a EAT request, it's due by the end of October. A reminder email will follow.
- Jamie Terry, who is working on the Staffing Initiative Project, had put together a survey to gather information for her project as well as Forrest Price. I will email out the surveys. Please take the time to take the surveys. This will help fill the deliverables and meet the needs of the Region.
- We are still accepting Rep letters.
- The HHAN has been updated.

- 14 out of the 21 towns participated in the September satellite phone test. Region 2 satellite phone test log was distributed.
- You need to attend all EP classes that are offered on Wednesdays and Thursdays to be eligible for reimbursement for the MHOA Conference. Keep in mind that they only reimburse for Tuesday and Wednesday nights because it has to be the night before the EP session is held.
- I have completed the inventory assessment for 40 out of 74 towns. I have scheduled inventory assessments with towns up until November 1st. If your town is not on the list, please let me know a good date and time for me to come out and do your inventory.
- An email list of PHEP supplies will be sent out regarding what supplies are available to the region.

Forrest – presentation on the Regional EDS Project for BP1

- The objective is to develop an EDS Plan template which can be used by all Region 2 communities for their EDS plan.
- The requirements include MDPH guidance. The most worrisome issue is how intrusive it will be. If they want us to have a common template across the commonwealth.
- The timeline is to brief the Region on the EDS Plan Template Project and gather a working group to review and help advise on template selection/development. I chose 10 cities/towns across the Region to develop a template for this year, 5 are to be completed by March 31, 2018, and the remaining 5 by June 30, 2018.
- A survey was sent out to get some data from the cities/towns requesting their participation. I received 24 responses covering 25 communities. Comments were distributed for everyone to read.
- Having a regional template would be good because if you go into another community and provide mutual aid, and they have a plan similar to yours, you'll know where to go to get information.
- A "go to" checklist to guide you through start to finish with broad actions might be useful. The plan should outline in detail. When there's an emergency there should be one go to plan.
- Worcester is County lead for the proposed BP1 Pilot. I am open for suggestions for a community to be used as one of our ten Pilot cities/towns.

Host Agency Update/Alissa Errede

- BP 5 wrap up – Everyone from PHEP has returned what was needed. All funds will be reverted back to the State.
- BP 1 funding update – They are working on sending us the payment voucher for Quarter 2 funds.
- Planner update – We haven't received any interest for the SNS drills for area 1 and for the equipment and technology project. They were put back out to bid and we have received multiple people bidding on both projects. We are in the process of going through those, looking to see if they meet both the minimum and comparative criteria. Hopefully in our November meeting we should be able to say who is in place for that.

Local & State Advisory Council (LSAC) – Steve Baccari/Steph Bacon

- New Chair is Jeff Stephens. Vice Chair is Kelly Pheluczonek.
- Going through the Strategic Planning with LSAC right now. In the beginning it was an advisory role. They want to work back with the State.
- Liz Foley is the new senior planner. She will do PHEP and HPP work.

Region 2 HMCC – Trish Parent/Dottie McNamara

- We're moving forward with the website, not live yet. Our brochures are getting closer to going out. Trying to have our conference in the spring. It will be a half day conference, hopefully at the Beechwood.

Regional Workgroups

- We are able to send 10 people to MHOA. They can spend up to \$900.00 each as long as they attend all EP courses. Reimbursement for hotel is Tuesday and Wednesday night only.

Lenny Izzo made a motion to approve 10 people to attend MHOA. This was second by Cheryl Rawinski. The motion passed unanimously.

- **Old Business:**

None

- **New Business:**

We now have new phone numbers. Alissa will send out an email to follow.

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

Minutes Approved at the November 9, 2017 Steering Committee meeting.

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