

STEERING COMMITTEE MEETING MINUTES

March 3, 2016/9:00AM

Worcester Health Department

25 Meade Street

Worcester, MA

IN ATTENDANCE: Stephen Baccari (Westborough)(Chair); Kalene Gendron (Pepperell); Lenny Izzo (Hopedale); Sandra Knipe (Gardner); Philip Leger (Worcester); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Dawn Farmer (Grafton); Darlene Coyle (Auburn); Melissa Kakela-Boisvert (Mendon); Stephanie Bacon (Northbridge); Debra Vescera (PH Nurse); Marcelino “Tex” Sarabia (Hardwick); Colleen Bolen (Worcester DPH/CMRPHA); Alissa Errede (Worcester DPH/CMRPHA); Barry Lein (IT Consultant); Jamie Terry (Program Planner); Liz Foley (HPP Coordinator/WRMRC); Mike Borowiec (PHEP Coordinator)

Called in Remotely: Sara Darlagiannis (Program Planner)

Chair Stephen Baccari called the meeting to order at 9:00AM.

Minutes Review: The minutes from the February 4, 2016 Steering Committee were presented for review and approval.

Lenny Izzo made a motion that we accept the February 4, 2016 steering committee meeting minutes. Darlene Coyle seconded this and the motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: March 29, 2016/9:00AM/Location: 25 Meade Street, Worcester, MA, Room 109
- Steering Committee Meeting: May 4, 2016/9:00AM/Location: TBD

Program Coordinator Update:

- **Staffing Update:**
 - Forrest Price will be taking some time away from the field but be available remotely. In the interim, please do not hesitate to contact any of the Office of Health & Medical Preparedness staff within the Worcester Department of Public Health (WDPH).
- **Regional Project:**
 - The Massachusetts Department of Public Health Office of Preparedness and Emergency Management (OPEM) has approved the requested change of the Public Health Emergency Preparedness (PHEP) regional project from the WebEOC pilot to the active shooter training. The active shooter training will be held on April 15, 2016 in the Grafton Municipal Center. This training not only ties in local public health partners but also benefits Region 2 and the entire Health and Medical Coordinating Coalition (HMCC). The training incorporates a morning lecture series as well as an afternoon practical portion. Please keep in mind that during the afternoon portion, participants may be subjected to stressful environments intended to simulate an active shooter scenario that may not be suitable for all individuals. Please use discretion when considering your involvement. To register please email Alissa Errede at erredea@worcesterma.gov
- **Concurrence and Budget Period 5 (BP5):**
 - OPEM is aiming to expedite the concurrence process and the awarding of PHEP funds through the early identification of deliverables. As a result, a statewide conference call will take place on March 15, 2016 to discuss the BP5 deliverables. Subsequently, a

Region 2 PHEP Steering Committee Meeting will take place on March 29, 2016 to discuss concurrence with the BP5 deliverables before the March 31, 2016 deadline to submit concurrence findings with OPEM. As a reminder, all voting partners must be present at the meeting in order to cast a vote on BP5 concurrence. If a representative cannot attend the March 29, 2016 meeting, a proxy must be stated on town letterhead in order to vote on behalf of the community.

- Moving forward into BP5, it is anticipated that all resource requests will be closely reviewed to determine need, eligibility, and recent similarly requested assets. Additionally, any single item exceeding \$1,000 and all electronics regardless of cost (laptops, iPad, etc.) will require OPEM approval. Progress relative to budget period deliverables may also be considered in the review process. The awarding of assets may also be correlated to higher performance rates. For example, a recently awarded iPad may be tied to an expected higher response or participation rate in HHAN/WebEOC drills.
- A standardized OPEM Equipment, Acquisition, and Training (EAT) form has been electronically circulated amongst PHEP partners. This form will require additional information from the requestor and will outline deliverable progress and previous awarding of similar assets.
 - As a reminder, all decommissioned or broken equipment, a formal notice should be submitted to the City of Worcester as sponsoring organization. Along with a formal letter of record, the asset tag associated with the resource should also be returned.
- **Conference Updates:**
 - MAPHN conference has been approved by OPEM and is eligible for PHEP reimbursement.
 - If individuals no longer can/are willing to attend conferences, please inform the WDPH office so that we can share the opening with interested PHEP partners.
 - Alcohol, car rentals, and gratuities are not considered eligible expenses for reimbursement.
- **Animal Sheltering:**
 - According to the results of a recently shared Doodle Poll, there is interest to utilize PHEP funding for the purchase of animal sheltering equipment and supplies.
 - WDPH compiled a list of recommended supplies based on a population of 10,000 people. The financial investment associated with this purchase was very costly. After a collective discussion, an additional poll will be sent out to the communities interested in equipment and try to determine which equipment Region 2 partners may wish to request.
 - It was noted that not all communities are in favor of the PHEP purchase or have the capability to store a great number of supplies.
- **WebEOC/HHAN:**
 - A WebEOC drill will be occurring at some point in the near future. Please be prepared to participate.
- **Emergency Dispensing Site (EDS) Assessment Tool**
 - At the close of the assessment tool period, over 90% of Region 2 had participated in the EDS assessment tool.
 - Communities that have yet to participate may still attempt to complete the EDS tool. However, the assessment may not be recorded as “complete”.

Host Agency Update:

- **Budget:**
 - A presentation of the most current budget was shared with the group that showed an available balance of more than \$65,000.

- Q2 report was submitted to the state. Moving forward, OPEM wants submitted budgets to be more specific and focused. For example, annual expenditures such as cell phone service should be included in a line item on the proposed budget. Although there may still be catchment line items included, the proposed budget should outline forecasted and proposed PHEP purchases.
 - May 2016 PHEP meeting should address future budget items and regional projects.
- OPEM has posted for Region 3 and 4a/b sponsoring organization. A regional coordinator search has stated for region 3 as well.

Homeland Security Council Update:

- **Nothing to report**

Mutual Aid:

- **Nothing to report**

Local State Advisory Council (LSAC):

- Authored by an unnamed individual within the LSAC, a letter was distributed throughout several local public health partners within the state that openly voiced displeasure in OPEM's performance and management throughout the HMCC process.
 - A perceived concern of OPEM's micromanagement of the purchasing process and the overall treatment of several agencies managing HMCC initiatives were voiced.

Massachusetts Health Officials Association (MHOA):

- **MHOA Educational Seminars**
 - The Community Sanitation training will be held in Devens on April 5, 2016.
- **NACCHO**
 - Claude Jacob will be the oncoming NACCHO president; formerly of Cambridge Health Department.
- **Local Public Health Institute**
 - Kathleen MacVarish of the Local Public Health Institute will be designing a new training/refresher that will focus on core public health principles. This training will be offered to not only newly hired public health professionals but also as a refresher for more seasoned professionals.
- **MHOA Opioid Prevention Toolkit**
 - Opioid prevention documents are being crafted under the direction of a steering committee and will be passed onto families who may be impacted by this epidemic. This toolkit will tailor information to specific communities within the Commonwealth at some point in the future.

HMCC Update:

- **Harvard School of Public Health Workshop**
 - HMCC Executive Committee members attended a Medical Countermeasures (MCM) and Disease Surveillance Workshop facilitated by Harvard School of Public Health (HSPH). The state hired HSPH to develop MCM and disease surveillance templates tailored to each public health region within the commonwealth. The HMCC executive committee within Region 2 will review and revise the templates once crafted. Before June 30, 2016, there will also be a tabletop exercise that will incorporate these considerations within a realistic scenario.
 - These plans do not supersede local plans but do look at public health emergency planning in a regional setting.
- **Terrorism Conference**

- May 16, 2016 is the date in which Region 2 plans to host the annual conference. Held at the College of the Holy Cross, this conference will showcase subject matter experts in the antiterrorism fields. A save the date will be sent to all stakeholders in the near future.
 - Presenters:
 - Tracey Stevens of University of California Davis will be highlighting impacts and implications of agro terrorism. Agro terrorism is loosely defined as a malicious attempt to disrupt or destroy the agricultural industry and/or food supply system.
 - Steve Crimando is an internationally known consultant and educator specialized in the application of the behavioral sciences in homeland and private security, violence prevention, crisis management, and disaster response. Mr. Crimando will provide a different look at psychological effects of a disaster.
- **Decontamination/Hazmat Training**
 - Working in partnership with DelValle Institute, Region 2 plans to host hazardous materials decontamination training. As the hospital regional project, the training will focus primarily on hospital components but will also serve as a vital training for HMCC partners.
 - HMCC may be purchasing some equipment associated with this training.
- **HAM Radio**
 - Information was shared regarding the possible purchase of radio equipment and amateur radio operator training. It was noted that there is interest at hospital and community health center levels and participation is now extended to the local public health agencies. This project is designed to train and outfit stakeholders in two phases. The first phase consists of classroom training and includes licensure test administration. The second may include purchasing of radio communication equipment.

Personnel Report:

- **Planner Evaluations**
 - A meeting to review the evaluations will be held at the Hopedale Town Hall on March 8, 2016 at 1130AM.

Equipment, Acquisitions, and Training (EAT):

- **Town of Grafton**
 - Funding sought through Capability 8: Medical Countermeasure Dispensing for an AED in the amount of \$1,914.
 - **Motion to accept by Trish Parent and seconded by Darlene Coyle. The motion unanimously passed.**
 - Reimbursement for the replacement of AED electrodes under Capability 8: Medical Countermeasure Dispensing for an AED electrodes in the amount of \$519.68.
 - **Motion to accept by Trish Parent and seconded by Darlene Coyle. The motion unanimously passed.**
- **Town of Sutton**
 - Funding in the amount of \$264.00 for the purchase of replacement AED electrode pads under Capability 8: Medical Countermeasure Dispensing.
 - **Motion to accept by Lenny Izzo and seconded by Trish Parent. The motion unanimously passed.**
- **Sandi Knipe**
 - Parking reimbursement in the amount of \$37.00 under Capability 1: Community Preparedness.

- **Motion to accept by Phil Leger and seconded by Trish Parent. The motion unanimously passed.**
- **Central Massachusetts Disaster Animal Response Team (CMDART)**
 - CMDART has requested a donation in the amount \$1,866 to help augment organization operating costs that will benefit communities within Region 2. Historically, CMDART responds to all communities who request their services, regardless of the existence of a signed memorandum of understanding between the entities.
 - **Motion to accept by Trish Parent and seconded by Cheryl Rawinski. The motion unanimously passed.**

Medical Reserve Corps Update:

- **Budget**
 - MRC budget required a justification and work plan in order to streamline the process with the rest of the HMCC budget. This will be the case in future budget periods.
- **Recruitment**
 - Recruitment for additional MRC volunteers is ongoing and open houses are being conducted frequently. Contact Liz Foley foleye@worcesterma.gov for more information.
- **Training and Drills**
 - Spring Drill will be taking place at some point before the end of the month.
 - Nutrition class being held in Grafton. Contact Dawn Farmer for more information.

Old Business:

- A suggestion was brought before the entire committee for the regional purchase of emergency car kits. The group wanted more information before taking a vote on this potential purchase. This discussion is tabled until the group can review the individual safety equipment purchases. Information on these resources will be shared by WDPH via poll.

New Business:

- AEDs/electrode pads/battery packs that had been previously purchased in bulk within the region may be expiring or not compatible with existing AEDs within the EDS. Please take note of the expiration dates on your electrode pads as well as the expiration date on batteries. Replacement pads/AED batteries should be compatible with existing AEDs.
 - The town of Millbury had requested an AED pad replacement but could not locate the AED. Millbury has been asked to locate the AED so that the correct replacement pads could be purchased.
- Based upon the interest from the doodle poll, the Steering Committee had discussed looking into possible pricing of animal sheltering equipment. A doodle pool will be shared to determine which kind of animal sheltering equipment communities may wish to invest in.

The meeting adjourned at 12:00 by unanimous consent.

Minutes approved at the March 29, 2016 Steering Committee meeting.

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