

STEERING COMMITTEE MEETING MINUTES

January 5, 2017/9:00am

Mendon Town Hall

20 Main Street, Mendon, MA 01756

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Tom Bonci (Clinton); Lenny Izzo (Milford); Dorothy McNamara (Fitchburg); Trish Parent (Upton); James Philbrook (Charlton); Cheryl Rawinski (Sutton); Missy Kakela-Boisvert (Mendon)(Alt); Beth Hallal (Medway); Michael Catalano (Bellingham); Colleen Bolen (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Shaylin Deignan (HPP Coordinator); Barry Lein (Region 2 IT Consultant); Sara Darlagiannis (Program Planner); Forrest Price (Program Planner); Jamie Terry (Program Planner).

Guests: Alan Greenberg (Mendon BOH); Tom Fichtner (Mendon BOH)

The meeting was called to order by Chair Steven Baccari at 9:05am. For the benefit of new personnel he asked all attendees to introduce themselves and state where they were from.

Minutes Review: The minutes from the December 1, 2016 Steering Committee were presented for review and approval.

Lenny Izzo made a motion that we accept the December 1, 201 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: February 2, 2017/9:00am/Worcester DPH, 25 Meade Street, Worcester.
- Steering Committee Meeting: March 2, 2017/9:00am/ Worcester DPH, 25 Meade Street, Worcester.

Town Highlights:

- Missy Kakela-Boisvert gave a brief overview of Mendon to include the fact that the Town was celebrating its 350th anniversary this year.
- Cheryl Rawinski stated that the scabies outbreak briefed by Debra Vescera at the December meeting has been resolved.

Program Coordinator Update: Katrina Stanziano

- Katrina briefed that there was a new mileage reimbursement rate for this year and that it is 53.5 cents per mile. Colleen Bolen added that any mileage reimbursement request for last year should still be calculated at the previous rate of 54.5 cents per mile.
- Katrina also stated that the Region 2 staff and the planners will be reviewing the Gap Analysis to develop our response to the identified gaps.
- Our PHEP Regional project has been submitted to the state and Katrina will be submitting the after action report later this week as well.
- Our Budget Modification has been submitted as well.

Sponsoring Org Update: Collen Bolen/Alissa Errede

- Our Quarter 2 expense report is due to the state by January 31st.
- We have to do a budget modification because unless anything is actually written out in detail in our budget, we cannot spend any money on it. So far the majority of our EAT requests have been items which are outlined in our budget. For other things such as the bariatric cots requested by Spencer we have to get approval from the state. There was some statewide confusion about what has to go into the budget modification which is a very formal document and what can be just submitted to the state for approval. About 99% of the items had to go through the budget modification which only occurs every couple of months. This gives us an incentive to be extremely specific in our proposed budget for the next year. Items such as conference attendance and service plans were already in our budget. Colleen suggested

that we start thinking now about items which we might want to include in next year's budget so that we can purchase items more quickly.

- We have chosen an individual for the MRC position and the City Budget Office has approved this person. However that person's unexecuted contract had to be submitted to the state for approval. They also had to put this position in the MRC Budget Modification which has also been submitted. We cannot move forward with our MRC contractor until we get approval from the state.
- Steve Baccari stated that the LSAC has seen similar problems in dealing with the state. He further stated that they are foreseeing some big funding cuts next year and suggested that if we have any large requests to try to get them in this year for approval.
- Colleen also addressed the issue of late EAT requests. She reminded the group that all purchases had to be contained in a budget modification and that the last one is due in to the state in March.
- Colleen stated that the budget is no longer broken out by how much is in each category so she is going to report it a little differently. Currently we have spent \$120,154.55 from our budget and have encumbered \$164,261.75. That leaves us with \$191,497.70 to spend. Some of this will be taken up by the NACCHO conference.
- The Region had a question regarding when the state required a contract for trainings. The state finally answered that they would go along with whatever the city required in the way of a contract for projects or trainings.
- Jim Philbrook asked if it would be possible to purchase a new, larger trailer as Charlton cannot fit all of its equipment into the current trailer. Colleen was not sure since we had just recently purchased this trailer. However we may be able to identify a new community to take this trailer in view of our outgrowing this existing trailer. Jim will work on this before the March deadline. If we identified this gap in a drill, this would add support to the request.

Local and State Advisory Committee: Steve Baccari/Stephanie Bacon

- There was nothing to report. There was no meeting in December and the next meeting will be on the 23rd of this month.

Region 2 HMCC: Trish Parent/Dottie McNamara

- There will be a Table Top Exercise next week to evaluate the Region 2 Emergency Coordination Plan.
- The Region had tried a Verizon system for the Duty Office program but it did not work out. They are currently evaluating the On-Page paging system and it seems to be working. They are writing up an SOP for the system and they have to do an after action report. They will be sending a memo to all of the HMCC disciplines for their blessing and then to the state for their approval. After that everyone will receive information on how to use the program.
- Trish also briefed that the HMCC is hiring a marketing group to help explain what and who we are. We also hope to bring more stakeholders into the group.

Personnel Workgroup: Lenny Izzo

- The Planner Evaluations are on a new form which hopefully will be more relevant to what our planners do and will be sent to communities later this month. Cities and Towns will have from Jan 16 to Feb 20 to complete and return the forms.

Education, Acquisition & Training (EAT) Workgroup:

- We currently have 13 people who have expressed an interest in attending the NACCHO conference. Based on last year's usage the Region is setting a cap of \$2,000.00 on individual reimbursement. Based on the figures provided by Cheryl Rawinski we anticipate that this amount will more than cover all expenses. Considering our remaining funds there was some discussion about allowing one more person to attend.

Tom Bonci made a motion that we allow up to 14 people to attend. This was seconded by Trish Parent. During the discussion Katrina emphasized that attendees have two weeks after returning to either submit for reimbursement or submit a reason why they cannot meet this deadline. The motion passed unanimously.

- The Region contacted Regina Villa for a quote to conduct a Strategic Planning session (over two meetings) for future programs. The quote was \$2,602.60 to conduct the two meetings.

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

- Region 2 is requesting to set aside \$15,000.00 for the Region to conduct a media blitz (including social media) for the MRCs for the purpose of advertising and recruiting new volunteers.

Tom Bonci made a motion that we approve this request which was seconded by Dottie McNamara. The motion passed unanimously.

- The City of Fitchburg is requesting \$297.17 to purchase three new AED pedi-pads to replace out dated ones.

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

- Katrina briefed on a regional purchase of cameras for 13 Towns who had requested them last year for the badging kit but we were unable to purchase them before the end of the year. The amount requested is \$1,559.87

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

- Cheryl Rawinski asked about the Diamond plates which were addressed last year but never purchased. We will have to look at a new vendor for this.
- The Region is asking for \$4,472.00 for 13 mobile printers to go with the cameras for the badging kits. These also were approved last year but not purchased.

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

- Colleen briefed on the three iPads which were purchased last Spring for Clinton, Spencer, and Grafton. They only had Wi-Fi capability which was a miscommunication with the company. Tom Bonci is keeping his in Clinton which leaves Spencer and Grafton. The Region approached the HMCC Executive Committee to see if they wanted these for the RMCC and allow us to purchase two new iPads with the correct data capability. The HMCC did not feel that they needed them. Colleen then proposed that we purchase new iPads and either reallocate the other two to Towns who could use them or put them into our Regional trailers for emergency use. At this point Sutton and Upton stated that they would take the two iPads as is to use in their towns.

Tom Bonci made a motion that we reallocate the two Wi-Fi capable iPads to Sutton and Upton and purchase two new iPads with data capability for approximately \$4,000.00 for Spencer and Grafton. Colleen will complete and forward the appropriate paperwork. This was seconded by Dottie McNamara. The motion passed unanimously.

- Colleen stated that the funding for all of the approved purchases except the Fitchburg AED pads were included in the latest Budget Modification proactively. Colleen will try to push this purchase through.
- Sara Darlagiannis discussed some pamphlets she had developed, one to brief new BOH members on their duties and one to educate resident on the EDS program. Several people felt that these pamphlets could

be useful to explain our programs. Trish Parent supported her efforts but strongly recommended against trying to explain the HMCC at this point since the HMCC was still working this issue. Sara will try to get a proposal by the March meeting.

- Colleen briefed that no one had bid on the Inventory project. The state asked us to re-bid this in an effort to get this money used this budget year. Colleen did some research on companies which may perform these types of inventories in order to improve our chances of getting a bid this time around.
- We also discussed Emergency Preparedness booklets for individual cities/towns which contained information specific to those communities. Colleen asked Sara to send her an example fo her to review. It was pointed out that Jamie had done the first booklet for Northborough.
- Docking stations for Satellite phones and updates for trailers were also mentioned as possible purchases.

MRC Workgroup:

- No report.

Strategic Planning Workgroup:

- No report.

Old Business:

- There was no Old Business to discuss.

New Business:

- There was no New Business to discuss.

Trish Parent made a motion that we adjourn the meeting which was seconded by Lenny Izzo. The meeting adjourned at 10:39am by unanimous consent.

Minutes approved at the February 2, 2017 Steering Committee meeting.

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