

STEERING COMMITTEE MEETING MINUTES

October 2, 2014/9:00am

Southbridge BOH

41 Elm Street, Southbridge, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Steven Baccari (Westborough); Thomas Bonci (Clinton); Kalene Gendron (Pepperell); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Missy Kakela-Bottoms (Kerry Clark (Regional Coordinator); Colleen Bolen (Worcester DPH); Amanda Major (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

GUEST: Gus Steeves, Southbridge Town Council.

The meeting was called to order by Chair Phil Leger at 9:05am.

Minutes Review: The minutes from the September 4, 2014 Steering Committee were presented for review and approval.

Cheryl Rawinski made a motion that we accept the July 24, 2014 Steering Committee meeting minutes as presented. This was seconded by Lee Jarvis. The motion passed with Andy Pelletier and Sandi Knipe abstaining.

Next Meetings:

Combined Committee Meeting: November 6, 2014/9:00am/ Location TBD (Fitchburg?).

Combined Committee Meeting: December 4, 2014/9:00am/ Sutton.

Program Coordinator Update: Kerry Clark/Colleen Bolen

- Colleen stated that she had submitted our proposed two trainings and two projects to the state for their approval. We expect to hear back by about mid-October.
- She also stated that the state held a Region Coordinator meeting last week. At the meeting they announced that the list of Emergency Dispensing Site (EDS) locations was now posted on WebEOC. All cities and towns should log on and verify or update their EDS information. There was an extensive discussion on how to update the EDS information and how planners could best help their cities and towns. Colleen asked if we needed to provide any training in the region.
- The state is drafting guidance on both the Entero D68 and the Ebola virus for use by EMS.
- The SNS team has been talking to Long Term Care facilities about closed EDS planning.

Homeland Security Council: Chris Montiverdi

- There was no report.

Regional Mutual Aid: Darlene Coyle

- There was no report.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- Phil stated that due to his work situation he will no longer be able to participate as one of our representatives to the LSAC. Steve Baccari from Westborough stated that he would be willing to assume this position.

Cheryl Rawinski made a motion that we appoint Steve Baccari to replace Phil Leger as our primary representative to the LSAC. This was seconded by Lee Jarvis. There were no other volunteers or nominations put forward. The motion passed unanimously.

- Phil stated that the LSAC was very important to local Public Health and that we should continue to participate and represent our needs to the state.
- He also stated that the Commissioner is committed to Public Health and is trying to obtain budget funding, not grant funding for the Office of Local and Regional Health (OLRH).
- Jana Ferguson from OLRH has been working with the Regional Officer Managers to be better trained on local PH duties.

Host Agency Update: Derek Brindisi/Colleen Bolen

- Kerry reported that all the planner contracts except for Barry's have been executed. The Purchase Orders are with Michelle Duffy at the Budge4t Office.

Region 2 HMCC: Phil Leger/Sandi Knipe

- Sandi reported that the group elected Donna Auger (Milford Hospital) as Chairperson and Mark Olson (Central Mass EMS) as Vice Chairperson to the Region 2 HMCC.
- They are currently working on their Principles of Operation.
- They are also working on establishing rules for a meeting quorum. Currently they need to have at least one representative for each of the five disciplines and a total of seven (7) personnel to hold a meeting.
- One of the issues they are looking at is EMS transport protocols for the Enterovirus.
- They will be organizing a Stakeholder meeting in the near future.
- They are also looking at establishing an HMCC website.
- There was some discussion as to whether Kerry and Colleen were allowed to participate in the meetings due to their positions in Region 2. It was finally decided by the state that they can attend as advisors.

Personnel Workgroup: Lenny Izzo

- There was nothing to report aside from the previous Planners Contract discussion.

Education, Acquisition & Training (EAT) Workgroup: Sandy Knipe

- Sandi stated that they held an Eat Workgroup meeting just before this meeting to review and approve some equipment requests.
- The City of Fitchburg has requested \$280.99 to purchase a Public Health safety jacket. This supports capability 14.

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

- The Boylston BOH has requested \$769.89 to pay for cell phone service. This supports capability 4.

Lee Jarvis made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed with one Nay vote.

- The Worcester DPH has requested \$604.00 for six Satellite Phone batteries. This supports capability 6.

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

- The Grafton BOH has requested \$480.12 to purchase Verizon tablet service. This supports capability 4.

Trish Parent made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed with one Nay.

MRC Workgroup: Liz Foley

- Liz stated that the MRCs have been busy with preparedness activities.
- They will be conducting a drill named Autumn Charge. This will be a Call Down Drill through MA Responds.
- There was a statewide meeting this week in which Liz asked Mary Clark about the delay in Quarter 1 funding. Mary said that it was not up to OPEM but she did not foresee any more delays.
- Liz asked that if anyone is planning a flu clinic and needs help to let the MRCs know.
- Liz also asked that we remind the HMCC that the MRCs do receive PHEP funding support.
- The MRCs will be busy supporting fairs and outreach projects this fall.

Strategic Planning Workgroup: Colleen Bolen

- Colleen stated that she has received some volunteers to work with the group and that we need to begin focusing on our proposed projects and trainings once they are approved by the state.

Old Business:

- None.

New Business:

- Kalene Gendron stated her would no longer be able to participate as our regional representative to the MHOA. Steve Baccari explained the role of the representative and the meeting attendance on the third Thursday of the month. Colleen asked if we should make this an agenda item for MHOA information. She will send out an email seeking candidates for this position.
- Sandi thanked Colleen for the EAT Workgroup template for requests.
- Andy asked if anyone has any extra masks to be prepared for the flu season. Ken Gikas suggested that Andy check the Armory for his supplies.
- Andy also asked about Chili Cook-offs and how they should be handled. He mentioned a new law passed by the state which exempted buffet-style foods cooked at home as long as they were not for sale. He will look for the information and send it out to everyone.
- He is still offering a tour of the landfill for any interested parties.
- Colleen reminded everyone to send an email if they were going to request reimbursement for attendance.

The meeting adjourned at 11:00am by unanimous consent.

Minutes approved at the November 6, 2014 Steering Committee meeting.

Respectfully submitted: _____ Philip Leger, Chair, Region 2 PHEP Coalition