

STEERING COMMITTEE MEETING MINUTES
Thursday, October 6, 2016
Shrewsbury Town Hall, Selectman Room
100 Male Avenue, Shrewsbury, MA 01545

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Darlene Coyle (Auburn); Lenny Izzo (Milford); Philip Leger (Worcester/Royalston); Christopher Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); James Philbrook (Charlton); Cheryl Rawinski (Sutton); Missy Kakela-Boisvert (Mendon)(Alt); Sandy Knipe (Gardner); Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (Regional Coordinator); Barry Lein (IT Consultant); Sara Darlagiannis (Program Planner); Forrest Price (Program Planner); Jamie Terry (Program Planner).

The meeting was called to order by Chair Stephen Baccari at 9:06am.

After everyone introduced themselves, Alissa Errede introduced Katrina Stanziano, the new Region 2 PHEP Coordinator.

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

Trish Parent made a motion that we accept the September 1, 2016 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed with one abstention.

Next Meetings:

- Steering Committee Meeting: November 3, 2016/9:00am/Worcester DPH, 25 Meade Street, Worcester.
- Steering Committee Meeting: December 1, 2016/9:00am/ Sutton Town Hall, 4 Uxbridge Road, Sutton, MA

Program Coordinator/Host Agency Update: Colleen Bolen/Alissa Errede

- Alissa briefed the group on the new Grants Manual and gave some highlights of new requirements. These included stricter requirements on the submission and review of PHEP purchase requests and conference attendance. Much of this has been coming from the Federal level. In addition new form changes have been instituted. The staff completes much of the information required, especially for projects, trainings, and requests to attend conferences and be reimbursed. We will also have deadlines on when requests must be submitted. There was an extensive discussion on the deadline for approval to attend the MHOA conference that some people missed. There were three people who missed the deadline. Some members wanted to grant an extension while others were opposed to this.

Lenny Izzo made a motion that we authorize a transition exception to the MHOA conference deadline to allow people to attend the conference with reimbursement which was seconded by Darlene Coyle. The motion passed on a 12-8 vote.

- The 2017 PERRC Conference has been cancelled.
- Steve Baccari mentioned that the LSAC Small Group also had some questions about the Grants Manual will be discussing it at the next meeting. Steve asked for inputs for the discussion..
- Alissa stated that the staff would continue to do a lot of the input for us. Hospitals have some changes and the MRC has a lot of changes also.
- EAT requests need to be submitted at least two weeks before the Steering Committee meeting so that the staff would have time to review these requests. All EAT requests which were not approved with the original budget submission will have to be approved by OPEM.
- No rental cars will be authorized for conference reimbursement.
- We are still waiting for BP4 wrap-up documentation from Templeton and Hopedale.

- The Budget reporting form which OPEM wants was just released to the Regions. Once they have this they will fill it out and begin briefing on the budget again.
- There are still some communities who need to submit their representative letters.
- Alissa reminded people about the Quarter 2 WebEOC Drill. The Region can reset passwords so we will not have to go to OPEM for this. Sara reminded people that at the end of the drill people can print out a report that shows that they did participate.
- Alissa presented handouts with the Principles of Operation for people to review.

Trish Parent made a motion that we accept the Principles of Operation as written which was seconded by Cheryl Rawinski. The motion passed unanimously.

- Andy Pelletier asked the staff to also remind people that they have two weeks after a conference to request reimbursement. If people cannot complete their request within this time they need to advise the Region staff within the same two week period.

Homeland Security Council: Chris Montiverdi

- Chris briefed about the recent Full Scale exercise which was a Mass Casualty Incident held at the DCU. This was a follow-on to the June 2016 Tabletop Exercise. Alissa stated that the Worcester DPH participated and responded to the HMCC.
- Chris stated that funds were being provided for Technical Training for local Fire Departments for specialized rescue scenarios.
- There are also funds for Active Shooter Drills, and Mass Care and Shelter trainings.

Regional Mutual Aid: Darlene Coyle

- Darlene asked about updates to the Mutual Aid Agreement list of participating communities. Barry Lein stated that he had updated this letter with the Town of Holland.
- She then asked where the records for the Agreement should be maintained. The group agreed that these records should be kept at the Region 2 office.

Local and State Advisory Committee: Steve Baccari/Stephanie Bacon

- Steve reported that Stephanie Bacon accepted the position as the LSAC Secretary.
- The Local Public Health Institute gave a presentation. They are going through their modules and are trying to develop a universal template and design criteria to make their courses flow better.
- They will be doing mask fit housing in the spring but they are holding off on anything with food in case the Code changes.
- They did talk about the Grant Manual. The LSAC is concerned about the complexity of the changes.
- They also discussed the drought and the ability of local Public Health to regulate private wells.

Region 2 HMCC: Trish Parent/Dottie McNamara

- Trish stated that the HMCC Principles of Operations allowed the Executive Committee to approve the discipline alternate members but this did not apply to the regular representatives. This was changed so that the disciplines decided their members without HMCC approval being required.
- They are moving forward with the bids to choose a marketing firm to design an HMCC logo and methods to get the word out about what the HMCC is. They will then move forward on participation.
- As of now the Regional Conference is going to be on Recovery. This should be sometime in the Spring. They are going to cut back on speaker time and possibly have some break-out sessions.
- There was also a discussion on carry-over money. There is approximately \$16,000 left over from our BP4 PHEP funds. Originally the state said that this money would have to be for something which was previously addressed to carry-over. Approximately \$2,000 would be for the cameras and printers we wanted to order. We had a meeting with the state and proposed to use money from both the HPP and PHEP to hire a vendor who would do a region-wide inventory of all disciplines. Trish stated that the state

was looking at developing an inventory system and if we had had an accounting of our assets we would be ahead in accounting for our equipment. We would not be developing our own system.

MHOA Update: Stephanie Bacon

- Steve Baccari stated that the MHOA Conference will be held in three weeks.
- The December Quarterly meeting is on rats.

Personnel Workgroup: Lenny Izzo

- There was no report.

Education, Acquisition & Training (EAT) Workgroup:

- The Town of Northborough has requested funds for cell phone service. However this request appears to be for a personal cell phone. We have not generally approved funds for personal cell phones but Colleen has emailed Stephanie to find out more about this.

Phil Leger made a motion that his request be tabled which was seconded by Cheryl Rawinski. The motion passed unanimously.

- The Town of Grafton has requested \$959.76 for tablet service for the office manager.

Trish Parent made a motion to approve this request which was seconded by Cheryl Rawinski. Andy Pelletier asked how many units were allowed by the OPEM Grant Manual. Alissa replied that the number was two but that they do not have a count that any town as having more than this. People thought that the amount was too high for one unit. The amount seems to be for two units but the letter only indicated one. There is some confusion about what they actually need.

Phil Leger made a motion that we table this request which was seconded by Jim Philbrook. This motion passed unanimously.

- The Town of Royalston has requested \$1,000.00 to provide Verizon cell phone service for one year. The phone is used to provide 24 hour coverage and access to the HHAN, WebEOC, and other emergency functions.

Sandy Knipe made a motion that we approve this request which was seconded by Steve Baccari. The motion passed with one Nay vote.

- The Sturbridge BOH is requesting \$1,094.76 for cell phone and iPad for the inspector.

Phil Leger made a motion that we approve this request which was seconded by Sandy Knipe. During the discussion Jamie Terry stated that the inspector was responsible for all emergency preparedness responses and drills. The motion passed with one Nay vote.

- Alissa asked the group if everyone agreed with swapping out the tablets we received for Grafton and Spencer because they came equipped with Wi-Fi and were not 4G capable. The Region wants to ask the company to take them back and send us the proper units.

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

MRC Workgroup:

- Alissa reported that none of the communities in the Northeast Division have offered to act as Host Agency for the MRC. The WRMRC will absorb the Northeast Division for now but the exact mechanism on how

this will occur is unknown at this time. They do not know if they will retain the Northeast Division as a separate entity or if those volunteers will be absorbed into the WRMRC.

- The MRC budgets have been submitted but Alissa does not know if they have received their funds and whether they will be requesting any PHEP funds.

Strategic Planning Workgroup:

- There was no report.

Old Business:

- There was no Old Business to discuss.

New Business:

- Jamie asked if Worcester was now capable of conducting their own WebEOC drills. Alissa thought that we could do this. There was some discussion about this with most people in favor of conducting local WebEOC training this way.

Phil Leger made a motion that we adjourn the meeting which was seconded by Andy Pelletier. The meeting adjourned at 10:27am by unanimous consent.

Minutes approved at the November 3, 2016 Steering Committee meeting.

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