

## STEERING COMMITTEE MEETING MINUTES

November 6, 2014/9:00am

Worcester DPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Steven Baccari (Westborough); Thomas Bonci (Clinton); Darlene Coyle (Auburn); Lenny Izzo (Hopedale); Sandra Knipe (Gardner); Dorothy McNamara (Fitchburg); Chris Montiverdi (Leicester); Andrew Pelletier (Southbridge)(vice-Chair); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Alyssa Rusiecki (Sturbridge); Missy Kakela-Bottoms (Mendon); Wibby Swedberg (Westminster); Colleen Bolen (Worcester DPH); Sara Darlagiannis (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

GUESTS: Shelly Yarnie, Office of Local and Regional Health, MDPH and Jordan Peart, DPH.

The meeting was called to order by Chair Phil Leger at 9:00am.

**Minutes Review:** The minutes from the October 2, 2014 Steering Committee were presented for review and approval.

**Trish Parent made a motion that we accept the October 2, 2014 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.**

**Next Meetings:** Steering Committee Meeting: December 4, 2014/9:00am/Sutton Board of Health, 4 Uxbridge Road, Sutton.

### **Program Coordinator Update: Kerry Clark/Colleen Bolen**

- Colleen introduced Jordan Peart from DPH. Jordan will be with DPH for the next two years and is working on plans for people with access and functional needs. She offered her services to anyone who needs assistance in this area.
- Colleen and Barry Lein briefed on an apparent virus problem which shut down the Region 2 website for several days. Barry was able to work with Charter to clear the problem. He told the meeting that if they tried to enter the website and were notified of a problem by their anti-virus program that they were probably okay but he suggested that people run a virus check just to make sure that their computers are not infected. Colleen will send out a region-wide email about the problem.
- DPH is sending out Ebola advisories and guidance for various organizations to follow if they suspect any problems. Colleen stressed the need to have enough people in each BOH office on the HHAN to be able to receive critical information. Apparently the email lists are taken from the HHAN.
- DPH is working on a statewide Communications Protocol drill deliverable for this budget period. They are asking for two cities/towns from each region to participate. Forrest Price suggested that we consider choosing one city and one very small town (preferably with a limited daily BOH presence) to test the system at both the high and low end of the BOH manning found in our jurisdictions.
- The state has reviewed our proposed trainings and projects and had some questions about our proposal on EDS Reimbursement. We need to start working on how we will accomplish these. Colleen suggested that we create a small group to start working on each of these.

### **Host Agency Update: Derek Brindisi/Colleen Bolen**

- Colleen stated that our Quarter 1 Budget Reports have been sent to the state. Updated reports are available for review.
- We were supposed to have a DPH site visit/audit this past Tuesday but it was postponed due to the Ebola response. It will probably be re-scheduled for next month
- Anyone who attended the MHOA conference and is seeking reimbursement is requested to get their paperwork to Colleen as soon as possible. In response to a state audit last year, those who paid for

reimbursable expenses by check are required to submit a copy of the cashed check to prove that it was actually used. Credit card receipts are still good.

- Jamie Terry asked if the MRCs have received all of their funds. Everyone has received their checks. Lois told Jamie that she had not seen her MRC check yet but Colleen stated that it had been mailed.

**Homeland Security Council: Chris Montiverdi**

- Chris stated that not too much is happening right now because the state is updating its THIRA (Threat and Hazard Identification and Risk Assessment) reports.

**Regional Mutual Aid: Darlene Coyle**

- Darlene had no report other than we are still at 68 communities who have signed the Regional Mutual Air Agreement.

**Local and State Advisory Committee: Sandi Knipe/Steve Baccari**

- MEMA announced that the Ping4Alert app system is now the Massachusetts Alerts app. Massachusetts Alerts, which still utilizes Ping4Alerts' platform and technology, is customized for Massachusetts and will allow MEMA and other public safety agencies to provide emergency notifications.
- The RFI for the HMCC has been delayed because of the response to the Ebola situation. The state has developed Ebola advisories for a number of groups to provide some guidance on how to respond to potential or actual incidents of the disease.
- They also reminded everyone about the Best Practices section on the HHAN and requested that people continue to add to it.
- The Commissioner will be retiring on December 15<sup>th</sup>.
- Darlene Coyle asked about the system capacity on the HHAN. She has been trying to get some of her Board members on the system but was refused because of a lack of space. Phil suggested that everyone check to see if they had former members who could be deleted. Phil stated that this should be brought up at the next LSAC meeting.

**Region 2 HMCC: Phil Leger/Sandi Knipe**

- The hospital preparations for a possible Ebola outbreak were described as "Ebola hell".
- The group is still missing a second representative for Long Term Care.
- Right now the group is looking at developing their Principles of Operation. They are looking for a short and flexible document which can be changed as they acquire more experience in their operations.
- The DPH representative did not attend the meeting.
- The Region Coordinators are now being allowed to attend the meetings.
- The Region 1 and 3 Regional EMS (CMEDs) are looking at applying to be host agencies for their regions.

**MHOA: Steven Baccari**

- Steve reported that Jamie Terry has volunteered to assume the position of the Region 2 representative to the MHOA.
- The recent MHOA Conference went very well. On Friday the Massachusetts Maritime Academy offered tours of one of their ships and the Tugboat Simulator.
- Sandi Knipe was recognized as the Public Health Nurse of the Year. Philip Leger received the Michael D. Saraco Award for his knowledge and leadership efforts in the Public Health field.



**Personnel Workgroup: Lenny Izzo**

- There was nothing to report.

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

- Sandi stated that there were several requests to present to the meeting.
- The Hopedale Board of Health has requested \$663.20 for high speed internet access for their EDS site and \$319.92 for Verizon wireless for their tablet for a total of \$983.12. This supports capability 6.

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

- The Douglas BOH is requesting to have 4 Motorola CP200 radios re-programmed to the 12.5 KHz spacing. These radios were not located until just recently and therefore missed the initial re-programming request. Colleen stated that the cost would be the same as it was during the previous re-programming. This supports capability 6.

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

- The Auburn BOH is requesting \$1,239.28 to purchase two (2) iPads to support emergency preparedness. This supports capability 6.

**Cheryl Rawinski made a motion that we approve this request which was seconded by Dottie McNamara. The motion passed unanimously.**

- The Hardwick BOH is requesting 6 Motorola CP200 radios to enhance emergency preparedness and response. These radios would come from radios already turned in by towns which did not want them so there would be not cost. This support capability 6.

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

- Sandy stated that we will schedule another EAT Workgroup meeting at 8:30am just prior to the December Steering Committee meeting in Sutton.
- Colleen advised the group that, depending upon how our Region projects and trainings proceed that we may have an unexpected influx of money which had been set aside for these but not used.
- Sandi also mentioned that we have two big conferences coming up in the Spring which people should start thinking about if they plan on attending either of them.

**MRC Workgroup: Liz Foley**

- This fall has been a busy one for our MRC volunteers. Judie O'Donnell has sent out a list of events for people to consider.
- The MRC held a First Aid Training this past Saturday in Holden. They will also be holding an Orientation and First Aid Training in Sturbridge in November.
- Liz and the Division Leaders are looking at hosting a meeting and a movie at the Elm Draught House in Millbury in January.
- They are looking at more training opportunities in the future to include a Shelter Training in January.
- Sandi asked about the turnouts for the trainings. Liz stated that he has been good and discussed several events.
- Jamie Terry congratulated Liz for the outstanding job she has been doing to managing the MRC program.

**Strategic Planning Workgroup: Colleen Bolen**

- Colleen presented copies of the Principles of Operation and asked the group if they wanted to read and vote on them now or delay this until the next meeting. Phil explained that we have revised them twice in the past few years and that we did not have to change them but we could take this opportunity to do so if necessary.

**Jamie terry made a motion that we approve the Principles of Operation as presented and this was seconded by Lenny Izzo. Jamie asked about the Annual Report & Other Reporting Requirements and the administrative fees in light of the length of time it took to approve the Planners contracts. Phil Leger said that this was just an operating document and that he did not think we could dictate that in here. Trish Parent pointed out the line which stated that "The reports should include a breakdown of the 15% Administration fees by the City of Worcester Host Agency report." and said that we have never seen that. Phil also stated that we should take out both "City of Worcester" and the word "report" after "Host Agency" to make this a generic reference to the Host Agency. Cheryl Rawinski made a motion to remove these which was seconded by Lenny Izzo. Sandy Knipe then suggested that we delay this discussion and vote until the December meeting. This was accepted by the meeting and both motions were withdrawn by the members who made them. A discussion of the Principles of Operation will be placed on the agenda for the next meeting in Sutton.**

- Colleen stated that we also need to develop a Multi-Year Training and Exercise Plan (MYTEP). Colleen suggested that this would be another good project for a small group. Colleen will send out a draft document for review and comment. The trainings and projects which we are already planning should be a part of this. Trish Parent said that although we knew what we were planning this year we do not know what we will be doing next year. Phil Leger stated that we knew what are gaps are right now and that we could use these to plan for future years. This will also be on our next agenda.

**Old Business:**

- None.

**New Business:**

- The upcoming MAHB meeting will have an EP (Emergency Preparedness) track and will meet funding requirements.

**Jamie Terry made a motion that we approve reimbursement for those members who attend the MAHB conference. This was seconded by Cheryl Rawinski. This supports capability 1. The motion was passed unanimously.**

- Wibby Swedberg briefed on Westminster's efforts to ban the sale of tobacco within the town limits. She asked for any support which other boards could provide.

**The meeting adjourned at 10:56am by unanimous consent.**

**Minutes approved at the December 4, 2014 Steering Committee meeting.**

**Respectfully submitted: \_\_\_\_\_ Philip Leger, Chair, Region 2 PHEP Coalition**