

STEERING COMMITTEE MEETING MINUTES

December 3, 2015/9:00am

Sutton Town Hall

4 Uxbridge Road, Sutton, MA

IN ATTENDANCE: Stephen Baccari (Westborough)(Chair); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Philip Leger (Worcester); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Southbridge); Cheryl Rawinski (Sutton); Missy Kakela-Bottoms (Mendon) (Alt); Andrea Crete (Orange); Dawn Farmer (Grafton); Alyssa Rusiecki (Sturbridge); Wibby Swedberg (Westminster); Colleen Bolen (Worcester DPH/CMRPHA); Alissa Errede (Worcester DPH/CMRPHA); Sara Darlagiannis (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Jamie Terry (Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Stephen Baccari at 9:04am.

Minutes Review: The minutes from the November 5, 2015 Steering Committee were presented for review and approval.

Phil Leger made a motion that we accept the November 5, 2015 Steering Committee meeting minutes as presented. This was seconded by Trish Parent. Alyssa Errede requested a change in the wording of the fourth item under the Program Coordinator Update to better explain the role of OPEM in approving those vendors who would be receiving HMCC funds to include the PHEP Planners. There were no objections to this change and it was made. The motion passed with one abstention.

Next Meetings:

- Steering Committee Meeting: January 7, 2016/9:00am/Milford Fire Dept, 21 Birch Street, Milford, MA.
- Steering Committee Meeting: February 4, 2016/9:00am/Location TBD.

Program Coordinator Update: Colleen Bolen/Alissa Errede

- Worcester is hiring a new staff person to handle Emergency Preparedness (EP) duties for PHEP. Colleen expects this person to be officially in place on Monday and to attend the January Steering Committee meeting.
- There was a Region Coordinator meeting this past Monday.
- The State held their second quarter HHAN/WebEOC drill on Tuesday. Colleen does not expect to have the results of this drill until January.
- The State also held two conference calls on Avian Flu last week. One was for municipal leaders while the second was for Public Health. They briefed on the potential for an outbreak and the plans to deal with it.
- The State is meeting in January with the Regional Coordinators to focus on winter weather planning.
- The State wants us to set goals for our WebEOC drills in terms of the number of communities.
- Jamie Terry stated that WebEOC apparently does work on cell phones now. She said that Dennis Costello from Boylston was able to reach the website from his phone when while he was out in the field.
- Colleen stated that some of the resource request did not have name or location attached to them. They are not sure how this happened. She asked that if anyone did participate but does not see their community listed to let her know.
- Colleen presented a review of the required actions in the drill by displaying a projection from her laptop on a large screen as she logged onto WebEOC. She went through the login procedures and how to access the appropriate page, in this case the 2015 December Resource Request Drill. She then went through the steps to input, complete, and send the request up channel. During this presentation she answered a number of questions about the operation of WebEOC.
- Stephen Baccari asked Colleen when we should set our goals. Colleen replied that we could do it now or at our next meeting. Steve then suggested that we wait until we receive the results from this last drill.

- Colleen stated that they had tried to get Cassandra Anderson from Worcester to speak at this meeting about Narcan and the current Opioid problem but that she was unavailable. Colleen then talked to the State contact who said that she should be able to attend either our January or February meeting.
- Barry Lein asked if we could sponsor a training session to train people in how to use Narcan but Colleen thought that something like this would be out of our scope.
- Wibby Swedberg asked if Narcan could be purchased using revolving funds. Trish Parent thought this would be up to whoever controls the account but there would be no reimbursement. It was suggested that she contact her Town accountant to check on this. Dottie McNamara stated that she thought the MPHn had access to a grant which could be used for this purpose. Phil stated that if people such as the school nurses wanted this that they should build it into their own budgets.
- Jamie Terry asked if there was a Standing Order which could be used to cover anyone who needed to use Narcan. Dottie McNamara pointed out that there was a model Standing order on the MDPH website.
- Colleen stated that Barry Lein had found a document from BP3 entitled "Community Participation in Coalition Activities" which directed what communities needed to do to be eligible for coalition funding. Phil Leger offered some history on this stating that it came from LSAC because some regions were not performing the deliverables. Colleen will email this to everyone.
- Alissa briefed on our regional project. The group had decided that they wanted something to do with communications and OPEM wants to be a part of the project. OPEM will be doing some updates to WebEOC and would like us to see if they work. This may be accomplished sometime next year.
- Colleen then reviewed our Principles of Operation.
 - The first change that had been discussed was section 1.8.: "Appoint 2 public health representatives to attend HMCC meetings and report back activities to the coalition and collaborate as needed." Andy Pelletier suggested that remove the number (2) and substitute the phrase "as required" after the word "representatives" so that we were not locked into a number but could change the number of representatives as the HMCC directed. This change was agreed to by the group.
 - The next change was in section 3.A. under the paragraph "Duties and Responsibilities of the Chairperson:.". The sentence "Signs any required documents on behalf of the coalition." To clarify this duty. Again the change was agreed to by the group.
 - In section 3.B. under the paragraph "Notice:" the last sentence was changed to read "Reminders of each meeting shall be given to each member no later than 48 hours by email not less than ten (10) days before the meeting ~~whenever possible~~." This was to comply with state open meeting law. This change was also agreed to by the group.

Phil Leger made a motion that we approve these three changes to the Principles of Operation. Lenny Izzo then seconded the motion. The motion passed unanimously.

Host Agency Update: Collen Bolen/Alissa Errede

- Colleen presented the current budget status. She pointed out that we still have a lot of money to spend.

Homeland Security Council: Chris Montiverdi

- No report.
- Colleen stated that someone had asked her if we had an alternate for this position. Everyone felt that we never appointed one and should ask Chris about this.

Regional Mutual Aid: Darlene Coyle

- We are holding steady. No one has heard about whether Holland has signed the agreement or not.

Local and State Advisory Committee: Sandi Knipe/Steve Baccari

- Steve had a copy of the draft EDS Assessment Tool which he shared with the group. It is supposed to be sent out in January to identify gaps in the EDS planning.
- There is still no HMCC sponsoring agency for Region 4A/B. Another RFR is to be issued in January.

- There were two Avian Flu conference calls recently.
- There was some discussion on vaccine refrigerators. They had been on the list of items which could be purchased with PHEP funds but that has changed recently. They were supposed to be pharmaceutical grade but according to Mary Clark this would not apply to BOHs which just had flu and pneumococcal vaccines. According to Colleen there had been some confusion about when this happened.
- The Bureau of Environmental Health is supposedly sending out a survey about warming and cooling centers. This is tied to the climate change grant.

Region 2 HMCC: Trish Parent/Sandi Knipe

- Trish reported that the regions held a training yesterday with the first part being about the formation of the HMCC.
- By 2017 there is supposed to be a functional exercise involving mass dispensing and surveillance. This will require that the HMCCs be up and running and have their plans and communications in place. The attendees were given an Emergency Coordination Plan template. This is for the HMCCs for when they are activated and have to respond. Trish thought it was well done and that we should be able to handle it easily. Harvard has been hired to create these plans and hand them to us all done. Colleen added that it was for Mass Dispensing and Surveillance and is Regional in nature, not to replace our City and Town plans. Harvard will write it and hand it to us to review.
- They made a decision about the Spring exercise. It originally had been about a natural disaster but now involves terrorism.
- OPEM will come to the next meeting to discuss how the HMCC is supposed to function as the ESF-8 desk for our region. This is meant to streamline the process and reduce the number of people talking to the State EOC ESF-8 desk.

MHOA Update: Stephanie Bacon

- Stephen Baccari briefed that there will be an Opioid training in Framingham in two weeks.
- He also reported that there was a push by one of the Executive Board members for the MHOA to write a letter to the state showing some concern about the state involvement in the HMCCs and the Regions and not letting each region push their own path.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to report. However Colleen Bolen stated that we should start looking at accomplishing the Planner evaluations after the first of the year.

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

- The Town of Orange has requested \$614.88 to pay for the Health Agent's cell phone bill.

Phil Leger made a motion that we approve this request which was seconded by Cheryl Rawinski. This would support capability 4. The motion passed with one nay vote.

- The Town of Westminster has requested \$1,559.64 for cell phone service.

Phil Leger made a motion that we approve this request which was seconded by Lenny Izzo. This would support capability 4. The motion passed with one nay vote.

- Sara Darlagiannis reported on her efforts to secure retired Police Chief Bert Duverney as an ICS/NIMS trainer for ICS100/NIMS700. He would charge \$40/hr for the training. This would be \$320.00 for a 8-hour course. Phil Leger suggested that we vote for a total amount not to exceed \$1,000.00 to allow for several course. This would also allow us to re-allocate any funds not used for this purpose.

Phil Leger made a motion that we authorize an amount up to \$1,000.00 at a rate of \$40/hr for classroom ICS/NIMS training. This was seconded by Lenny Izzo. This would support capability 1. The motion passed unanimously.

- The City of Worcester is asking for 80 flash drives at a total of \$428.80 for use by the planners. Colleen stated that these would be for the planners to use to distribute plans to their communities. Trish Parent stated that she would like to have two drives, 1 to use in the office for her Board members and 1 for her to carry for herself. The group agreed to double the amount to 160 drives at \$856.00.

Phil Leger made a motion that we approve the request for \$856.00 for Worcester to purchase 160 flash drives for use by the planners. This was seconded by Lenny Izzo. The motion passed unanimously.

- Sandy asked that the planners stay for the EAT Workgroup meeting.

Strategic Planning Workgroup: Sandi Knipe

- Steve asked if we had previously agreed that this meeting would constitute the Strategic Planning Workgroup. Several members concurred.

MRC Workgroup: Liz Foley

- Liz Foley reported on their training two weeks ago on communicating with people with Dementia in emergencies. Fifty-eight people attended and the training was very successful.
- There was a Mass Responds drill at the same time as the WebEOC drill. Liz used the call feature for the WRMRC. Out of the three divisions there was a 45% response rate.
- There will be a meeting of the MRC Advisory Committee in January. They are aiming to have one event for each of the next two quarters and will be brainstorming for ideas.
- The invoices for Quarter 2 have been submitted.
- Colleen briefed that moving forward the MRC monies will probably always be late because it is state matching funding and is subject to whenever the state releases its funds.
- Trish Parent asked Liz the total numbers of volunteers that the call went out to. Liz estimated that the call went out to 350 personnel and this is just the people who have been CORI- and SORI-checked. Trish said that this is an important number because if everyone is dipping into the MRC for resources in an emergency without having a backup plan that there will not be enough MRC personnel to go around. People should look at other potential groups of people to use.
- Liz stated that if anyone has any groups which they can think might be a source of volunteers to let Liz know so that they could reach out to them.

Old Business:

- There was no Old Business to discuss.

New Business:

- Wibby Swedberg asked if any town halls had conducted any active shooter drills. The Town of Auburn is the only one that appears to have done this. Colleen stated that historically an active shooter exercise has not been an allowable PHEP expense but if the group wanted this that we could re-visit it with the state.
- Alissa briefed that a professional group for On Site Waste Water will be sending out a survey to our health boards to see what our regions are looking for since we cannot capture our septic installers on a state-wide basis.
- Phil Leger thanked Cheryl for hosting the meeting and putting out a great spread.
- Alissa also reported that not a lot of communities had responded with letter for their representatives so she asked if there were any people who might be willing to represent some of those communities.

- Cheryl Rawinski reported the VNA of Central Massachusetts would not be doing any MAVEN reporting for communities in the future.
- Stephanie Bacon is leaving the Town of Medway to become the Health Agent in Northborough.

The meeting adjourned at 10:38am by unanimous consent.

Minutes approved at the January 7, 2016 Steering Committee meeting.

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