

STEERING COMMITTEE MEETING MINUTES

December 4, 2014/9:00am

Sutton BOH

4 Uxbridge Road, Sutton, MA

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

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

Minutes Review: The minutes from the November 6, 2014 Steering Committee were presented for review and approval.

Lenny Izzo made a motion that we accept the November 6, 2014 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: January 15/9:00am/Location TBD. This meeting will be held in conjunction with a Psychological First Aid Course to be given by Lisa Crouner. Different venues were mentioned but the Doubletree in Leominster may be the best choice. This course would also be open to MRC volunteers.
- Steering Committee Meeting: February 5/9:00am/Location TBD.

Program Coordinator Update: Kerry Clark/Colleen Bolen

- Colleen stated that there was a Region Coordinator meeting last Monday. The HMCC RFR has been postponed with no firm release date due to MPH concentrating on the Ebola issue. It will still require a 45 day comment period and is still planned to begin on April 1st.
- DPH is looking at a new Inventory Management program called IMAT.
- OPEM will be receiving a site visit from CDC.
- Rapid Response Team.
- We will be required to complete CPG again this budget year. They are due on February 28th. Trish Parent suggested that we put this on the February 2015 Steering Committee agenda.
- DPH is offering an Ebola presentation to any group which feels that they need more information on this.
- The state has hired a new Statewide MRC Coordinator.
- Colleen also briefed on the results of the Nov 17th HHAN drill. Region 2 had a 65% response rate. There were several suggestions made as a result of this drill. One was that BOHs and individuals clarify their town affiliation since names and email addresses do not always indicate which City/Town a person works with. In addition, cities and towns should review their HHAN listings to insure that people on the list are current BOH members or employees. Anyone who is on the list and is not currently a BOH member should be removed. The HHAN does have a maximum capacity for phone calls but the ListServe does not. The state is asking that the HHAN be used for those people who need to take action when there is an alert. Others can get the same information via email from the Listserve.
- The Communications deliverable for this quarter is a state responsibility. The MPH has volunteered their towns to participate in this which satisfies our portion of the deliverable.
- Colleen reminded those who have not yet filed for reimbursement for the MHOA conference to do so as soon as possible.
- Colleen also reminded people that we have money available to reimburse for travel mileage to region meetings.

Host Agency Update: Derek Brindisi/Colleen Bolen

- The Host Agency audit has been postponed until next year.
- We have some additional re-programmed Motorola CP200 radios which are available for anyone who needs them
- We will need to file a Budget amendment with the state to transfer funds between categories to support expenditures. Colleen will prepare this for the January meeting for members to review.

Homeland Security Council: Chris Montiverdi

- Chris was not available but Colleen reported that all of the homeland security funds have been allocated to the various projects. The council does have a list of projects available if there is any money left over.

Regional Mutual Aid: Darlene Coyle

- There was no change to report.

Local and State Advisory Committee: Sandi Knipe/Steve Baccari

- MEMA did not have much to brief at the last meeting.
- The LSAC did discuss the HHAN capacity issue but there was no resolution or suggestions made.
- The Commissioner will be leaving on December 15.
- There was some discussion on the HMCCs..
- Mali has been added to the list of countries at risk for an Ebola outbreak.
- There is a committee on Ebola versus Flu.
- DPH has a new online hiring process called "Hire Now".
- Jana Ferguson is head of the Office of Local and Regional Health. She is working to improve the way the state and the Regional offices are working with local Boards of Health.
- The MHOA had some questions of conference reimbursement. It was suggested that these be directed towards Kerry.

Region 2 HMCC: Phil Leger/Sandi Knipe

- There was no meeting since our last Steering Committee meeting.
- Sandi stated that there was a meeting scheduled for December 18th and that they are working on their Principles of Operation.

MHOA: Jamie Terry

- Jamie attended the recent MHOA meeting although her tenure does not officially start until January.
- There was a vote on the next Executive Assistant Katherine Kokko.
- The MHOA has a \$30,000 grant to run the Public Health Leadership course in different areas around the state.
- There was also some discussion that there was not a lot of background on various candidates and that people did not know much about them.
- Phil Leger mentioned that the nomination period for Fellows of the Public Health Institute has been extended to December 15th.

Personnel Workgroup: Lenny Izzo

- Lenny stated that we will be coming into the time when Contractor evaluations will be due. He will have more on that shortly.

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

- Sandi stated that the City of Fitchburg has requested \$294.17 for new Pedipads for their AED. Dottie McNamara said that this request was out of cycle with the rest of our AEDs because Fitchburg received

theirs at a different time. Darlene Coyle asked if people could request additional AEDs for their towns. Colleen replied that a town could not have more AEDs than they had EDS locations since this was considered a part of the EDS equipment.

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

- The Town of Brimfield has requested four (4) additional Motorola radios. Since we have extras on hand and there is no cost, this does not need to be voted upon, only noted in the minutes.
- The Town of Dudley has requested eight (8) additional Motorola radios.
- The Town of Sterling has requested five (5) additional radios.

MRC Workgroup: Liz Foley

- There was an Advisory Committee meeting on Monday. Liz is still planning on a meeting and movie on January 12th at the Elm Draught House. The snow date will be January 26th. This will also be a volunteer appreciation event.
- They are working on a CPR course for volunteers.
- The MRCs will be updating their protocols. There are no real changes but they will be sending these out again so that people will know how to contact the leaders.
- Liz has scheduled an Introduction to Sheltering for MRC volunteers on Saturday, Feb 7th.
- There will be a Statewide meeting next Monday.

Strategic Planning Workgroup: Colleen Bolen

- Colleen presented copies of the Principles of Operation and asked the group for any suggested changes.
- The first suggested change was on page 1, under "1. Purpose & Duties" to change item number 3 to read "Submit plans, needs, and requests to Massachusetts Department of Public Health, Office of Preparedness and Emergency Management (MDPH OPEM);" to reflect the new office name.

Lenny Izzo made a motion that we make the change as suggested which was seconded by Cheryl Rawinski. The motion passed unanimously.

- Then next suggested change was on page 3, line 3 "performs work at the direction of". Numerous suggestions were put forward but the group could not agree on any wording. The group decided that this should be held for discussion with Region 2 staff.
- On page 4, under paragraph entitled "Duties & Responsibilities of the Host Agency Staff Person" remove the words "conference registration, travel arrangements" since these were now the responsibility of the person attending the conference to register and make their own travel arrangements.

Cheryl Rawinski made a motion to remove these words which was seconded by Tom Bonci. The motion passed with one (1) Nay vote.

- The last sentence in this paragraph was proposed to be changed by removing the words "This individual" with the words "Any individual(s) who performs work for Region 2 in this capacity".

Trish Parent made a motion that we approve this change which was seconded by Lenny Izzo. The motion passed with one (1) Nay vote.

- On page 4, under the paragraph entitled "Annual Report & Other Reporting Requirements" in lines 8-9, remove the words "City of Worcester" and "Host Agency report".

Cheryl Rawinski made a motion to remove these words which was seconded by Dottie McNamara. The motion passed unanimously.

- Colleen presented a draft copy of a MYTEP for the group to review. She will send out a copy for everyone to read and comment upon.

Old Business:

- None.

New Business:

- There will be a Region 2 hospital functional exercise on January 6-8 on critical infrastructure failure.
- Cheryl Rawinski mentioned the Spring conferences and suggested that we start planning for these. Colleen will figure out how much funding we have left and will put this on the agenda for the next meeting.
- Colleen discussed the recent Strategic Planning conference call. We are still working on the Public Information and Warning. We are also working on the Psychological First Aid Course. The planned dates are January 15th and 28th. We already have \$20,000 set aside for this training. There will be two training sessions, one in the northern area and one in the southern area. This is to improve attendance. Andy Pelletier suggested holding the second training in conjunction with our February meeting.
- Colleen mentioned that the state had questions about our second training on EDS Reimbursement. We talked about focusing on the finance aspects of an EDS operation. We should consider doing a tabletop on the financial aspects of documentation and tracking of financial matters.
- Colleen stated that she received further clarification from Patrick Simon on the HHAN. There is no hard and fast rule but it should be limited to people who truly need to receive time-sensitive, emergency notification. The system does have a finite amount of capacity for making timely calls. The list serve does not have a limit on the number of people it can serve.

The meeting adjourned at 11:13am by unanimous consent.

Minutes approved at the January 15, 2015 Steering Committee meeting.

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