

STEERING COMMITTEE MEETING MINUTES
Thursday, February 2, 2017/9:03am
Shrewsbury Town Hall
Old Selectman Room (closest to Health Department)
100 Maple Avenue
Shrewsbury, MA 01545

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Tom Bonci (Clinton); Darlene Coyle (Auburn); Lenny Izzo (Milford); Philip Leger (Worcester/Royalston); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); James Philbrook (Charlton); Debra Vescera (PH Nurse); Kalene Gendron (Pepperell)(Alt); Dennis Costello (Boylston); Beth Hallal (Medway); Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Shaylin Deignan (HPP 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 9:03am.

Minutes Review: The minutes from the January 5, 2017 Steering Committee were presented for review and approval.

Trish Parent made a motion that we accept the January 5, 2017 Steering Committee meeting minutes as presented. This was seconded by Tom Bonci. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: March 2, 2017/9:00am/ Worcester DPH, 25 Meade Street, Worcester.
- Steering Committee Meeting: April 6, 2017/9:00am/ Worcester DPH, 25 Meade Street, Worcester.

At this time Steve Baccari announced that the EAT Workgroup would make its presentation first due to the large number of requests which we had to consider.

Education, Acquisition & Training (EAT) Workgroup:

- The Town of Milford has requested \$1,893.63 to replace items lost when lightning struck the building housing their PHEP trailer. It include 2 vests, 2 EDS signage, and a folding table to support their EDS.

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

- The Town of Milford has requested \$6,725.55 to replace items lost when lightning struck the building housing their PHEP trailer. This includes 2 laptop computers, 2 tablets, and 6 2-way radios for their EDS and to support 24/7 contact.

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

- The Town of Oxford has requested \$1,900.46 for a Rubbermaid cart, medical supplies, and cot covers for their EDS.

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

- The Town of Douglas has requested \$658.97 for a filing cabinet, hanging files for their EDS.

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

- The Town of Oakham has requested \$1,052.40 to purchase 15 cots and cot covers.

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

- The Town of Brimfield has requested \$3,190.73 for extension cords, surge protectors, barrier kits, and cot cover for their EDS.

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

- The Town of Hardwick has requested \$2,172.03 for EDS supplies for their regional EDS to include medical supplies, cot covers, and a medical storage cabinet.

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

- The Town of Dudley has requested \$1,826.63 for various EDS supplies to include tent weights for their pop-up tent, medical supplies for their first aid kit, a filing cabinet, and a dry erase board.

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

- The seventeen Towns which Sara represents have requested a total of \$4,343.00 for printing documents to support their EDS operations.

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

- The Town of Oakham has requested \$1,386.79 to purchase a laptop computer to aid in the WebEOC and HHAN drills and their 24/7 response.

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

- The Town of Westborough has requested \$1,284.96 to purchase 2 tablets to replace their exiting tablets which no longer work properly or reliably.

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

- The Town of Oxford has requested \$1,129.98 to purchase a portable computer/tablet to support their EDS operations, 24/7 contact, and WebEOC.

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

- The Town of Athol has requested \$610.08 to provide cell phone service for the Health Agent and to provide 24/7 access for after-hours and emergency contact.

Tom Bonci made a motion that we approve this request which was seconded by Dottie McNamara. The motion passed with two "Nay" votes.

- The Town of Southbridge has requested \$1,129.98 to purchase a portable computer/tablet to support their EDS operations, WebEOC drills, and 24/7 contact.

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

- The City of Fitchburg has requested \$449.94 to provide a new phone and service for their emergency preparedness and the 24/7 contact person. They are also on the HMCC Executive Committee. This is for the remainder of the grant year.

Tom Bonci made a motion that we approve this request which was seconded by Trish Parent. The motion passed with one "Nay" vote.

- The Town of Bellingham has requested \$4,300.00 to hire a vendor to conduct a tabletop exercise.

Trish Parent made a motion that we approve this request which was seconded by Andy Pelletier. During the discussion Jamie Terry stated that other communities would be invited to participate. The motion passed unanimously.

- The Town of Groton has requested \$220.20 to print 2 copies of their EDS plan to share with other town agencies.

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

- The Town of Auburn has requested \$1,768.52 to purchase pet shelter supplies. They include items such as crates and leashes.

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

- The Town of Spencer has requested \$3,579.76 to purchase EDS supplies. They include items such as tent weights for their pop-up tents, medical supplies for their mobile first aid cart, extension cords and surge protectors, and cot covers.

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

- Katrina stated that the camera model which had been approved for purchase at the last meeting was not available. She is asking for permission to purchase one for \$30 more. This would be for 13 cameras at \$159.99 or \$2,079.87 total.

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

- Katrina stated that they may have a problem purchasing the sandwich boards approved at the last meeting. If this happens she is asking for permission to go to another vendor. This change would be for \$130 each for 14 boards for a total of \$1,820.00. But she will not do this if the first vendor can supply the product at the previously quoted price.

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

- Steve Baccari asked Jim Philbrook about his request for a larger trailer to accommodate the items which they have. Jim outlined the process he followed to develop his request which was subsequently rejected by the state. This also included a number of smaller items which were included in the request. After an extended discussion Phil Leger suggested that Jim restructure his request to include only those items which could be used in the current trailer.
- The Town of Charlton has requested funds to purchase 3 iPad Pro covers at \$147.97 total, 3 screen protectors at \$119.97 total, and 3 iPad Pros with 2-year data plan for \$2,939.97. However we cannot purchase any plan longer than the end of the grant year. We would have to pro-rate the data plan for five months. This would amount to \$706.20. It was suggested that we motion each request separately.
- The first request was for \$149.97 for three iPad Pro covers.

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

- The second request was for \$119.97 for 3 screen protectors.

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

- The third request was for \$706.20 for five months of data plan (\$47.08 per month) for each of the iPad Pros.

Lenny Izzo made a motion that we approve this request which was seconded by Tom Bonci. The motion passed with one "Nay".

- Katrina then moved to the regional purchases. She had received interest in several items and stated that everyone submitting a request would get the same amount in each purchase. She asked that the group prioritize what items should be purchased first and where the remaining money should be spent. Alissa thought that we had around \$140,000 left to spend.
- The items included pet supplies (crates would be separate) purchased in a kit, docking stations for the satellite phones, and educational materials.
- In response to a question from Darlene Coyle, Barry Lein explained what the docking station was and how it worked.
- The first item to be considered is the pet supplies kit. Andy Pelletier suggested that vote on each item as it is brought up and then prioritize them later.

Andy Pelletier made a motion that we purchase these kits which was seconded by Tom Bonci. The motion passed unanimously.

- The next item was 5 docking stations.

Trish Parent made a motion that our approval be for 5 docking stations with all necessary items and installation. This was seconded by Darlene Coyle. The motion passed with one "Nay".

- The next item was for all of the various educational materials which had been proposed.

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

- The next item was replacement AED pads for citie/towns who need them.

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

- The next items were the EDS and Welcome pamphlets. They are a good year but we should save them until next year to insure they are up-to-date. We will put them in the budget for next year.
- Next are the EP (Emergency Preparedness) booklets. The staff will work with the planners to choose a template so that they will all be consistent.

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

- Next was funding for trailer maintenance. This was for parts and maintenance as towns needed.

Phil Leger made a motion that we approve this request which was seconded by Lenny Izzo. There was extensive discussion about this issue and who should be looking at the trailers to determine their condition. The motion did not pass and will not be on our list.

- The next item was diamond plates. 3 Towns had requested them.

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

- Alissa stated that the next thing to consider was tabletop exercises. At least six towns had expressed an interest in having these. We will be budgeting for them for next year.
- The next item to discuss was safety stickers for the trailers, 25 for \$123.00. These were developed by Sara and provide operating instructions for the trailers to insure that they were operated in a safe manner.

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

- We have a request for 2 generators for trailers who do not have them at a cost of \$2,503.90 each. Alissa cautioned that this price would probably go up to include necessary parts and connectors. These are tri-fuel generators.

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

- Katrina stated that a couple of different towns have put in requests for some other items which were on the educational materials list. These included wallet-sized emergency cards, a band aid holder with emergency information, a dual credit-card holder, and emergency preparedness bags

Wibby Swedberg made a motion that we approve this request which was seconded by Darlene Coyle. Andy Pelletier mentioned that we were not allowed to purchase promotional items which were not educational. There was some additional discussion about which items could not be purchased. Darlene Coyle made a motion to amend the original motion to purchase only those items which were allowed to be purchased with grant funds. This was seconded by Dottie McNamara. This amemdment passed unanimously. The original motion as amended then was passed unanimously.

- Alissa then stated that we needed to rank them in the order in which we want to purchase them. Alissa and Forrest presented the list.

Kalene Gendron made a motion that we prioritize the list in the order in which it was presented. This was seconded by Trish Parent. Alissa then re-read the list in the order the items were presented. The motion passed with 1 “Nay”.

- The Charlton request for iPads was reviewed. Alissa suggested that we accept the quote as presented.

Phil Leger made a motion that we approve the Charlton request as presented which was seconded by Lenny Izzo. The motion passed unanimously.

Town Highlights:

- None.

Program Coordinator Update: Katrina Stanziano

- OPEM has not yet received the next Funding Opportunity Announcement (FOA).
- Mary Clark is stepping down as the Director of OPEM and will be working on some senior-level projects prior to her retirement. Kerin Milesky will assume the role of Acting Director and Donna Quinn will assume the role of Acting Deputy Director.
- There will be a JRA (Jurisdictional Risk Analysis) conducted by DPH sometime this spring. People will be receiving a survey in the Spring for their discipline. This will carry over to the next grant year with a meeting planned for the Fall to discuss the results.
- Regina Villa will be attending our next two Steering Committee meetings to work on strategic planning with the PHEP committee.

Sponsoring Org Update: Collen Bolen/Alissa Errede

- Alissa stated that we have received the approval on our recent Budget Modification. Katrina is working on purchasing the items included in that modification and is reaching out to the communities involved.
- Since we do not have the FOA yet we do not have a timeline to begin working on a budget or a workplan for next year. They will be reaching out again for communities to suggest what they might want to purchase so that we can put it in the budget. It is easier to place things in the budget early to make the purchasing process easier.

Local and State Advisory Committee: Steve Baccari/Stephanie Bacon

- No report.

Region 2 HMCC: Trish Parent/Dottie McNamara

- The HMCC has hired a marketing vendor.
- Alissa reminded the group that the Sponsoring Organization will be serving as the Regional ESF-8. All calls that previously went to OPEM will come here except for an MCI, any CMED notification which go up to the state or if a Hospital goes Code Black. They will have a formal duty officer program and the SOP and program guidance on this is at OPEM for approval.

Personnel Workgroup: Lenny Izzo

- No report.

MRC Workgroup:

- No report.

Strategic Planning Workgroup:

- No report.

Old Business:

- There was no Old Business to discuss.

New Business:

- There was no New Business to discuss.

At this time Steve Baccari announced that the public portion of the meeting was concluded and asked for a motion that we go into Executive Session to discuss the Planner Evaluations.

Phil Leger made a motion that we adjourn the public portion of the meeting to go into Executive Session which was seconded by Jim Philbrook. This was confirmed by a roll call vote of the Steering Committee members.

Minutes approved at the March 21, 2017 Steering Committee meeting.

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