

STEERING COMMITTEE MEETING MINUTES  
Thursday, May 4, 2017/9:00am  
Charlton Library, 2<sup>nd</sup> Floor Dexter Hall Room  
40 Main Street, Charlton, MA 01507

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Tom Bonci (Clinton); Darlene Coyle (Auburn); Philip Leger (Worcester/Royalston); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); James Philbrook (Charlton); Cheryl Rawinski (Sutton); Missy Kakela-Boisvert (Mendon)(Alt); 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 9:00am. Steve asked everyone to identify themselves.

**Minutes Review:** The minutes from the April 6, 2017 Steering Committee were presented for review and approval.

**Andy Pelletier made a motion that we accept the April 6, 2017 Steering Committee meeting minutes as presented. This was seconded by James Philbrook. The motion passed with one abstention.**

**Next Meetings:**

- Steering Committee Meeting: June 1, 2017/9:00am/Worcester DPH, 25 Meade Street, Worcester.
- Steering Committee Meeting: July 6, 2017/TBD/.

**Town Highlights:**

- Steve Baccari briefed the meeting on a suspected outbreak of Norovirus which caused the closing of one of the Westborough Elementary schools. They did not yet have a definite identification of the problem. The schools did not use bleach to disinfect their areas. Steve suspected that iPads may have been a transmission source.
- Stephanie Bacon briefed on a food composting operation in a residential area in Northborough which is causing odor and heavy truck traffic problems for the local residents. However there are no existing regulations which can be used to address the problem. Senator Chandler is proposing a bill to address nuisance business operations.
- Andy Pelletier asked if anyone had any Donation Box regulations they could share.
- Trish Parent asked if anyone had any Animal Emergency Preparedness plans for sheltering animals or templates which they could share.

**Program Coordinator Update: Katrina Stanziano**

- Katrina briefed that she has some PHEP purchase items for communities to pick up after the meeting.
- OPEM stated that the JRA (Jurisdictional Risk Analysis) will be coming out soon, possibly by June. It will go to the HMCC. The state will gather the responses and plans to hold a meeting in the fall to discuss results.
- There will be a statewide Functional Exercise held on May 16, 17, and 18. It will be testing The Regional ESF-8 role. It may involve the HMCC Executive Committee. They may be looking for people to act as players.
- Katrina then briefed on the BP5 drills. All of the SNS drills have been accomplished. The only items left are the final WebEOC Drill, the last quarterly update of the BOH 24/7 Call Down list, and any updates to the ICS/NIMS training lists.
- The PHEP Equipment Vendor was able to get to 18 of our 74 towns. Katrina will be adding all of the purchases we have just made and are distributing. We will have to finish up the towns the vendor did not get to. We (the staff) will be working with the planners and ourselves to get out there and do the inventory.
- Katrina passed around a copy of the Region 1 Welcome Booklet. It explains what we are and the different functions we have. They are looking at making a similar booklet to distribute in our Region.
- NACCHO reimbursement requests are due in to the office by May 12th.

- Katrina conducted a BP1 Workplan review to complete the template which is due to the state. She reviewed the format which is slightly different this year than previously years.
  - The first page was populated with checked boxes which relieved us from the requirement to explain how we were going to accomplish these requirements.
  - Page 2 is the Coalition Level Project. Katrina went through the list. After some discussion of the various choices the group elected to choose social media. The first objective would be to obtain training in the various social media outlets while the second would involve usage to prepare messaging.
  - For the Regional Public Health Project we also chose social media. Alissa questioned whether we needed to do one or two projects. She will check with Donna Quinn to answer this. We should be able to ask OPEM for training assistance in this project.
  - On page 5 the workplan addressed participation in the HMCC. Since we already have individuals on the HMCC level we already meet this.
  - Page 6 was participation in quarterly coalition-wide drills which we do in the WebEOC drills.
  - Page 7 listed the three SNS operational drills which again we already accomplish. Two are due in Quarter 2 and the third in Quarter 3.
  - Page 8 was participation in MAVEN. We may need to ask for assistance in those communities who do not have the time or staff to learn and use MAVEN.
  - Page 9 involved updating EDS plans based on guidance provided by OPEM.
  - Page 10 discussed assessing the need for closed points of dispensing (POD).
  - Page 10 deliverable was participation in at least one drill or exercise to improve implementation of ICS as it applies to responding to public health threats and emergencies. Katrina thought that this is being tasked to the HMCC to develop and we will hear more about it later.
- The staff will work on filling out the workplan with the items and choices we have made.
- The next issue is the BP1 budget. We will vote to approve the budget at the June 1<sup>st</sup> Steering Committee meeting. Katrina and Alissa then started a brain-storming session. We will be doing away with purchase request funds and instead use budget modifications which are our opportunities to make changes. The state would prefer that we identify our needs as early as possible in order to reduce the number of modifications we need. Items such as our Satellite phones, conference attendance, MRC support, and support of the planners. Communications needs should be addressed in the first quarter. Alissa stated that we can open purchase orders for the planners at the beginning of the grant year but we cannot pay until we receive the funds. There was some discussion about the MRCs and whether they had developed their budgets yet.
- Alissa discussed the upcoming HMCC conference and the low sign-up so far. She suggested that we may want to consider putting some money towards a region-wide HMCC event, if not a conference perhaps a TTE. She also suggested putting aside a dollar amount to supplement HMCC activities. Andy Pelletier asked just what is the HMCC. Alissa gave a brief overview of what the HMCC proposes to do. Trish Parent brought up the role of the HMCC as a regional ESF-8 desk for the Region to prevent everyone from trying to call the State directly for assistance. The group agreed to set aside \$25,000 for supporting HMCC activities.
- Dottie McNamara also mentioned the Hazmat Training we had received several months back as being a good program to bring to various communities.
- Several people suggested setting aside funds to insure that all trailers were marked and equipped the same way. An additional concern was access to the trailers in the event that the owning BOH was not available.
- Katrina also mentioned the TTE in May and asked if we wanted to set aside funds for another next year. People were in favor of this.
- The budget is due to the state by June 12<sup>th</sup> and we plan on voting on it at the June Steering Committee meeting

**Local and State Advisory Committee: Steve Baccari/Stephanie Bacon**

- There was no meeting to report on.

**Region 2 HMCC: Trish Parent/Dottie McNamara**

- There was no meeting to report on.

**Regional Workgroups**

- Personnel Workgroup.
  - No report.
- Education, Acquisition & Training Workgroup (EAT).
  - No report.
- MRC Workgroup.
  - No report.
- Strategic Planning Workgroup.
  - No report.

**Old Business:**

- Andy Pelletier mentioned that one of his BOH personnel went to the NACCHO conference and had to go to another hotel which cost her \$1,600.00 and raised her expenses to about \$2,700. This is well over the \$2,000.00 cap set by the Region. Alissa stated that we could no longer submit any budget modifications but that we could go for a 10% adjustment if we have any money left over after all of the other personnel submit their reimbursement requests.

Trish Parent made a motion that we approve an adjustment up to 10% if there is any money left over in the conference budget item. This was seconded by Dottie McNamara. Phil Leger supported this request but also stated that it should not be a precedent for future use. Jim Philbrook noted that when he went to check out that his bill was several hundred dollars more than he was quoted. The reason for this by the hotel was due to prevailing wages. The motion passed with one abstention.

**New Business:**

- Trish Parent mentioned the potential use of drones in emergencies and the use of UberHEALTH to deliver flu shots.
- Barry Lein briefed the group on a new device, the SanDisk Connect Wireless Stick, which might help people transfer files to and from their smart phones and tablets.
- The SanDisk Connect Wireless Stick is the flash drive reinvented to work not just with your computer, but also with your phone and tablet. With the SanDisk Connect Stick, you can wirelessly access your media or transfer large files, stream HD videos and music, and save and share photos and videos to and from your mobile device. SanDisk Connect Wireless Stick lets you stream video or music to as many as three other devices at the same time, or gives you access to all your stuff from the pocket of your jeans. When you're feeling old school, use the USB connector to plug in.
- <https://www.sandisk.com/home/mobile-device-storage/connect-wireless-stick>.

The Committee then went into Executive Session to approve the minutes from the previous Executive Session.

**Minutes approved at the June 1, 2017 Steering Committee meeting.**

**Respectfully submitted: \_\_\_\_\_ Steven Baccari, Chair, Region 2 PHEP Coalition**