

STEERING COMMITTEE MEETING MINUTES

May 5, 2016/9:00am

Grafton Police Department

28 Providence Road, Grafton, MA

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Tom Bonci (Clinton); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Philip Leger (Worcester/Royalston/Holden); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Cheryl Rawinski (Sutton); Dawn Farmer (Grafton); James Philbrook (Charlton); Colleen Bolen (Worcester DPH/CMRPHA); Alissa Errede (Worcester DPH/CMRPHA); Liz Foley (WRMRC); Sara Darlagiannis (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Jamie Terry (Program Planner);

The meeting was called to order by Chair Stephen Baccari at 9:10am.

**Minutes Review:** The minutes from the April 12, 2016 Steering Committee were presented for review and approval.

**Lee Jarvis made a motion that we accept the April 12, 2016 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.**

Steve Baccari then presented the minutes from the April 12<sup>th</sup> Executive Session for review and approval.

**Phil Leger made a motion that we accept the March 29, 2016 Executive Session meeting minutes as presented. This was seconded by Cheryl Rawinski. Colleen Bolen gave a short summary of the session which dealt mainly with Planner contract extensions and the timing of the new BP5 contract. The motion passed with one abstention.**

**Next Meetings:**

- Steering Committee Meeting: June 7, 2016 (Tuesday)/9:00am/Worcester DPH, 25 Meade Street, Worcester. Colleen Bolen explained the reasons for changing the normal planned date for the meeting.
- Steering Committee Meeting: July 7, 2016/9:00am/Location TBD (The Steering Committee will decide at the June 7<sup>th</sup> meeting is this meeting will be necessary).

**EAT/BP4 Spending: Colleen Bolen**

- Colleen stated that we have \$57,797.00 left to spend (which does not include funds already encumbered). The unspent funds from conference attendees is included in this amount.
- The State has discussed the potential to rollover any unspent funds and return them to the Regions next year. The unspent BP4 money would be returned to the state and then returned to us next year as a contract amendment.
- There was a one million dollar cut to the BP5 budget but the State was able to cover this with their rollover funds. But since BP5 will be the last year of this cooperative agreement we probably will not be able to do the same for the following budget period. Steve Baccari stated that the LSAC was aware of and concerned about this.
- The first funding request was from Westborough. Steve Baccari stated that the Westborough purchase approved at the last meeting was supposed to be for four boxes stanchions instead of just one. He asked if this purchase could be amended to provide three more.

**Cheryl Rawinski made a motion that we add three more boxes of stanchions to the Westborough request for an additional total of \$478.50. This was seconded by Lee Jarvis. The motion passed unanimously. This supports capability 8.**

- The Town of Dudley has lost the purchase and title paperwork for their trailer and is attempting to find out where we purchased these trailers to try to get copies to complete the registration process. The

group finally determined that the trailers were purchased through Camp Out Inc in North Oxford and that this is where we should look for purchase and title documentation.

- The Dudley BOH is requesting \$1,089.79 to purchase various supplies to adequately set up their EDS site. Colleen has the paperwork with a complete breakdown of the items requested.

**Trish Parent made a motion that we approve this request which was seconded by Dottie McNamara. The motion was passed unanimously and supports Capability 8.**

- The Dudley BOH has requested \$1,020.00 to purchase 1,000 Emergency Preparedness booklets.

**Lee Jarvis made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed unanimously and supports capability 1.**

- The Dudley BOH is requesting \$149.95 to purchase Diamond Slide plates to allow easier loading of heavy items into their trailer.

**Lee Jarvis made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed unanimously and supports capability 7.**

- Sara Darlagiannis requested the amount of \$150.93 so that she could develop a filing system for EDS documents for her communities. After some discussion the group decided that Worcester should purchase this item as a Regional item.

**Lee Jarvis made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion was passed unanimously and supports capability 8.**

- Sara Darlagiannis requested that the City of Worcester purchase 17 corrugated EDS signs from Alpha Graphics at a cost of \$314.50 for her communities which would identify the Staff/Volunteer Entrance.

**Cheryl Rawinski made a motion that we approve this request which was seconded by Lee Jarvis. The motion was passed unanimously and supports capability 8.**

- The Brimfield BOH is requesting \$758.04 for equipment and supplies to produce badges for their volunteers. These are based on the badging kit developed by Sara. It includes badge holders, Avery Laser name badge inserts, a wheeled computer case, a mobile inkjet printer, printer battery and cables, a megapixel compact camera, a scan disk, flash drives, and pens. Nothing in this purchase is expensive enough to require state approval.

**Sandi Knipe made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion was passed unanimously and supports capability 8.**

- The Sutton BOH is requesting \$953.10 to purchase a Generac 610 generator for their trailer. They do not currently have one for their trailer.

**Lee Jarvis made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion was passed unanimously and supports capability 8.**

- The Rutland BOH is requesting \$892.25 to purchase 6 Pedi-electrode kits and three replacement batteries plus Adult-electrodes for their expired AEDs. There was some discussion about this request and Colleen stated that she would contact them for clarification.

- The Brimfield BOH is requesting \$1,456.77 to purchase a Dell Latitude laptop, a Fellowes thermal and cold laminating machine, and a box of thermal laminating pouches for the BOH and emergency preparedness. The laptop cost is \$1386.79.

**Lee Jarvis made a motion that we approve this request which was seconded by Lenny Izzo. The motion was passed unanimously and supports capability 8.**

- The Spencer BOH is requesting \$1,051.44 to purchase an iPad, protector, and case to replace one which is malfunctioning and previously funded by Region 2.

**Cheryl Rawinski made a motion that we approve this request which was seconded by Lee Jarvis. The motion was passed unanimously and supports capability 8.**

- The Spencer BOH is requesting \$1,207.29 to purchase a Badging kit similar to the one purchased by Brimfield. The difference in cost is due to the amount of supplies Spencer is requesting.

**Trish Parent made a motion that we approve this request which was seconded by Sandi Knipe. The motion was passed unanimously and supports Capability 8.**

- The Spencer BOH is requesting \$467.10 to purchase a replacement battery and 2 sets of adult and child pads for their HeartStart defibrillator for their EDS sites.

**Cheryl Rawinski made a motion that we approve this request which was seconded by Lee Jarvis. The motion was passed unanimously and supports capability 8.**

- The Charlton BOH is requesting \$3,892.10 to complete the setup of their trailer. They include items such as individual water packs, kids hygiene kits, emergency transport blankets, tarps, disposable linen kits, adult toiletry kits, emergency blankets, collapsible cones, blood pressure kits, digital thermometers, pulse oximeters, batteries, thumb drives and cases, and fire extinguishers. The entire list is on file with Colleen Bolen. Jim Philbrook stated that these items would be kept in a heated storage area and would be used to set up various sites before any trained medical personnel would be on site. Their recent drill proved the need for these items. They would place these items in containers with full inventories and would be ready to go quickly.

**Lee Jarvis made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion was passed unanimously and supports capability 7.**

- The Southbridge BOH is requesting \$2,409.95 to purchase several portable computer/tablets. They are seeking 2 Microsoft Pro tablets and 1 Samsung Galaxy tablet, all with detachable covers and keyboards. This equipment will support a significant upgrade of their efficiency and mobility.

**Lee Jarvis made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion was passed unanimously and supports capability 8.**

- The Charlton BOH is requesting \$758.04 to purchase a Badging kit for volunteers and staff similar to the one requested by Brimfield.

**Dottie McNamara made a motion that we approve this request which was seconded by Sandi Knipe. The motion was passed unanimously and supports capability 8.**

- The Oxford BOH is requesting \$758.04 to purchase a Badging kit for volunteers and staff similar to the one requested by Brimfield.

**Trish Parent made a motion that we approve this request which was seconded by Tom Bonci. The motion was passed unanimously and supports capability 8.**

- The Brimfield BOH is requesting \$758.04 to purchase a Badging kit for volunteers and staff similar to the one requested by Brimfield.

**Trish Parent made a motion that we approve this request which was seconded by Dottie McNamara. The motion was passed unanimously and supports capability 8.**

- The Dudley BOH is requesting \$758.04 to purchase a Badging kit for volunteers similar to the one requested by Brimfield.

**Trish Parent made a motion that we approve this request which was seconded by Dottie McNamara. The motion was passed unanimously and supports capability 8.**

- The City of Worcester is requesting \$58.49 for a package of 150 laminating pouches to be used for EDS and JIT training materials.

**Trish Parent made a motion that we approve this request which was seconded by Dottie McNamara. The motion was passed unanimously and supports capability 8.**

- The Hardwick BOH on behalf of the QREHC (Barre, Hardwick, New Braintree, and Oakham) is requesting \$1,077.10 for a Badging kit for EDS staff and volunteers.

**Phil Leger made a motion that we approve this request which was seconded by Trish Parent. The motion was passed unanimously and supports capability 8.**

- The City of Worcester is requesting \$58.26 for a case of four rolls of red duct tape to be used around pre-existing EDS signs for greater visibility.

**Trish Parent made a motion that we approve this request which was seconded by Lee Jarvis. During the discussion it was determined that the original price included \$11.26 for shipping which we would not pay, making the actual amount \$47.00. The motion was passed unanimously and supports capability 8**

- The Webster BOH is requesting \$758.04 to purchase a Badging kit for volunteers similar to the one requested by Brimfield.

**Trish Parent made a motion that we approve this request which was seconded by Lee Jarvis. The motion was passed unanimously and supports capability 8.**

- The Dudley BOH is requesting \$1,386.59 to purchase a laptop computer to support the ability to conduct badging along with supporting the EDS operations.

**Tom Bonci made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion was passed unanimously and supports capability 8.**

- The Sturbridge BOH is requesting \$104.99 to purchase badging supplies.

**Lee Jarvis made a motion that we approve this request which was seconded by Dottie McNamara. The motion was passed unanimously and supports capability 8.**

- The Grafton BOH is requesting \$1,051.44 to purchase an iPad, protector, and case. This will replace an existing tablet which due to age has declining functions.

**Dottie McNamara made a motion that we approve this request which was seconded by Tom Bonci. The motion was passed unanimously and supports capability 8.**

- The Southbridge BOH is requesting \$758.04 to purchase a Badging kit for volunteers similar to the one requested by Brimfield.

**Dottie McNamara made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion was passed unanimously and supports capability 8.**

- The Webster BOH is requesting \$1,386.79 to purchase a laptop to support its Badging kit for staff and volunteers and to support all of their EDS plans and operations.

**Trish Parent made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion was passed unanimously and supports capability 8.**

- West Brookfield is requesting \$1,569.59 to print and purchase 1,700 Emergency Preparedness booklets from Alpha Graphics.

**Trish Parent made a motion that we approve this request which was seconded by Sandi Knipe. The motion was passed unanimously and supports capability 8.**

- The Town of Brookfield is requesting \$189.95 Diamond Slide plates for their trailer.

**Sandi Knipe made a motion that we approve this request which was seconded by Trish Parent. The motion was passed unanimously and supports capability 8.**

- Charlton has found 4 Motorola CP200 radios which have not been reprogrammed. They are requesting funds to do this so that they use these radios. The group decided to allocate \$100.00 per radio to have them reprogrammed.

**Cheryl Rawinski made a motion that we approve this request not to exceed \$400.00 which was seconded by Sandi Knipe. The motion was passed unanimously and supports capability 6.**

- West Brookfield is requesting \$758.04 to purchase a Badging kit for volunteers similar to the one requested by Brimfield.

**Tom Bonci made a motion that we approve this request which was seconded by Trish Parent. The motion was passed unanimously and supports capability 8.**

- There was a discussion about how to proceed with any purchase request after today. Colleen Bolen stated that we could probably approve purchases on a case-by-case basis at the June meeting. Lee Jarvis mentioned that in the past we had authorized the EAT Workgroup to approve purchases on behalf of the Steering Committee.

**Lee Jarvis made a motion that the EAT Workgroup be allowed to approve purchases for the Region. This was seconded by Tom Bonci. There was an extensive discussion on the deadline for any more purchase with several dates being proposed. Colleen stated that we could not go past June 7<sup>th</sup>. Cheryl Rawinski made a motion that we amend the final date for purchase requests to be set to May 23<sup>rd</sup> as the final date to allow for a May 25<sup>th</sup> meeting. Sandi Knipe seconded this motion. The group voted unanimously to set May 23<sup>rd</sup> as the final date to**

**accept purchase requests for a May 25<sup>th</sup> meeting date. The group then voted unanimously to allow the EAT Workgroup to approve purchases for the Region.**

- Trish Parent stated that the total amount approved today was \$28,870.19, leaving us with \$28,926.81 unspent.
- Colleen stated that in view of the amount of money left we would be able to fund Sara's request for filing supplies for all of her towns. This would be \$1,814.75. Other planners would need to survey their communities to see if they wanted these also. This would amend her first request.

**Lee Jarvis made a motion that we approve this request which was seconded by Tom Bonci. The motion passed unanimously and supports category 8.**

- Lee Jarvis stated that he had checked his supplies and that the gloves were sticking together and were not usable. There were several suggestions to have communities check their gloves to see if they were still good to use or not. Any community which needs more gloves should send a request to the Region.
- Sara asked about the EDS signs and the Diamond plates. Again, any community which needs these items should make a request.
- Phil Leger pointed out that just because one community needed an item that we should not assume that everyone else wants one. He said that people who need them should make their own requests.
- Colleen will send out an email with some ideas of things that were purchased to see if others want to request the same. She also cautioned that anyone requesting a Diamond Plate will need to do their own research to insure that they request the proper size.
- Steve Baccari also asked about the EDS signs. The group decided that this is another item which should be ordered by communities who want them.
- Steve Baccari asked Colleen if anyone has submitted things to be included in next year's budget. Colleen stated that they have and read off a list of communities who had requested items, which included an input from Barry Lein for Globaphone. Most of the items were for cell phone service. Lee Jarvis also mentioned submitting conferences. Steve Baccari emphasized trying to submit as much as possible.

**BP5 Workplan and Budget: Colleen Bolen**

- Colleen explained the BP5 Budget form and the need to project as much as possible.
- Colleen reviewed the draft BP5 Workplan for the region. She went through each entry on the form, explained it, and invited questions and discussion from the group.
- The State is looking for as much advance detail on the Workplan and the budget as we can provide.

**MRC: Liz Foley**

- Liz mentioned the Spring Training Day being held by the Greater Grafton MRC at Tufts on May 14.
- They also, along with Greater Grafton has also received a \$15,000 grant from NACCHO which they are going to use for an after-school program for 5<sup>th</sup> graders. They will identify four schools for a one-day school event.

**Other Business:**

- Alissa briefed on the Active Shooter training which was held in Grafton.

**Lee Jarvis made a motion that we adjourn the meeting which was seconded by Dottie McNamara. The meeting adjourned at 11:25am by unanimous consent.**

**Minutes approved at the June 7<sup>th</sup>, 2016 Steering Committee meeting.**

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