

STEERING COMMITTEE MEETING MINUTES

May 7, 2015/9:00am

Worcester DPH Room 109

25 Meade Street, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Steven Baccari (Westborough); Thomas Bonci (Clinton); Darlene Coyle (Auburn); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dorothy McNamara (Fitchburg); Andrew Pelletier (Southbridge)(vice-Chair); Trish Parent (Upton); Cheryl Rawinski (Sutton); Andrea Crete (Orange); Missy Kakela-Bottoms (Mendon); Wibby Swedberg (Westminster); Colleen Bolen (Worcester CMRPHA); Alissa Errede (Worcester CMRPHA); 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 12:15pm.

Minutes Review: The minutes from the April 2, 2015 Steering Committee were presented for review and approval.

Cheryl Rawinski made a motion that we accept the April 2, 2015 Steering Committee meeting minutes as presented. This was seconded by Sandi Knipe. Two spelling errors were noted and corrected. The motion passed with Darlene Coyle, Wibby Swedberg, and Lee Jarvis abstaining.

Next Meetings:

Phil Leger initiated a discussion about the date of the next Steering Committee meeting and the timing of the planned Public Information and Warning Initiative online exercise. In order to try to maximize exercise participation and de-conflict our scheduling the group decided to move to June Steering Committee meeting one week to June 11th.

Region 2 Public Information and Warning Online Exercise: June 4, 2015/9:00am-4:00pm (may be accomplished at any time during these hours - should only require approximately 90 minutes to complete).

Steering Committee Meeting: June 11, 2015/9:00am/Worcester DPH Room 109.

Steering Committee Meeting: July 9, 2015/9:00am/Location TBD.

Program Coordinator Update: Colleen Bolen

- The last Regional Coordinators meeting was held on April 27th. DPH is working on a contingency plan for those regions which may not have an HMCC in place for the next grant year. DPH is currently reviewing those applications which they received.
- Colleen briefed that the AAR for the Communications Protocol Drill was available however no one has seen it. She will forward a copy to everyone.
- National Preparedness Month is coming up. DPH has some carry-over funds left for this and is looking at producing some 30 second Public Service Announcements to help publicize the event.
- UMass Worcester is withdrawing as an Ebola Treatment Center. Mass General is applying to be the regional treatment center for New England.
- The Harvard School of Public Health recently held a Medical Countermeasures training in Worcester. They are looking at developing a more regional and multi-disciplinary operation and a plan.
- DPH will be conducting one more WebEOC drill before the end of the grant year. It will probably be another resource request drill.

Host Agency Update: Colleen Bolen

- Colleen requested that anyone who had received a Form 1099 from Worcester for trips and conference attendance to please send her an email. She is still working with the Budget Office on this issue.
- Colleen also reported on the recent state site visit for the PHEP program. The visit did a thorough review of all paperwork and had some tips about how to improve some practices.

- The bids for the Planner Positions will close no May 13th.
- Anyone who has still not claimed reimbursement for conference attendance this year should send these requests to Colleen as soon as possible.
- Colleen is expecting some checks for reimbursement or purchases to arrive today.
- Colleen presented a summary of the current budget. As of today we have \$53,355.53 left in the budget.

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

- Dennis Costello from Boylston has requested \$889.00 for the purchase of two (2) iPads but he did not provide the required invoice with his request. This would support capability 6.

Lee Jarvis made a motion that we approve this request but do not act on it until an invoice with the appropriate information is received. Cheryl Rawinski seconded this motion. The motion passed with one “No” vote.

- The Town of Sturbridge has requested \$499.96 to purchase screen protectors and docking stations for 2 tablets. This would support capability 6.

Cheryl Rawinski made a motion that we approve this request. Tom Bonci seconded this motion. The motion passed unanimously.

- The Town of Spencer has requested \$1,301.83 for supplies for their ID maker which is a regional asset. This would support capability 8.

Tom Bonci made a motion that we approve this request. Cheryl Rawinski seconded this motion. The motion passed unanimously.

- The Town of Hopedale has requested \$1,447.12 to purchase replacement items for their regional trailer but did not provide the required supporting documentation. This would support capability 7.

Tom Bonci made a motion that we approve this request but do not act on it until an invoice with the appropriate information is received. Cheryl Rawinski seconded this motion. The motion passed unanimously.

- Ken Gikas requested \$12,081.90 for the purchase of replacement Adult and Child pads for use in the AEDs which the Region had previously purchased and distributed for use in local EDSs. This would be a regional purchase and would support capability 8.

Dottie McNamara made a motion that we approve this request. Tom Bonci seconded this motion. The motion passed unanimously.

- The Town of Southbridge has requested \$439.64 to purchase a 10' by 10' canopy with sides which would be used in drive-through EDS situations or for Public Health exhibits at various events. This tent would be available to other jurisdictions as a mutual aid item and would support capability 6.

Cheryl Rawinski made a motion that we approve this request. Tom Bonci seconded this motion. The motion passed unanimously.

- The Town of Southbridge has requested \$2,437.97 to purchase two (2) Microsoft Surface tablet computers with keyboards and a Samsung Galaxy tablet. This would support capability 6.

Cheryl Rawinski made a motion that we approve this request. Dottie McNamara seconded this motion. The motion passed unanimously.

- Liz Foley stated that she would like to re-allocate \$5,500.00 previously approved by the Steering Committee to purchase promotional items. The committee determined that since it had been originally given with no specific usage attached that the MRC could use it as they saw fit.
- Liz also stated that she and Alissa had met with some local HAM radio operators to look at future potential training opportunities. They may consider purchasing some radio equipment in the future if any volunteers become licensed HAM operators.
- Andy Pelletier asked if anyone knew of any ICS instructors who could present an ICS 100 and NIMS 700 course for his BOH members who would prefer a classroom environment. Sara Darlagiannis stated that retired New Braintree Police Chief Bert DuVerney was qualified to teach but that the students would need access to a computer to take the final exam.
- The committee discussed the possibility of giving the EAT Workgroup the authority to authorize purchases for the remainder of the grant year in order to facilitate spending the remainder of our funds. We have used this in the past.

Darlene Coyle made a motion that we authorize the EAT Workgroup to spend PHEP funds without a Steering Committee vote for the remainder of the grant year. This was seconded by Lee Jarvis. The motion passed unanimously.

- Sandi Knipe asked the EAT Workgroup to plan on meeting at noontime next Tuesday May 12th.

Region 2 HMCC: Phil Leger/Sandi Knipe

- Colleen gave a brief overview of the HMCC concept as she saw it as a bidder.
- She stated that the sponsoring organization (the Host Fiscal Agent) will support the HMCC and does not have a seat at the HMCC table.
- As of now our budgeting and responsibilities should remain the same for the coming budget year ("business as usual"). This may change in the following year when the HMCC is expected to begin operating as intended.
- She also stated that we should set priorities for our budget based upon the draft deliverable requirements for the HMCC and the project which we wish to pursue. We may want to consider more exercises and trainings rather than trying to buy more things.
- Phil Leger stated that the HMCC Workgroup is working on their Principles of Operation and establishing an appropriate meeting schedule. Ed McNamara from CMED seems to be taking a large interest in this process.

Local and State Advisory Committee: Sandi Knipe/Steve Baccari

- Steve stated there are some problems with the HMCC bidding process in other Regions. No one has bid for the HMCC in Regions 4A and 4B. The state is going to re-post the announcement for these Regions. Steve does not think that this will hold up the process in Regions which did have applicants.
- There are three projected retirements from the LSAC. Dawn Sibor, Sandra Martin, and Frank Singleton have all announced their retirements. In addition it appears that Sandy Collins will be leaving in the next year.

Old Business:

- None.

New Business:

- None.

The meeting adjourned at 12:25pm by unanimous consent.

Minutes approved at the June 11, 2015 Steering Committee meeting.

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