

STEERING COMMITTEE MEETING MINUTES

July 9, 2015/9:00am

Worcester DPH

25 Meade Street, Worcester MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Darlene Coyle (Auburn); Kalene Gendron (Pepperell)(Alt); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andrew Pelletier (Southbridge)(Vice-Chair); Cheryl Rawinski (Sutton); Karyn Clark (Worcester DPH); Missy Kakela-Bottoms (Mendon); Wibby Swedberg (Westminster); Alissa Errede (Worcester DPH/CMRPHA); Sara Darlagiannis (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.

Executive Committee Elections (Chair, Vice-Chair):

- Phil Leger called for the election of the Executive Committee for BP4 as specified in the Principles of Operation. Alissa Errede passed around a ballot with the names of those individuals who had been nominated for the committee. Cheryl Rawinski requested that Kalene Gendron and Andrew Pelletier (both present) be added to the ballot.

Chris Montiverdi made a motion that we accept the thirteen names on the ballot for the Executive Committee. This was seconded by Sandi Knipe. During the discussion that followed Cheryl Rawinski requested that Missy Kakela-Bottoms and Alyssa Ruseicki be added to the ballot as alternates. The motion passed unanimously.

Lenny Izzo made a motion that we elect Steven Baccari as the Executive Committee Chair. This was seconded by Cheryl Rawinski. No other names would put forward for the position and the motion passed unanimously.

Sandi Knipe made a motion that we elect Andy Pelletier as the Executive Committee Vice-Chair. This was seconded by Lenny Izzo. No other names were put forward and the motion passed unanimously.

- The new Executive Committee members are: Steve Baccari (Chair) - Westborough, Andy Pelletier (Vice-Chair) - Southbridge, Tom Bonci - Clinton, Darlene Coyle - Auburn, Kalene Gendron - Pepperell, Lenny Izzo - Hopedale, Lee Jarvis - Spencer, Sandi Knipe - Gardner, Phil Leger - Worcester, Dottie McNamara - Fitchburg, Chris Montiverdi - Leicester, Trish Parent - Upton, Cheryl Rawinski - Sutton, Missy Kakela-Bottoms (alternate) - Mendon, Alyssa Ruseicki (alternate) - Sturbridge.
- Andy Pelletier then took over the meeting from Phil Leger.

Minutes Review: The minutes from the June 11, 2015 Steering Committee were presented for review and approval.

Cheryl Rawinski made a motion that we accept the May 7, 2015 Steering Committee meeting minutes as presented. This was seconded by Trish Parent. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: August 6, 2015/9:00am/Worcester DPH/Room 109.
- There was a discussion as to whether this meeting would be necessary or not. Andy Pelletier suggested that we schedule the meeting but cancel at a later time if there was not significant reason to meet.
- Steering Committee Meeting: September 10, 2015/9:00am/Holden Public Safety Building, 1370 Main Street, Holden, MA.

Program Coordinator Update: Alissa Errede

- Alisa stated that she will be attending an OPEM staff meeting in Boston. At the end of the meeting they will have a discussion on the state plan for hurricanes.
- There are some staffing changes going on. A candidate has been announced for Region 3 and the Region 4 Coordinator will be retiring. OPEM is planning on choosing a replacement for John Grieb, their deputy director. There is a position for a Public Health Preparedness and Response manager that is being announced but Alissa was not sure what role this person would fill.
- Alissa also had a copy of the BP4 draft deliverables to share with everyone. She briefed on the first deliverable, Section 1.a., "The coalition will collaborate with HMCC partners to develop a regional-level project that will make progress toward demonstrating joint PHEP and HPP Capabilities." This is due by September 1, 2015. There will be an HMCC meeting on July 30th where this will probably be discussed. There was an extensive discussion on possible topics and how to work with the HMCC partners.
- The group also briefly reviewed the rest of the deliverables.
- Andy Pelletier asked if every area had an HMCC host agency. Region 4A and 4B do not have an HMCC Host Agency yet.

Host Agency Update: Alissa Errede

- Alissa stated that she is doing the BP3 wrap-up. She thanked everyone who has submitted their PHEP purchase reports. Trish Parent had previously asked if we could submit just one monthly bill for service plans if the monthly amount remains the same. After checking with the auditor and grant manager at OPEM they came to the conclusion that if the service plan was for the same amount each month, then jurisdictions could submit just one copy on their monthly bill. However if the plan varied from month to month then they would need a copy of each month's bill. There are still a few reports outstanding but Alissa is in contact with these jurisdictions.
- They are still waiting for the after-action reports for the recent regional trainings.
- MDPH did conduct the HHAN/WebEOC drill. There were a few jurisdictions which had problems with the exercise and MDPH is looking into the issues which were reported to them.
- She also thanked everyone who responded to the MDPH request for a list of July 4th events.
- The regional purchases arrived last month and were delivered to all of the cities and towns by the planners (Sara and Forrest).
- The cots have also arrived. They sent 6 cots to each of the 15 trailers and the remaining 8 were delivered to Worcester for storage against further needs.
- Alissa expects to receive further updates on the BP4 deliverables at the OPEM meeting.

Homeland Security Council: Chris Montiverdi

- Chris stated that the Council will meet next in September. He also stated that their funds for the coming year had increased slightly from \$670,000 to about \$750,000. Most of it will be going to support Technical Rescue capabilities and communications. There is some funding available for Mass Care and Sheltering.
- The Regional Evacuation tabletop was held and was fairly well attended. The State also held the Statewide Sheltering and Evacuation trainings. Both plans are on the MEMA website. The focus of the statewide evacuation plan is on the Cape and the Islands.

Regional Mutual Aid: Darlene Coyle

- There was some discussion about the few remaining cities and towns which have not yet signed the Mutual Aid Agreement and how best to address any problems.

Local and State Advisory Committee: Sandi Knipe/Steve Baccari

- The LSAC held their election for new officers. Elected were Tom Carbone, (Chairman), Jim White (Vice-Chairman), and Amy Palmer (Secretary).
- MEMA talked about Hurricane response and sheltering.
- Mary Clark talked about a new Public Health Emergency Law course which is coming out. The first offering will be in Waltham on July 16th.

- The CDC has made a few changes in their Ebola monitoring. Mass General Hospital is now our regional Ebola Center replacing UMass.
- MERS is becoming a problem in South Korea.
- Chase Hunter talked about the SNS program.
- They also talked about the HMCCs to include those which have already chosen host agencies and the two regions which are still advertising for host agencies.
- Each coalition reported on the projects which they worked on during the past year.

Region 2 HMCC: Phil Leger/Sandi Knipe

- Phil stated that the Region needed another representative for the HMCC to replace him. Trish Parent volunteered for this.

Cheryl Rawinski made a motion that we appoint Trish Parent as our second HMCC representative which was seconded by Dottie McNamara. The motion passed unanimously.

MHOA: Jamie Terry

- There was no report.
- Phil Leger talked about the Legal Liability training course. One of the items he mentioned concerned things which you should not do in the public sector but which people still do.
- The MHOA Conference dates have been set. It will be in Hyannis, MA on Oct. 21-23, 2015. The agenda will be posted later. Attendance at the conference has already been included in the BP4 budget.

Personnel Workgroup: Lenny Izzo

- Lenny reported that they had received more responses to our last bid offering. He then stated that the Workgroup would need to meet in order to review the latest Planner bids. He also asked for help since there were only two people still on the workgroup. There was an extended discussion on how to set a meeting and try to move this process along in an orderly but expeditious manner. In the end the group decided that their best course of action would be to call for a Steering Committee meeting to work with the Personnel Workgroup in sorting through the bids and being able to take a vote on their decision in a timely fashion. Alissa Errede will advise the group when the office receives the bid packages from Purchasing.
- In response to a question about working without a contract, Karyn Clark stated that no one should be working without a contract but she would look into the issue.

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

- The Sutton BOH has requested \$1,297.56 for a 12 month Verizon service contract. This would support capability 6.
- Andy Pelletier cautioned everyone that any requests approved today would be contingent upon receipt of the BP4 PHEP funds.

Lee Jarvis made a motion to approve this request which was seconded by Darlene Coyle. The motion passed with two Nay votes.

- The Town of Spencer has requested \$690.00 for a one year service contract for their ID maker. This is a regional asset and would support capability 15.

Cheryl Rawinski made a motion that we support this request which was seconded by Trish Parent. The motion passed unanimously.

- The Town of Spencer has also requested \$959.76 for Verizon service for two iPads. This supports capability 6.

Trish Parent made a motion to approve this request which was seconded by Wibby Swedberg. The motion passed with one Nay vote.

- The Upton BOH has requested \$976.76 for a 12 month service contract for their tablet. This supports capability 6.

Cheryl Rawinski made a motion that we approve this request which was seconded by Lee Jarvis. The motion passed with one Nay vote.

- The City of Worcester has requested \$12,024.00 for service for the regional satellite phones. This supports capability 6.

Cheryl Rawinski made a motion that we support this request which was seconded by Sandy Knipe. The motion passed unanimously.

- The Grafton BOH has requested \$479.88 to provide Verizon service for one emergency preparedness tablet. This supports capability 6.

Trish Parent made a motion to approve this request which was seconded by Lenny Izzo. The motion passed with one Nay vote.

- The Town of Sturbridge has requested \$1,118.96 to provide service for their cell phone and wi-fi connectivity for one tablet. This support capability 4.

Cheryl Rawinski made a motion that we approve this request which was seconded by Lee Jarvis. The motion passed with one Nay vote.

- The Town of Westborough has requested \$2,048.52 to provide Verizon wireless service for one cell phone, two tablets, and one air card. This supports capability 4.

Cheryl Rawinski made a motion that we approve this request which was seconded by Lee Jarvis. The motion passed with one Nay vote.

- Sara Darlagiannis briefed the group on the upcoming National Preparedness Month and various promotional items which she had researched from Channing Bete. She suggested purchasing these items and distributing them to each City and Town in the Region. Some members however stated that they have a lot of leftover booklets and pamphlets from previous purchases and suggested that anyone who wanted something should make their requests. There was no motion put forth and the subject was tabled.
- Sara stated that they have received approval for a classroom offering of ICS-100 and NIMS-700. Andy Pelletier asked for a price for this he will look at requesting a class.

MRC Workgroup: Liz Foley

- The MRC has received some of their deliverables and it looks like they will be required to accomplish more drills and exercises for this year.
- The WRMRC held their MCI Drill on June 13th and it received great reviews.
- Liz just held a quarterly meeting with the region MRC leaders and they discussed events for the coming quarter. They are looking at trainings to involve pets, radiation, and working with people with dementia and Alzheimer's during emergencies. They are also looking at larger drills and more interactive training.
- They are waiting in one division's budget but not much has changed in the budgets. They are planning on asking for additional funding from PHEP and should have the request ready for the next meeting.

Strategic Planning Workgroup:

- No report.

Old Business:

- None.

New Business:

- Sandi mentioned a bill which was filed by Representative John Zlotnick which would reduce the power of the Board of Health to pass regulations banning items without going through the Mayor or the Selectboard (<https://malegislature.gov/Bills/189/House/H1950>).
- Cheryl Rawinski asked about the Yankee Conference and possible PHEP funding. Andy and Phil stated that in the past there was not a sufficient Emergency Preparedness track to support PHEP funding.
- Andy Pelletier briefed the meeting on the pending Massachusetts Paint Stewardship Bill (<https://malegislature.gov/Bills/188/Senate/S2222>).

The meeting adjourned at 10:23am by unanimous consent.

Minutes approved at the August 6, 2015 Steering Committee meeting.

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