

STEERING COMMITTEE MEETING MINUTES

May 10, 2018/9:00am

WDPH, Room 109

25 Meade Street, Worcester, MA 01610

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Philip Leger (Worcester/Royalston/Holden); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Alissa Errede (Worcester DPH/CMRPHA); Barry Lein (Sterling); Forrest Price (Planner); Joann Lindenmayer (Uxbridge); Lois Luniewicz (WRMRC, Hardwick); Erica Piedade (MDPH); Kalene Gendron (Pepperell); Rita McConville (Westminster); Lisa Daoust (Spencer); James Philbrook (Charlton); Lenny Izzo (Milford); Ellen Alexander (Auburn); Bri Eichstaedt (Sturbridge); Katrina Stanziano (WDPH); Sara Darlagiannis (Planner); Casey Mellin (Northborough)

The meeting was called to order by Chair Steve Baccari at 9:35am.

Minutes Review: The minutes from the April 5, 2018 Steering Committee was presented for review and approval.

Lenny Izzo made a motion that we accept the April 5, 2018 Steering Committee meeting minutes as presented. This was seconded by James Philbrook with one change to Barry Lein role; he should be listed for the Town of Sterling not IT Consultant.

Next Meetings:

- Steering Committee Meeting: June 7, 2018/9:00am/Location - Charlton
- Steering Committee Meeting: August 2, 2018/9:00am/Location – Hardwick

Program Coordinator/Host Agency: Katrina Stanziano

- The Quarter 4 ICS/NISM annual update and 24/7 quarterly update will get done by June 30th.
- There will be a WebEOC Drill in Quarter 4.
- I have a tentative schedule for the June training day. Forest, Jaimie and Michael will each have 45 minutes to do presentations. Forest will present on the Regional EDS templet overview and the EDS Guidance. Jaimie will discuss the closed pod templet she's developing along with the staffing initiative project. Michael will discuss the different technology we have in the Region and show some demos. Katrina and Alissa will give overview of the HMCC and the HHAN/WebEOC.
- The SNS feedback was positive. Most people found it was beneficial to walk through their EDS location. Some of the barriers were finding time with the school as to when we could get in and no funds to pay for help on the weekends.
- Planner evaluations are extended to June 1st.
- We received all the templates for BP 1 X timeline on April 30th. We have until June 10th to work on putting everything together. This is due to the State on June 11th.

Host Agency Update/Alissa Errede

- Just a reminder that we have to make sure that if you have taken money for plans, etc., at the end of the grant year you need to write a letter stating that all funds have been expended. That needs to get in on time otherwise the State will hold back money and not provide funding.
- The State has decided to combine the Regional Coordinator position. (PHEP and HPP is now a combined position) There are still 4 positions: HMCC Program Manager, Planning and Ops Coordinator, Regional Coordinator and HMCC administrator assistant. The State is developing guidelines for the new HMCC position.
- On May 9th there was a Coalition surge test, which was focused on the hospitals, in Westborough.
- Quarterly expenditure reports and final budget modification was submitted to MDPH.

Local & State Advisory Council (LSAC) – Steve Baccari/Jim Philbrook

- Next meeting will be held on May 21, 2018

Region 2 HMCC – Trish Parent/Dottie McNamara

- A joint conference with Region 1 will be held on June 6th at Old Sturbridge Village.

Office of Local and Regional Health update – Erica Piedade

- Erica briefed the group on the highlights of upcoming events in the newsletter. A sign-up sheet was distributed to receive the newsletter.

Regional Workgroup

- Milford is requesting \$2,136.00 for an additional iPad and laptop for their EDS site.

Trish Parent made a motion to approve the purchase of the iPad and laptop. This was second by James Philbrook. The motion passed unanimously.

- Sterling is requesting \$1,031.00 for a charger unit for their radios, 2 sets of AED pads, 1 set pediatric AED pads for their EDS site.

Lenny Izzo made a motion to approve the purchase of a charger unit, AED pads and pediatric pads. This was second by Trish Parent. The motion was passed unanimously.

- Sturbridge is requesting \$1,094.76 for the service plan for 1 tablet and 1 cellphone service to be used for their 24/7 response.

Lenny Izzo made a motion to approve the service plan for 1 tablet and 1 cellphone. This was second by James Philbrook. The motion was passed unanimously.

- Groton is requesting \$611.88 for the service plan for 1 cellphone.

Dottie McNamara made a motion to approve the service plan for 1 cellphone. This was second by Trish Parent. The motion was passed unanimously.

- Westborough is requesting \$2,051.52 for a cellphone, 2 tablets and air card.

Dottie McNamara made a motion to approve purchase of a cellphone, 2 tablets and air card. This was second by Trish Parent. The motion was passed unanimously.

- Millville is requesting \$270.00 for service plan for the iPad.

Jim Philbrook made a motion to approve the service plan for the iPad. This was second by Trish Parent. The motion was passed unanimously.

- Fitchburg is requesting \$604.20 for a cellphone.

Dottie McNamara made a motion to approve purchase of a cellphone. This was second by Trish Parent. The motion was passed unanimously.

- Grafton is requesting \$479.88 for service plan for an iPad.

Dottie McNamara made a motion to approve the service plan for the iPad. This was second by Trish Parent. The motion passed unanimously.

- Royalston is requesting \$1,000.00 for service plan for their cellphones.

Dottie McNamara made a motion to approve the service plan for the cellphones. This was second by Trish Parent. The motion passed unanimously.

- \$13,000 will be set aside for the yearly cost for the global phones. Anyone requesting mileage, please submit you names so that Katrina can open PO's.
- Katrina requested to add \$700.00 per year for mileage in the budget.

Phil Leger made a motion to approve \$700.00 for mileage. This was second by James Philbrook. The motion passed unanimously.

- \$9,000.00 in the budget for MHOA Conference

Phil Leger made a motion to approve \$9,000.00 for MHOA. This was second by James Philbrook. The motion passed unanimously.

- \$600.00 in the budget for MAHB Conference

Phil Leger made a motion to approve \$600.00 for MHB. This was second by Lenny Izzo. The motion passed unanimously.

- \$6,000.00 in the budget for MAPHN Conference

Phil Leger made a motion to approve \$6,000.00 for the nursing conference. This was second by Trish Parent. The motion passed unanimously.

- \$22,000.00 in the budget for the NACCHO Conference

James Philbrook made a motion to approve \$22,000.00 for NACCHO conferences. This was second by Lenny Izzo. The motion passed unanimously.

- Table Top Exercise \$10,000.00

Phil Leger made a motion to approve \$10,000.00 for Table Top Exercise. This was second by James Philbrook. The motion passed unanimously.

- HMCC initiatives \$25,000.00

Lenny Izzo made a motion to approve \$25,000.00 for HMCC initiatives. This was second by James Philbrook. The motion passed unanimously.

- MRC \$50,000.00

Phil Leger made a motion to approve \$50,000.00 for MRC. This was second by Lenny Izzo. The motion passed unanimously.

- Planner contracts \$300,000.00

Phil Leger made a motion to approve \$300,000.00 for planner contracts. This was second by Lenny Izzo. The motion passed unanimously.

- We have \$35,690.76 left that is not allocated and will be divided by these 4 categories: Regional equipment, communication, AED's and trailers.

Phil Leger made a motion to approve \$35,690.76 left is divided into Regional equipment, communication, AED's and trailers. This was second by Lenny Izzo. The motion passed unanimously.

MRC Workgroup: Lois Luniewicz

- We completed our first aid CPR trainings. Our Critical Incidence Stress debriefing training will be held on May 12th at the Milford fire station from 9am – 3pm.
- **Old Business:**
None
- **New Business:**
None

Lenny Izzo made a motion that we adjourn the meeting which was seconded by Phil Leger. The meeting adjourned at 10:19am by unanimous consent.