

STEERING COMMITTEE MEETING MINUTES

Thursday, April 18, 2019

Webster Library

2 Lake St, Webster, MA

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Katrina Stanziano (WDPH); Cheryl Rawinski (Sutton); Casey Mellin (Northborough); Barry Lein (Sterling); Philip Leger (Grafton); Andy Pelletier (Southbridge); Ari Winograd (WDPH); Dottie McNamara (Fitchburg); Jim Philbrook (Charlton); Tex Sarabia (Hardwick); Forrest Price (Planner) ; Alissa Errede (WDPH); Erica Piedade; Jamie Terry (Planner); Deb Vondal (Athol); Jennifer Sullivan (Webster)

The meeting was called to order by Chair Steve Baccari at 9:17 am.

Minutes Review: The minutes from the March 7, 2019 Steering Committee was presented for review and approval.

Jim Philbrook made a motion that we accept the March 7, 2019 Steering Committee meeting minutes with a minor change to the date and location. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: May 2, 2019/9:00am/Location- Worcester
- Steering Committee Meeting: June 6, 2019/9:00am/Location- Beechwood

Host Agency & Program Coordinator: Katrina Stanziano

OPEM Updates

- The next budget modification is due May 17th to the state and all requests are due to Katrina by Friday, April 26th.
- The notice of funding opportunity has been released. We are level funded for this coming grant year at \$481, 672. The deliverables for next year are very similar to previous years, but this will be discussed more in executive session.

The group voted on the concurrences for the overall strategies, approaches and priorities described in work plans and the process and formula used to determine local health department amounts. The motion was passed unanimously.

BP 1 X PHEP Updates

- Deliverables for Quarter 4
 - 24/7 Call Down Updates
 - MDPH/OPEM Quarterly WebEOC drill
 - NIMS/ICS Updates
- Closed POD Training- Katrina is working on coming up with a training and/or finding someone to conduct a Closed POD training for local public health and Long Term Care facilities. This training would be held at the Beechwood and would be four hours long.
- EID Workshop will consist of Beverly Slate, Noelle Freeman, Trish Parent, Cheryl Rawinski, Deb Vescera, and Pat Bruchmann. This group will meet on April 30th to work with Forrest on developing an EID Annex.
- Satellite Phone Results- Participation is down from the previous drill, we have few communities at risk of losing their satellite phone this grant year. Katrina is in the process of reaching out to those communities. Katrina asked the group if we could change the satellite phone policy participation rate to 50% because we are only doing four drills a year. The group was fine with that.
- Regional Purchase update- Katrina let the group know that we are in the process of receiving various regional purchases over the next few months.

BP 1 X ARCHE Funding Update

- Nothing to report.

BP 1 X ARCHE Programmatic update

- Nothing to report.

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

- LSAC past two meetings have been focused around deliverables and budget for next grant year, which was presented earlier in the meeting.

Region 2 HMCC – Trish Parent/Dottie McNamara

- The HVA workshop was held last week and it had a great turnout. The purpose of the meeting was to help narrow down the top 30 hazards to 5 hazards and develop different mitigation actions for each hazard. The mitigation actions developed will help guide our work moving forward.

Regional Workgroup

Personnel Workgroup:

- Nothing to report.

Education, Acquisition & Training (EAT) Workgroup:

- Nothing to report.

MRC Workgroup:

- Nothing to report.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- Katrina will send out the recommend supply list for the regional trailers.

New Business:

- None.

Jim Philbrook made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting adjourned at 9:50 AM by unanimous consent.

Minutes approved at the May 2, 2019 Steering Committee meeting.

Respectfully submitted: Steve Baccari, Chair, Region 2 PHEP Coalition