

STEERING COMMITTEE MEETING MINUTES

Thursday, August 1, 2019

WDPH, Room 109

25 Meade St

Worcester, MA

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Dorothy McNamara (Fitchburg); Barry Lein (Sterling); Andy Pelletier (Southbridge);Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Air Winograd (WDPH); Lisa Daoust (Spencer);Trish parent (Upton); Cheryl Rawinski (Sutton); Kalene Gendron (Nashoba); Eileen Alexander (Auburn); Forrest Price (Planner); Dan Finn (Grafton); Kenneth Lacey (Sturbridge/Warren); Casey Mellin (Northborough); Tex Sarabia (Hardwick) ; James Philbrook (Charlton); Alicia McCartin (Southbridge); Tom Purcell (Dudley)

The meeting was called to order by Chair Steve Baccari at 9:05 am.

Minutes Review: The minutes from the June 4, 2019 Steering Committee was presented for review and approval.

Jim Philbrook made a motion that we accept the June 4, 2019 Steering Committee meeting minutes. This was seconded by Barry Lein. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: September 5, 2019/9:00am/Location- Southbridge
- Steering Committee Meeting: October 3, 2019 /9:00am/Location- Red Apple Farm (Royalston)

Guest from MDPH/OPEM- At Risk Population: Aaron Gettinger

- His role at MDPH/OPEM is to work on whole community planning with a focus on the at risk population. There are two items that the state will be pushing out during this grant year-
 - Toolkit for locals to use for at risk planning
 - A booklet for individuals to use help guide their personal preparedness

Program Coordinator Update: Katrina Stanziano

OPEM Updates

- BP 1 work plan & budget were approved by MDPH/OPEM.
- The last QER for BP 1 X was submitted to the state, we are still waiting for approval.
- We have not received funding yet, so some work will be on hold until then.

BP 1 PHEP Updates

- Deliverables
 - MDPH/OPEM quarterly WebEOC drills – if you take a service plan through PHEP you must take part in at least 3 out of the 4 drills.
 - Updates to EDS board on WebEOC
 - Updating two sections of the EDS plan
 - Development of an Needs Assessment for at risk population
 - Continue to work on the Closed EDS/Staffing initiative
 - SNS drills
- Rep letters- I will accept them on a rolling basis, you need a rep letter to be able to vote at meetings.
- SNS Drills
 - During BP 1 we will work on disguising the difference between the staff notification list and the 24/7 call down list. The staff notification list is supposed to be for the people you would call to set up your EDS. We will work on creating the two different lists this year and test the new list in BP 2.

- Facility set up drills- there was a document that went around that explained the guidelines for this year. The hope is that with this document we tackle a couple of different deliverables this year. The document will be emailed to the group.
- We have three spots left for the EDS TTX; I will email the group to see if anyone is interested.
- Satellite phone policy enforcement- we need to remove two phones from the host communities due the fact they did not complete the required drills during BP 1X. I will work on drafting a letter that will come from the coalition as whole.

Host agency update (ARCHE) - Alissa Errede

BP 1 X Wrap up

- All QERs have been submitted to the state. We are waiting for final approval.

BP 1 Funding update

- We are still waiting to receive funding from the state.

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

- Nothing to report

Region 2 HMCC – Trish Parent/Dottie McNamara

- Ari/Alissa informed the group that the HVA report has been completed and is available to any community that took part in the process. The report helped shape the training and exercise plan for the next three years. The focus for BP 1 is Risk Communication and the hope is to have a conference that focuses on that topic. As of now the plan is to host the conference on November 20th but we still have to get approval from the state. There is a plan to also have a functional exercise this year of the Response Plan.

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:

- Grafton MRC has a new unit leader and they plan on having a meeting in August with the communities in the Grafton MRC. There was discussion around starting up the MRC workgroup again.

New Business:

- Executive Committee Vote. Steve read off the names of those people who had expressed an interest in being on the Executive Committee. During this several other people were nominated. The final list of nominees were:
 - Primary Members: Tom Bonci, Jim Philbrook, Lenny Izzo, Phil Leger, Andy Pelletier, Trish Parent, Casey Mellin, Eileen Dyson-Alexander, Dottie McNamara, Cheryl Rawinski, Steve Baccari, Ken Lacey, and Lisa Daoust.

Trish Parent made a motion that we approve the Executive Committee members as presented. This was second by Cheryl Rawinski. The motion passed unanimously.

Jim Philbrook made a motion that we select Steve Baccari to be Executive Committee Chair which was second by Cheryl Rawinski. The motion passed unanimously.

Cheryl Rawinski made a motion that we select Jim Philbrook to be Vice-Chair which was seconded by Trish Parent. The motion passed unanimously.

Jim Philbrook made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting adjourned 10:03 AM by unanimous consent.

DRAFT