

STEERING COMMITTEE MEETING MINUTES

Monday, February 4, 2019

Tree House Brewery

129 Sturbridge Rd

Charlton, MA 01507

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Katrina Stanziano (WDPH); Cheryl Rawinski (Sutton); Philip Leger (Grafton); Ari Winograd (WDPH); Dottie McNamara (Fitchburg); Jamie Terry (Planner); Jim Philbrook (Charlton); Alissa Errede (WDPH); Lisa Daoust (Spencer); Tom Bonci (Clinton); Forrest Price (Planner); Lee Jarvis ; Erica Piedade (DPH/Office of Local & Regional Health); Grace Peledeau (Sutton); Trish Parent (Upton); Joann Lindenmayer (Uxbridge); Darlene Coyle (Auburn)

The meeting was called to order by Chair Steve Baccari at 9:03 am.

Minutes Review: The minutes from the January 3, 2019 Steering Committee was presented for review and approval.

Jim Philbrook made a motion that we accept the January 3, 2019 Steering Committee meeting minutes as presented. This was seconded by Tom Bonci. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: March 7, 2019/9:00am/Location-Worcester
- Steering Committee Meeting: April 4, 2019/9:00am/Location- Webster

Host Agency & Program Coordinator update: Katrina Stanziano & Alissa Errede

OPEM Updates

- The budget modification #3 is due to MDPH on March 1st.

BP 1 X Updates

- Deliverables for Quarter 2
 - 24/7 Updates
 - Quarterly WebEOC drill-
- Katrina is still accepting rep letters from communities.
- We had 2 people submit for the NACCHO Conference the group voted to approve these 2 people to attend the conference.

Phil Leger made a motion we accept the following people to attend the NACCHO conference this year- Shawn Moran and Cassandra Andersen. This was second by Trish Parent. The motion passed unanimously.

- Emerging Infectious Disease Annex- Katrina asked the group if they would be okay with having a small group work on putting together this annex with Forrest and once they had a completed draft bring to the group as whole. The group was in favor of this decision. Katrina will send out emailing asking for volunteers to be a part of this group.
- Facility setup feedback- Katrina will put together a survey similar to last year to gather feedback from the setup drills.
- Trailer Policy- the group thought it would be best to form a small workgroup to work on developing the policy. The following people volunteered to be part of the workgroup- Phil Leger, Jim Philbrook, Lee Jarvis and Darlene Coyle.
- Katrina asked if anyone was interested in hosting the AM Transmitter from the Town of Brimfield- the group recommended we send this request out to everyone in the coalition.

BP 1 X ARCHE Funding Update

- None

BP 1X ARCHE Programmatic Update

- HMCC has few projects that they are working this grant year- see below:
 - Regional HVA- is a required deliverable for BP 1X. We are asking that everyone take the time to participate in the survey and attend the informal discussion during Q3/Q4. The goal with this project is to use the information gather to inform the next Training and Exercise Plan.
 - Regional Mass Notification System- We are decided to move forward with Code Red as our mass notification system.
 - Subcommittees- the HMCC has to create two different subcommittees during this grant year. The two subcommittees are Planning and Training & Exercise. If you want more information about either of these subcommittees please reach out to Ari Winograd- winograda@worcesterma.gov .

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

- Nothing to report. Will meet in February.

Region 2 HMCC – Trish Parent/Dottie McNamara

- They said the Operationalize Emergency Plans: Incident Command in Action was a great training.

Regional Workgroup

Personnel Workgroup:

- Nothing to report.

Education, Acquisition & Training (EAT) Workgroup:

The Town of Charlton has submitted a request in the amount of \$1,524.95 to repair the roof of the trailer, has mold remediation done to the trailer and to replace the spare tire.

Lenny Izzo made a motion that we approved the request from the Town of Charlton. This was second by Cheryl Rawinski. The motion passed unanimously.

The Town of Westborough has submitted a request in the amount of \$99.95 to replace the Goal Zero Escape 150 power station battery.

Cheryl Rawinski made a motion that we approved the request from the Town of Westborough. This was second by Tom Bonic. The motion passed unanimously.

Regional Purchases- the group was in favor of Katrina figuring out how to best spend the funding for the regional purchases this grant year. Katrina will resend the survey out- so communities have another chance to take the survey.

Lenny Izzo made a motion that Katrina could decide how to best spend the funding on regional purchases. This was second by Cheryl Rawinski. The motion passed unanimously.

MRC Workgroup:

- Nothing to report.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- Nothing to report.

New Business:

- Nothing to report.

Phil Leger made a motion that we adjourn the meeting which was seconded by Lenny Izzo. The meeting adjourned at 10:00 AM by unanimous consent.

Minutes approved at the January 3, 2019 Steering Committee meeting.

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