

STEERING COMMITTEE MEETING MINUTES

Thursday, January 03, 2019

WDPH

25 Meade St, Room 109

Worcester, MA 01610

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Katrina Stanziano (WDPH); Cheryl Rawinski (Sutton); Casey Mellin (Northborough); Philip Leger (Grafton); Andy Pelletier (Southbridge); Ari Winograd (WDPH); Dottie McNamara (Fitchburg); Jamie Terry (Planner); Jim Philbrook (Charlton); Alissa Errede (WDPH); Lisa Daoust (Spencer); Tom Bonci (Clinton); Forrest Price (Planner)

The meeting was called to order by Chair Steve Baccari at 9:07 am.

Minutes Review: The minutes from the December 6, 2018 Steering Committee was presented for review and approval.

Jim Philbrook made a motion that we accept the December 6, 2018 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: February 4, 2019/9:00am/Location- Tree House Brewery in Charlton
- Steering Committee Meeting: March 7, 2019/9:00am/Location-TBD

Program Coordinator: Katrina Stanziano

OPEM Updates

- The budget modification #3 is due to MDPH on March 1st. Requests are due to Katrina by Friday, January 25th. Katrina asked the group for any ideas for regional purchases this year- the group thought towns could use signage, N-95 Masks and gloves. The group noted that communities need to have a plan for how to store the masks and gloves to ensure the product doesn't lose effectiveness.

BP 1 X Updates

- Deliverables for Quarter 2
 - 24/7 Updates
 - Quarterly WebEOC drill- Katrina let the group know that they need to post in the correct incident board to get credit for the drills.
- Katrina is still accepting rep letters from communities.
- We had 7 people submit for the NACCHO Conference the group voted to approve these 7 people but to also resend out the information to coalition for the remaining 8 spots.

Jim Philbrook made a motion we accept the following people to attend the NACCHO conference this year- Jim Philbrook, Agnieszka Podstawka, Cheryl Rawinski, Tom Bonci, Stephen Lipka, Andy Pelletier, and Elizabeth Stephens. This was second by Cheryl Rawinski. The motion passed unanimously.

- Katrina will be sending out information to communities who have trailers next week to have them complete the trailer inventory information.
- We have to update two sections of our EDS Plans for all 74 communities and Katrina wanted to know if the group had any thoughts about which sections we should update this year. Katrina will be meeting with Forrest next week to discuss this further as well. The group thought it could be feasible to update the floor plans, Job Action Sheets or the Demobilization section.

Host Agency Update: Alissa Errede/ Ari Winograd

BP 1 X Funding Update

- We will receive Q3 funding in January. The second budget modification has been approved.

BP 1X 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.
 - Operationalizing Emergency Plans: Incident Command in Action- is a DelValle course required by MDPH as part of BP 1X deliverables. This is a fast-paced, scenario based course focusing on improving agencies' operational readiness, with an emphasis on utilizing existing Emergency Operations Plans (EOP) to guide the overall response. This training will be taking place on January 16th from 10am-3pm in Holden (361 Main St).
 - Regional Mass Notification System- We are finalizing a vendor to move forward with this project in the near future. This will be a way for the HMCC to communicate in an emergency to ensure messaging is getting to our stakeholders and to ensure reports are submitted during disasters.
 - Newsletter- We are hoping to have a monthly newsletter that will go out to all stakeholders in the region. The idea is to compile different articles of interest, upcoming events, and more to ensure all Region 2 Stakeholders have resources to use with Emergency Preparedness.
 - 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@worcestermg.gov .

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

- Nothing to report. Will meet in February.

Region 2 HMCC – Trish Parent/Dottie McNamara

- The HMCC is thinking of holding their annual conference in the fall of 2019.

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:

- Westborough will be taking the vaccine fridge and freezer from Deb Vescera.

New Business:

- Phil let the group know that MHOA has some good information about the new Food Code.

Jim Philbrook made a motion that we adjourn the meeting which was seconded by Tom Bonci. The meeting adjourned at 10:02 AM by unanimous consent.

DRAFT