

STEERING COMMITTEE MEETING MINUTES

Thursday, March 7, 2019

WDPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Trish Parent (Upton); Katrina Stanziano (WDPH); Cheryl Rawinski (Sutton); Darlene Coyle (Auburn); Casey Mellin (Northborough); Barry Lein (Sterling); Philip Leger (Grafton); Andy Pelletier (Southbridge); Ari Winograd (WDPH); Dottie McNamara (Fitchburg); Jim Philbrook (Charlton); Lee Jarvis (East Brookfield); Lisa Daoust (Spencer); Tex Sarabia (Hardwick); Tom Bonci (Clinton); Alicia McCartin (Southbridge); Joan Lindenmayer (Uxbridge); Forrest Price (Planner)

The meeting was called to order by Chair Steve Baccari at 9:02 am.

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

Trish Parent made a motion that we accept the February 7, 2019 Steering Committee meeting minutes as presented. This was seconded by Jim Philbrook. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: April 18, 2019/9:00am/Location- Webster or Worcester
- Steering Committee Meeting: May 2, 2019/9:00am/Location- TBD

Host Agency & Program Coordinator: Katrina Stanziano

OPEM Updates

- The budget modification was submitted to the state last Friday.
 - There was motion to increase the NACCHO conference allowance for the attendees by \$500 to ensure there is enough funding to cover their cost.
Phil Leger made a motion that we accept the increase in cost. This was second by Jim Philbrook. The motion passed unanimously.
- The Cooperative Agreement (FOA) has been released. MDPH/OPEM current time line has the concurrence vote happening between April 12th and April 25th.
- There was another statewide planner meeting yesterday here in Worcester.

BP 1 X PHEP Updates

- Deliverables for Quarter 3
 - 24/7 Updates are due to Katrina by March 16th.
 - MDPH/OPEM Quarterly WebEOC drill
- Katrina is still accepting rep letters from communities.
- EID Workshop will consist of Beverly Slate, Noelle Freeman, Trish Parent, Cheryl Rawinski, Deb Vescera, and Pat Bruchmann. This group will meet in April to work with Forrest on developing an EID Annex.
- Facility setup drills will all be complete on March 9th. All but one community took part in the setup this year.
- There is a draft trailer policy that was sent to the workgroup to look at and will be shared at the next meeting for feedback.

BP 1 X ARCHE Funding Update

- Nothing to report.

BP 1 X ARCHE Programmatic update

- The Regional HVA/Meet and Greet will be taking place on April 9th from 8:30 AM to 1:30 PM at the Beechwood hotel. Make sure you register and each entity can bring up to 2 people.

- There will two in person ICS courses available for people to take in April. ICS 100 on April 16th from 1 to 4:30 PM and NIMS 700 on April 23rd from 1 to 4:30 PM both classes will be here in Worcester. More information to come.

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

- Nothing to report.

Region 2 HMCC – Trish Parent/Dottie McNamara

- Nothing to report.

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:

- None.

New Business:

- None.

Phil Leger made a motion that we adjourn the meeting which was seconded by Jim Philbrook. The meeting adjourned at 9:46 AM by unanimous consent.

Minutes approved at the April 18, 2019 Steering Committee meeting.

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