

STEERING COMMITTEE MEETING MINUTES

April 5, 2018/9:00am

Southbridge Town Hall

41 Elm Street Southbridge, MA 01550

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Thomas Bonci (Clinton); Philip Leger (Worcester/Royalston/Holden); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Cheryl Rawinski (Sutton); Debra Vescera (PH Nurse); Alissa Errede (Worcester DPH/CMRPHA); Barry Lein (Sterling); Forrest Price (Program Planner); Jamie Terry (Program Planner); Joann Lindenmayer (Uxbridge); Lois Luniewicz (WRMRC, Hardwick); Erica Piedade (MDPH, Northampton); Andrew Pelletier (Southbridge); Kalene Gendron (Pepperell); Rita McConville (Westminster); Deb Vondal (Athol); Darlene Coyle (Auburn); Lisa Daoust (Spencer); Michael Borowiec (Phep Region 2); Carla Hitzenbuhler (Phep Region 2); James Philbrook (Charlton); Lenny Izzo (Milford)

The meeting was called to order by Chair Steve Baccari at 9:11am.

Minutes Review: The minutes from the March 1, 2018 Steering Committee was presented for review and approval.

Lenny Izzo made a motion that we accept the March 1, 2018 Steering Committee meeting minutes as presented. This was seconded by James Philbrook. The motion passed with one abstention.

Next Meetings:

- Steering Committee Meeting: May 3, 2018/9:00am/Location - Worcester
- Steering Committee Meeting: June 7, 2018/9:00am/Location – Pepperell

Program Coordinator/Host Agency: Katrina Stanziano

- There was no quarterly WebEOC drill in Q2.
- The notice of funding opportunity has been released. 1.3% cut across the board, which is a \$5,000 cut from last year. The state is getting \$520,000.00 to upgrade the laboratories. The deliverables were distributed. We will be doing Emerging Infectious Disease Annex, which will be our Regional or Coalition project for this coming grant year. In Quarter 2 of BP 1 X, we will get new PHEP deliverables.

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.

- The budget modification #3 was approved. In the process of ordering.
- Northborough is doing hosting a tabletop exercise on April 11th.
- 22 people participated in the internal WebEOC drill.
- MAVEN training - TBD
- 76% participated in the satellite phone test for March. (distributed)
- Katrina, Jamie and Sara are in the process of coming up with a survey for feedback on the facility set up drills. We want to gather the feedback of what people thought were benefits and what were the barriers and challenges.
- The AM transmitter in Brimfield needs a new home.
- We need a policy in place for transferring equipment between towns.

Host Agency Update/Alissa Errede

- We will be able to fill the 2 positions that are currently open. There will be funding for 3 HMCC positions.
- Region 4 A and B will be merging.

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

- The meeting was regarding funding for BP 1 X.

Region 2 HMCC – Trish Parent/Dottie McNamara

- We are partnering with Region 1 to host our annual conference. More to come.

Regional Workgroup

- Region 2 is asking for \$719.90 to purchase 23 lock boxes for all Regional trailers.

Trish Parent made a motion to approve the purchase of lock boxes for the trailers. This was second by James Philbrook. The motion passed unanimously.

- In our budget we have \$18,000.00 set aside for trailers so we don't need to vote on this. Hardwick needs a generator, \$2,500.00, which also needs decaling.
- Regional purchase of signage for EDS.

Jim Philbrook made a motion to approve \$20,000.00 for signage. This was second by Lenny Izzo. The motion was passed unanimously.

- Millville is requesting \$2,486.75 for a laptop, a tablet, and batteries for their two-way radio.

Andrew Pelletier made a motion to approve the purchase of a laptop, a tablet and batteries for Millville. This was second by Thomas Bonci. The motion was passed unanimously.

- Pepperell is requesting \$976.97 for a storage cabinet to be used at their EDS site and 2 wire shelves.

Lenny Izzo made a motion to approve the purchase of a storage cabinet and 2 wire shelves for Pepperell. This was second by Cheryl Rawinski. The motion was passed unanimously.

- Uxbridge is requesting \$1,400.00 for 1,000 copies of emergency preparedness booklets.

Lenny Izzo made a motion to approve 1,000 copies of the emergency preparedness booklets for Uxbridge. This was second by Jim Philbrook. The motion was passed unanimously.

- Townsend – The group voted to table this request until next month. Regional Coordinator will follow up with the town.

Philip Leger made a motion to table this request until next month. This was second by Jim Philbrook. The motion passed with one abstention.

MRC Workgroup: Lois Luniewicz

- The first aid training was in Northborough on March 17th. We have our combination first aid and CPR/AED training in Sturbridge on April 14th. We also have CPR/AED training in Worcester on April 28th. We have a request into the state to fund our Critical Incidence Stress debriefing training attentively scheduled for May 12th in Milford. We are planning to do emergency dispensing site training probably in Worcester, location TBD. We recently received our funding guidance for next fiscal year and this will potentially change how the MRC functions going forward. The state is requiring that all Regions have a funding formula.
- **Old Business:**
None

- **New Business:**
Erica Piedade – Briefed the group on the upcoming listening sessions on a draft report and what recommendations they will require.

Philip Leger made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting adjourned at 10:49am by unanimous consent.

Minutes Approved at the May 10, 2018 Steering Committee meeting.

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