

STEERING COMMITTEE MEETING MINUTES  
Thursday, April 7, 2022  
Virtual Meeting

IN ATTENDANCE: James Philbrook (Charlton)(Chairman); Kristin Black (Northborough)(Vice Chairman); Michael Nelson (MDPH); Pam Masters (WDPH); Shane Keville-Wagner (WDPH); Forrest Price (Planner); Jamie Terry (Planner); Phil Leger (Royalston+); Jeff Paster (Lancaster); Dottie McNamara (Fitchburg); Barry Lein (Sterling); Erin Hightower (Uxbridge); Lois Luniewicz (WRMRC); Rike Sterrett (Oxford); Camille Griffin (Webster/Dudley); Ken Lacey (Sturbridge); Julie VanArsdalen (Grafton); Jennifer Sullivan (Westborough); Anne Loree (Westminster); Deb Vescera (Upton); Tom Mullins (West Boylston); Cheryl Rawinski (Sutton), Grace Peladeau (Sutton); Dan Finn (Grafton); Trevor Brusco (Leicester/North Brookfield); Ronald Marlborough (Millbury)

The meeting was called to order by Chairman Jim Philbrook at 9:15 AM.

**Chairman Announcements:** Jim Philbrook thanked Cheryl Rawinski for setting up this in-person meeting. Remember to sign up for the After-Action Conference on May 5<sup>th</sup>. Also, Executive Session will be held after the regular meeting.

**Minutes Review:** The minutes from the March 3<sup>rd</sup>, 2022, Steering Committee were presented for review and approval.

**Kristin Black made a motion that we accept the March 3<sup>rd</sup>, 2022, Steering Committee meeting minutes as presented. This was seconded by Jennifer Sullivan. The motion passed.**

**Town Highlights:**

- EDS Vaccination Clinics
  - Kristin Black stated Northborough will be running booster clinics on the 8<sup>th</sup> and 22<sup>nd</sup> at their Senior Center. 220 people are registered. The FEMA money has extended vaccination costs through July. They are running a small school clinic on Tuesday for Northborough and Southborough. They are also targeting the 50+ community due to registration barriers. If you need a one-off vaccine on the 8<sup>th</sup> or 22<sup>nd</sup>, call Kristin.
  - Erin Hightower stated the state is not doing homebound boosters.
  - Jim Philbrook spoke about paramedicine.
  - Tom Mullins spoke about the state's website which lists pharmacies that carry paxlovid.
  - Lois Luniewicz reminded the group not to forget about the MRC volunteers for homebound visits.

## **Program Coordinator and Sponsoring Organization: HMCC Team & Michael Nelson**

- Workplan and Budget Planning for BP3 (FY22) Update
  - Trailer Project Updates-Shane Keville-Wagner stated Comm Mobile Solutions will be reaching out and picking trailers up before the end of the grant year if they have not already. They will pack and unpack it. Also, they will be sending out an assessment at the end of the project. Contact Shane if you have any questions.
  - EAT Committee- Michael Nelson stated they are still waiting on DPH approval to complete workplans and budgets for next year. Once approved, BP4 budget can be put together. This will also allow the ability to submit EAT requests.
  - Jamie Terry collected data in the after-action reports that included items that would have been useful to communities. Jamie will give the information to Michael.
  - Policy Consideration- Michael stated the Committee met a few weeks ago and got through most of the policies. Suggestions will be brought back for further discussion before this group.

## **Planner and Committee Updates**

- Planners
  - Updates from Forrest Price- Forrest stated he has been reaching out to communities one by one to update their plans. Webex online meetings were held earlier this year to go over EDS plans. Right now, he is reaching out by phone. He is concentrating on 3 areas- EDS sites, listing of key town officials, and Board of Health 24/7 call down lists. Contact Forrest if you need to review your plan. 80% of towns have been contacted.
- Updates from Jamie Terry- Jamie spoke about the after-action event at the Beechwood on Thursday, May 5<sup>th</sup>. This will be very beneficial to attend. An invitation was sent out.
- Volunteer Coordination/Medical Reserve Corps - MRC Coordinators
  - Lois Luniewicz stated they did their March 26<sup>th</sup> and 28<sup>th</sup> trainings virtually. They realized that self-care was left out of the recently revised Policy and Procedure Manual for WRMRC, so Lois added this in. Marianne sent out a request for interested parties for a Hands Only CPR training and CPR certification. Marianne is also coordinating Stop the Bleed training and has been working diligently on the Search and Rescue training. A badge module is being added to Mass Response. They are talking about doing a MRC texting drill. They are also talking about MRC 101 which will highlight the MRC's range of abilities. Their Quick Response team had a kick-off meeting. Lois has been working with Rike Sterrett in Oxford for a recruiter program. Discussion about the volunteer request form.
  - Barry Lein stated the Wachusett MRC will also be adding self-care to their Policy and Procedure Manual. They were awarded \$45k in grants this year. Their summer fair

activity will have the theme, Stop the Bleed. They are getting ready for in-person trainings.

- Local & State Advisory Council (LSAC) - Jeff Stephens/Kristin Black- no update
- Region 2 HMCC: HMCC Representatives from Public Health
  - Rike Sterrett stated there will be a Civil Unrest training at the May 25<sup>th</sup> HMCC meeting. They received OPEM approval for the western shelter. They will be working on the PHEP equity project. Discussed Code Red drill that went out. They are looking to update the website. A committee has come together to see what needs to be updated. A MEMA CERT Rodeo training will be held on April 23<sup>rd</sup> in Leicester at the old Becker College campus. This will show you how to form and manage a CERT team. Shane will send out the training information. Hospitals and long-term care are currently feeling relief. Also, they will start looking into what they want to do in BP4.
  - Code Red discussion

**Town comments related to PHEP matters such as funding, deliverables, etc.-** Satellite phone drill discussion

**Old Business-** Shane discussed the recent Code Red drill on March 30<sup>th</sup>.

Deb Vescera stated the Massachusetts Public Health Nurses Association Conference will be on May 18<sup>th</sup> and 19<sup>th</sup> at the Southbridge Conference Center.

Vaccine/Volunteer registration system discussion.

**New Business-** Ukraine refugee discussion.

**Next Meeting** – May 5<sup>th</sup>, 2022 at the Beechwood Hotel at 8:30

**Cheryl Rawinski made a motion that we adjourn the public portion of the meeting to enter Executive Session. This was seconded by Phil Leger. The public portion of the meeting adjourned at 10:26 AM by unanimous consent.**

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