

STEERING COMMITTEE MEETING MINUTES

Thursday, August 6, 2020

Virtual Meeting

IN ATTENDANCE: Cheryl Rawinski (Sutton); Kristin Black (Uxbridge); Katrina Stanziano (WDPH); Alissa Errede (WDPH); Jim Philbrook (Charlton); Trish Parent (Upton); Phil Leger (Royalston); Barry Lein (Sterling); Ray Gauthier (Westborough); Lisa Daoust (Spencer); Jamie Terry (Planner); Andy Pelleiter (Southbridge); Ken Lacey (Sturbridge); Darlene Coyle (Auburn); Cathleen Liberty (Franklin); Jen Sullivan (Webster); Deb Vondal (Athol); Lenny Izzo (Milford); Jeff Paster (Lancaster); Dottie McNamara (Fitchburg); Ira Grossman (Groton); John Sullivan; John Farnsworth (Lancaster); Tom Bonci (Clinton); Missy Kakela-Boisvert (Mendon); Beth Hallal (Medway)

The meeting was called to order by vice chair Jim Philbrook at 9:04 AM

Minutes Review: The minutes from June 22, 2020, Steering Committee were presented for review and approval.

Cheryl Rawinski made a motion that we accept June 22, 2020, Steering Committee meeting minutes. This was seconded by Phil Leger. The motion pass unanimously.

Next Meetings:

- Steering Committee Meeting: September 3, 2020- Virtual
- Steering Committee Meeting: October 1, 2020- Virtual

Program Coordinator Update: Katrina Stanziano

OPEM updates:

- BP 2 workplan and budget have been approved.

BP 2 update:

- Deliverables and SNS drills will be similar to BP 1, the big difference for the SNS drills there will be no site survey required.
- Rep letters- will be accepted on a rolling basis. You need a letter to vote at meetings.
- Sat. Phone policy- anyone who has a sat. phone must take part in at least 50% of the drills each year.
- Service plans- if you have a service plan through PHEP you must take part in at least 3 of the 4 state WebEOC drills to remain eligible.
- Any community who requested regional purchases in BP 1, needs to schedule a time to come pick them up from WDPH.

Host Agency Update- Alissa Errede

- Planner bids close on August 12th
- We have started interviews for the Regional Coordinator position.

Local & State Advisory Council (LSAC)

- Nothing to report

Region 2 HMCC- Trish Parent/Dottie McNamara

- Working with the HMCC on regional cache of PPE

Regional Workgroup Updates:

Personnel workgroup- nothing to report

Education, Acquisition & Training workgroup (EAT)

- The town of Sturbridge submitted a request to increase their phone service plan by \$115.44 for the year, bring the new total to \$1,363.44.

Trish Parent made a motion we approved the town of Sturbridge request to increase their service plan by \$115.44. This was second by Deb Vondal. The motion passed unanimously.

- The town of Milford submitted a request for gowns, N95s, gloves, tents, goggles and thermometers for \$3,959.

Tom Bonci made a motion we approved the town of Milford request for \$3,959. This was second by Cheryl Rawinski. The motion passed unanimously.

- The town of Blackstone submitted a request for a tent and portable fogger for \$942.

Andrew Pelleiter made a motion we approve the town of Blackstone request for \$942. This was second by Tom Bonci. The motion passed unanimously.

- The town of Spencer submitted a request for a new regional badge printer for \$1,925.

Lenny Izzo made a motion we approve the town of Spencer request for \$1,925. This was second by Tom Bonci. The motion passed unanimously.

- The town of Brimfield submitted a request for eight new radios for \$3,104.00.

Lenny Izzo made a motion we approve the town of Brimfield request for \$3,104.00. This was second by Darlene Coyle. The motion passed unanimously.

- The city of Fitchburg submitted a request for cell phone service in the amount of \$610.20.

Tom Bonci made a motion we approve the city of Fitchburg request for \$610.20. This was second by Trish Parent. The motion passed unanimously.

- The town of Groton submitted a request for cell phone service in the amount of \$617.88.

Trish Parent made a motion we approve the town of Groton request for \$617.88. This was second by Lenny Izzo. The motion passed unanimously.

- The town of Lancaster submitted a request for a generator, six walkie talkie, face masks, gloves, face shields, flashlights, traffic wand, batteries, tents/walls, aprons, dry erase

boards, dry erase makers, black markers, caution tape, arrows, paper, cones, folding table and chairs for \$38,317.75.

Lenny Izzo made a motion to approve the request, but then withdrew his motion. There was discussion about the generator and how that is not allowable expense. Lenny Izzo then made a new motion to approve the request without the generator for an amount of \$3,317.75. This was second by Phil Leger. The motion passed with one opposed.

MRC workgroup- nothing to report

Strategic Planning workgroup- nothing to report

Old Business- nothing to report.

New Business-

- Colleen shared about information about the Stop the Spread initiative that is going on the state.
- Executive Committee Vote. Steve read off the names of those people who had expressed an interest in being on the Executive Committee. During this several other people were nominated. The final list of nominees were:
 - Primary Members: Phil Leger, Andrew Pelletier, Jim Philbrook, Cheryl Rawinski, Kristin Black, Ken Lacey, Tom Bonci, Trish Parent, Jeff Paster, Ray Gauthier, Lenny Izzo, Jen Sullivan, Dottie McNamara, and Darlene Coyle. Alternate Members: Cathleen Librey and Lisa Daoust.

Lenny Izzo made a motion that we approve the Executive Committee members as presented. This was second by Phil Leger. The motion passed unanimously.

Darlene Coyle made a motion that we select Jim Philbrook to be Executive Committee Chair which was second by Lenny Izzo. The motion passed unanimously.

Andrew Pelletier made a motion that we select Kristin Black to be Vice-Chair which was seconded by Trish Parent. The motion passed unanimously.

Lenny Izzo made a motion that we adjourn the meeting, which was seconded by Trish Parent. The meeting adjourned at 10:18 AM by unanimous consent.

Minutes approved at the September 3, 2020 Steering Committee meeting.

Respectfully submitted: Jim Philbrook, Chair, Region 2 PHEP Coalition