

STEERING COMMITTEE MEETING MINUTES
Thursday, January 2, 2020
25 Meade St
Worcester, MA 01610

IN ATTENDANCE: Alicia McCartin (Southbridge); Kenneth Lacey Jr (Sturbridge); Cheryl Rawinski (Sutton); Beth Hallal (Medway); Kristin Black (Uxbridge); Dottie McNamara (Fitchburg); Katrina Stanziano (WDPH); Alissa Errede (WDPH); Tom Bonci (Clinton); Jim Philbrook (Charlton); Trish Parent (Upton); Lenny Izzo (Milford); Lisa Tamagni (Milford); Lois Luniewicz (WRMRC); Phil Leger (Royalston); Eileen Alexander (Auburn); Laureen Menard (Oxford); Ray Gauthier (Westborough)

The meeting was called to order by Vice-Chair Jim Philbrook at 9:11 AM.

Minutes Review: The minutes from January 2, 2020, Steering Committee were presented for review and approval.

Cheryl Rawinski made a motion that we accept January 2, 2020, Steering Committee meeting minutes. This was seconded by Beth Hallal. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: March 5, 2020 Location- TBD (Uxbridge or Charlton)
- Steering Committee Meeting: April 2, 2020 Location- TBD (Uxbridge or Charlton)

Program Coordinator Update: Steven Baccari

OPEM Updates

- The Cooperative Agreement for PHEP was released on January 16th. Concurrence will happen at the end of February and early March. Be on the lookout for more information.
- There will be another statewide planner meeting in March.

BP 1 PHEP Updates

Deliverables

- SNS drills are moving along, and we are on track to complete all by the March deadline.
- Region 4AB is conducting EID TTX this year, and Katrina got to participate in one last week. She thought the group should look into Critical Staff Dispensing plans.
- The group reviewed the Principles of Operations, and there were no changes needed.

Host agency update (ARCHE) - Alissa Errede

- Nothing to report

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:

The town of Charlton has submitted a request for \$464.75 for trailer repairs.

Lenny Izzo made a motion that we approve the request for the town of Charlton. This was second by Tom Bonci. The motion passed unanimously.

The town of Sturbridge has submitted a request for \$2,688 for a replacement Satellite phone.

Cheryl Rawinski made a motion that we approve the request for the town of Sturbridge. This was second by Tom Bonci. The motion passed unanimously.

The town of Westborough has submitted a request for \$1,944 for a replacement laptop.

Tom Bonci made a motion that we approve the request for the town of Westborough. This was second by Lenny Izzo. The motion passed unanimously.

The City of Worcester has submitted a request for \$750.50 for supplies for the five regional public health trailers in Worcester.

Trish Parent made a motion that we approve the request for the City of Worcester. This was second by Tom Bonci. The motion passed unanimously.

The town of Oxford has submitted a request for \$9,353.97 for a quick shelter tent, 25 radios, and lanyards. The town then submitted an amendment to their request for 25 radios to 4 radios.

Phil Leger made a motion that we accept the amendment to the request. This was second by Tom Bonci. The motion passed unanimously.

The town of Oxford submitted an amendment request for \$2,128.37 for a quick shelter tent, 25 radios, and lanyards.

Phil Leger made a motion that we approve the request for the town of Oxford. This was second by Lenny Izzo. The motion passed unanimously.

The coalition presented a request to have three broken satellite phones sent back to the vendor for \$300.

Ken Lacey made a motion that we approve the request for sending back the broken satellite phones. This was second by Phil Leger. The motion passed unanimously.

The coalition presented a request to have a regional cache of PPE that would be a shared cost with the HMMC and Hospital coalition.

Ken Lacey made a motion that we approve the request for a regional cache. This was second by Lenny Izzo. The motion passed with one person opposed.

MRC Workgroup:

- WRMRC Coordinator provided a brief update on what the unit has been up to this year and what activities are planned for the spring.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- Nothing to report

New Business:

- The group asked if we could add the Regional Public Health Committee as an agenda item.

Tom Bonci made a motion that we adjourn the meeting, which was seconded by Jim Philbrook. The meeting adjourned at 11:12 AM by unanimous consent.

DRAFT