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Walpole
Waltham
Wayland
Weston
Winchester
Woburn
Wrentham

Thursday, February 8th 2018

11:30 A.M. – 1:30 P.M.

Meeting Location:

Sharon Community Center
219 Massapoag Ave, Sharon, MA.

EC MEETING MINUTES

Meeting Start: 11:32 AM

Meeting End: 1:35 PM

Total meeting minutes: 1 Hour 22 Minutes (87 Minutes)

A.) Welcome and Introductions/Call to order & Quorum Call

Cody, Gerard (Chair)

- Members Present- Anderson, Beverly (Sharon), Cody, Gerard (Lexington), Fantasia, Linda (Carlisle), Hartnett, Ellen (Sherborn), Lumenello, Susan (Burlington)
- Additional staff- Bonaccorsi, Tyler (4A Emergency Preparedness planner), Dunlop, Jendy (Program Manager for the Metro Regional Preparedness Coalition), Foley, Liz (MDPH OPEM), Lanphere, Christian (CHA)

Meeting called to order @ 11:32 AM 1st: Cody, Gerard 2nd: Fantasia, Linda

B.) Administrative business:

1. Opening comments – *Cody, Gerard (Chair)*

2. 4A Project-

- The 4A planner has been working on developing a EDS sample document with supporting materials from previous 4B EDS projects and the new MDPH EDS guidance for the 4A workshop. The workshop material will be finished up within the following week and will be sent to the 4A executive committee for review.
- The 4A workshops will take place throughout the region. There will be 5 workshops in total each being 4 hours in length so communities can adequately work on their plans. Locations will be opened up to the region if communities wish to host a workshop.
- All of the project material will be made available to the region via flash drives and email if a community cannot attend.
- Communities will be asked to RSVP prior to a workshop.

3. Remaining allocations-

- The executive committee reviewed the remaining allocations and projected money left over for the budget period which is estimated at \$53,617.
- The executive committee agreed that the mini grant process will be opened back up to communities who wish to make additional purchases.
- Additional considerations were hiring a consultant to look back into the regional project from last year and determine considerations for using the project in the upcoming fiscal year. The project was to look at how to utilize municipal staff in a public health emergency. Last years scope for the project will be reviewed and resubmitted to MDPH for the next fiscal year.
- Additional considerations also include- new regional trailers, NAACHO, trailer maintenance and laptops for each community to support EDS, EOC and COOP. Additional information is to come in the future.

4. Open meeting law-

- Currently region 4A has not had access to the regional website. To follow state open meeting laws the regional website has to be voted on and approved by the coalition.

Without a prior vote on record, communities are asked to post the agenda per open meeting law within each of their communities.

- At the next general coalition meeting the region can vote to use the regional website in which that time the 4A planner will upload minutes and agendas to the website going forward. Communities will still have to post a link to the website per open meeting law on their town page. Additional information is to come at the next general coalition meeting.
5. EC board members-
 - At this time most, executive committee members are past their tenor per the regions principles of operation. All members have agreed to stay on until June 30th after the regional merger project is complete.
 6. ASPR/CDC separation-
 - ASPR and the CDC have chosen to separate going forward. Additional information will come to the region in the future however, the next budget period will now be known as BP1 supplemental.
 7. MRC supplies-
 - Going forward per the MRC advisory board and a request from CHA, all MRC will no longer be housed in coordinator homes. The supplies will be made available at a community within the region. Sudbury has volunteered to hold some of the supplies and arrangements will be made for the remaining supplies.
 8. Community questionnaire
 - A community questionnaire has been developed and the initial draft has been shared with the executive committee. Updates will be made to the questionnaire which will be used in the 4AB project and will be sent out to the region a date is still TBD.
 9. 4AB project location-
 - The joint 4AB meeting will be held outside of a community (hotel, facility) and will serve lunch to all members. Both 4A and 4B will split the cost and will use some of the remaining funding to pay for the event. Initial thoughts include the Sheraton in Norwood, Mass Medical Society and the Holiday Inn in Dedham.
Vote to allocate additional funding to 4AB project for meeting space: Unanimously approved
 10. Other-
 - 4A MRPC executive committee representative is currently Gerry Cody and is looking to step down. A new representative is required and will be brought up at the next general coalition meeting.
 - Beverly Anderson asked about the contract expiration date for the 4A planner which is June 30th and the overall CHA fiscal contract date which will be located.

F.) Adjourn Executive Committee meeting

1: 35 PM

Motion to adjourn meeting 1st: Cody, Gerry 2nd: Anderson, Beverly