



Acton  
Ashland  
Bedford  
Boxborough  
Burlington  
Carlisle  
Concord  
Dover  
Framingham  
Holliston  
Hopkinton  
Hudson  
Lexington  
Lincoln  
Littleton  
Marlborough  
Maynard  
Medfield  
Millis  
Natick  
Norfolk  
Sharon  
Sherborn  
Southborough  
Stow  
Sudbury  
Walpole  
Waltham  
Wayland  
Weston  
Winchester  
Woburn  
Wrentham

Thursday, December 7<sup>th</sup> 2017

12:00 P.M. –2:00 P.M.

**Meeting Location:**

Wayland Town Hall (Large hearing Room)  
41 Cochituate Road, Wayland, MA

**GC MEETING MINUTES**

(Informal meeting due to open meeting law posting issues, no votes held)

Meeting Start: 12:17 PM

Meeting End: 1:50 PM

Total meeting minutes: 1 Hour 33 Minutes (93 Minutes)

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

*Cody, Gerard (Chair)*

- Members Present- Anderson, Beverly (Sharon), Cody, Gerard (Lexington), Coreas, Liana (Woburn student), Decampo, Karen (Woburn), Duggan, Stephanie (Maynard), Evdokimoff, Merrily (Stow), Fantasia, Linda (Carlisle), Fenton, Judy (Wrentham), Garreffo, James (Littleton), Hartnett, Ellen (Sherborn), Hayett, Karen (Dover), Lumenello, Susan (Burlington), Moran, Patty (Marlborough), Porter, Heidi (Bedford), Sterrett, Rike (Marlborough), Waksmonski, Mark (Bedford), White, James (Co-chair, Natick)
- Additional staff- Bonaccorsi, Tyler (4A Emergency Preparedness planner), Dunlop, Jendy (Program Manager for the Metro Regional Preparedness Coalition), Foley, Liz (MDPH OPEM), Hansen, Amy (4A MRC Coordinator)

Meeting called to order @ 12:17 PM 1<sup>st</sup>: Cody, Gerard 2<sup>nd</sup>: White, James

**B.) Administrative business:**

1. Community allocations-

- Quarter one expense reports will be shared with the region along with important fiscal dates that are coming up.
- Community allocations approved in a quarter must be spent in either that quarter or the upcoming. Funds cannot be carried over multiple quarters without a modification. For quarter allocations, purchases must be made no later than quarter 3.
- If you have any questions please send an email to the Hmcc mailbox for clarification

2. Deliverables

- A tracking sheet of deliverables complete to date was made available at the meeting. Two of the three EDS drills are due by 12/31/17

3. Community Questionnaire

- A community questionnaire will be sent out to the region in part of the 4AB project. The questionnaire hopes to gather information about communities in part of the regional merger.

4. 4AB project

- The regional project which looks at merging 4A and 4B is underway. The request for proposal was sent out to multiple agencies including MHOA, Indeed and Regina Villa. Regina Villa was selected by the executive committee from both 4A and 4B. consultant paperwork has been approved by MDPH and is set to be executed shortly.

**C.) Quarterly Updates:**

1. 4A Project

- The 4A project is currently being developed. The new EDS guidance has been released by MDPH and is being reviewed by the 4A planner. An EDS sample document is being

created and will be reviewed during regional workshops. Additional information is to come.

2. MOU sample document-
  - An MOU sample document has been created by the 4A planner. The document is designed to help communities develop MOU's for their community EDS plans. The document was reviewed during the meeting with some initial feedback and will be updated and sent out to the region.
3. MRPC stakeholders meeting-
  - The quarterly MRPC stakeholders meeting will be held on December 13<sup>th</sup> at partners healthcare in Somerville. This quarter will highlight long term care facilities and their partnerships.
4. 24/7 duty officer-
  - The 24/7 duty officer protocol and common operating picture is in its final stages and will be activated shortly.
  - The 24/7 duty officer is intended to help communities coordinate with resources within the region. Additional information about the duty officer and its use will be made available shortly.
5. CMS healthcare training-
  - An upcoming training is TBA about CMS and its requirements for facilities. The training will highlight the requirements and how the 5 core disciplines tie into CMS.
6. MDPH coordinator-
  - The regional coordinator for public health emergency preparedness (PHEP) as we know is Liz Foley. Liz has now taken on the responsibility of regional Hospital planner (HPP) as MDPH makes adjustments based off funding.
7. LSAC-
  - LSAC has moved to a bi-monthly meeting schedule going forward. Jim White currently the 4A representative is looking to have someone replace him on the LSAC board.
  - Jeff Stephens is currently the new chair for LSAC. The group has agreed that the role of LSAC is changing and they are looking into the future of the group.
8. EDS Guidance-
  - New EDS guidance has been released by MDPH and sent out to everyone in the region. The 4A planner is currently going through the new guidance and highlighting key sections for the 4A project.
9. MRC Updates-
  - The current focus for the MRC coordinator is to setup trainings within the region. There is a list of trainings on the 4A website along with being posted in the monthly PHEP newsletter.
  - When there is an MRC purchase request please be sure to send the request to the MRC coordinator to ensure the purchase is approved and is funded for the fiscal year.
  - The Monthly MRC activity reports are being complete and will be sent by the end of the quarter.
  - There are no community allocations from MRC funds
  - 4A MRC coordinator to work on a 4A recruitment plan.

D.) Educational presentation:

*Bureau of Environmental Health- Community access portal (Tavish MacLeod)*

- A presentation was given overviewing the community access portal to come in the future. Additional information about the portal was sent out to the region and was made available on the newsletter for several months.
- Currently, BEH's community portals include data such as: Lead Poisoning, Asthma Rates, Air Quality, Heart Attacks, and Extreme Heat Related Events and can be easily accessed by the public. OPEM is working to create a new set of community profiles to assist communities with strengthening emergency preparedness and planning. The updated portal will have a dynamic map and include data such as demographics (age, poverty, ethnicity, and race) and vulnerable populations within a community (disabilities, transportation, 65+, and limited English proficiency). Once finalized, individuals will be able to highlight a community or group of communities and gather specific data.

F.) Adjourn:

Motion to adjourn meeting 1<sup>st</sup>: White, James 2<sup>nd</sup>: Dunlop, Jendy

1: 50 PM