



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, September 28<sup>th</sup> 2017

12:00 P.M. –2:00 P.M.

**Meeting Location:**

Natick Town Hall (Selectmen’s Hearing Room)  
13 E central street, Natick, MA

**GC MEETING MINUTES**

Meeting Start: 12:10 PM

Meeting End: 1:35 PM

Total meeting minutes: 1 Hour 25 Minutes (85 Minutes)

A.) Welcome and Introductions/Call to order & Quorum Call 12:10 PM

*Cody, Gerard (Chair)*

- Members Present- Agarwalla, Urvi (Concord), Anderson, Beverly (Sharon), Carloni, Evan (Acton), Kelli (Hudson), Cody, Gerard (Lexington), Doherty, Megan (Woburn), Elliott, Sue (Medfield), Evdokimoff, Merrily (Stow), Fantasia, Linda (Carlisle), Hartnett, Ellen (Sherborn), Hayett, Karen (Dover), Lumenello, Susan (Burlington), Mahoney, Kitty (Framingham), McLean, Leandra (Walpole), Moles, Scott (Holliston), Murphy, Jennifer (Winchester), Oram, Mark (Ashland), Rask, Susan (Concord), Schilp, Phyllis (Sudbury), Sterrett, Rike (Marlborough), Thissell, Barbara (Millis), 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), Winograd, Ari (Planning and Operations Coordinator for Metro Regional Preparedness Coalition)
- Meeting called to order @ 12:10 PM 1<sup>st</sup>: Cody, Gerard 2<sup>nd</sup>: White, James

B.) Informational presentation by: Carly Levy, MPH, CPH 12:15 PM

*Presentation notes-*

- A presentation on opioid use disorders and Narcan training was given presenting the dangers associate with drug use. The presentation also involved hands on practice with Narcan dispensing and what an individual should do in an overdose situation.
- The training material was distributed to the region post presentation

C.) Administrative Business: 12:32 PM

*Planner Updates-*

- Two EDS deliverables are due by 12/31/17 and the EDS drill forms with script are being sent out the communities to help complete the requirement. The 4A planner is available to help conduct the drills as well as fill out the forms for communities.
- Communities can choose from 4 of the EDS drills. There have been no updates to the drill forms or script.
- The 4A planner announced that he now has the Realoft software and can assist communities in running the dispensing throughput drill.
- The regional project this year for 4A is updating community EDS plans. The project will be run by the 4A planner and additional information is to come.

*4AB Project-*

- With 4A and 4B merging there will be one Executive Committee if you are interested in joining the Executive Committee please reach out to any current member. A final structure will be determined during the 4AB project.
- A community questionnaire will go out to communities, the questionnaire will assess and show the value of the merger. Additional information is to come.

- A tentative date has been set for an initial planning meeting for the 4AB project. This date is tentative based on the contract being complete and a contractor being in place.
- A joint 4AB General Coalition meeting tentative date has been set for April 5<sup>th</sup> with the hope that the merger project will be complete by then.

*Community Allocations-*

- Quarter one checks have been sent out and communities should be receiving them before the end of the month. Quarter two checks are on track and should be sent out by October 2<sup>nd</sup>/3<sup>rd</sup>. The next budget modification is due November 21<sup>st</sup>.

D.) Quarterly Reports:

12:48 PM

*HMCC-*

- The Jurisdictional risk assessment for the HMCC is October 2<sup>nd</sup>. The JRA will highlight key areas that the region should focus on for the next fiscal year or two. Representatives from all five core disciplines will be present.
- The next stakeholders meeting for the HMCC will be held on December 13<sup>th</sup> at partners healthcare in Somerville. Additional information to come on what discipline will be presenting at the meeting along with an agenda.
- The 24/7 duty officer protocol is being developed and initial activation date is anticipated for January 2018. The 24/7 duty officer is intended to help communities during an emergency with communications and contacts. Additional information to come.

*OPEM-*

- An updated version of the grants management manual has been released along with a summary of changes document highlighting key areas of focus.
- An additional budget modification period has been added to ensure communities have ample opportunity to spend allocations. This additional modification period will also help with the creation of mini grants.
- Changes to the training conference request form have been made and an updated version will be mailed out to the region. The updated form is also available on the newsletter.

*LSAC-*

- The LSAC board is currently auditing modules to make sure they meet ADA compliance.
- A new chair and vice chair have started. Jim white is stepping down as the LSAC rep and a new rep is being named the primary with Jim White becoming the alternate.
- Pitfield hospital can potentially strike on October 3<sup>rd</sup> and LSAC is sharing the information to inform communities of any potential impacts.

*MRC-*

- Amy Hansen the new 4A MRC coordinator started August 28<sup>th</sup> and has begun the onboarding process.
- Amy has been reaching out to all the communities for introductions along with filling out the region wide action report.
- BP1 quarterly drill was complete on 9/27 and grant deliverables 5+6 are on track for completion.

*Other-*

- A question was asked about community allocations going away in budget period 2 and a transition to regional funding only. No decision has been made yet at the time and the region will be involved in the decision of funding process for the next budget period.
- The MHOA conference cut off for early registration is 9/30/17. Jim white called the MHOA president to ask about an extension for early registration. No response yet about a possible extension

F.) Adjourn:

1: 35 PM

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