

Region 3C Coalition Meeting

Date: June 6, 2023

Time: 12:00 pm-1:00 pm

Location: Held Remotely via Zoom

Meeting link:

<https://us06web.zoom.us/j/9980517196?pwd=YUpjeHozOXhLTjd1TFBUanh3SUc3dz09>

Call number: 646-558-8656

Meeting ID: 883 1317 8197

Passcode: 677766

Attendance roll call

J. Peprah conducted a roll call.

-Voting member attendance (all voting members attended virtually):

Community	Representative	Attendance
Billerica	Shelagh Collins	x
Chelmsford	Sue Rosa Darcy Beall Donna Greenwood	x
Dracut	David Ouellette	x
Lowell	Lisa Golden	x
Tewksbury	Shannon Gillis	-
Tyngsboro	Kerri Oun	x
Westford	Gail Johnson Abby Graham Nancy Burns	x

-Non-voting member attendance (all non-voting members attended virtually):

OPEM/DPH: Felicia Balbi

HMCC/MAPC: Elizabeth Robert

BME Strategies: Jason Peprah

6/7 communities were represented. Quorum was met and the meeting was called to order at 12:10 pm.

1. Welcome and Agenda Review

2. Planner/Coordinator Updates

3. FY24 Budget Discussion/Vote

- a. **Jason:** This fiscal year, the coalition will have \$83,243.00 available in the budget. Hopefully everyone had a chance to review the draft budget that was sent

out yesterday. Notable differences between this budget and last year's budget is that money (about \$2.5k) was allocated from the EDS supplies budget to the data plans for the mobile hotspots. Additionally, we will need to have specific items in mind for purchase for EDS and Mass Care. Does the coalition have any thoughts on this?

- b. **Rae:** Is there a line for MRC admin?
- c. **Sue:** No there is not.
- d. **Sue:** I've noticed we have a lot of expired items in the storage. And we do not know what to do with these things. Nobody has enough space for all this stuff.
- e. **Lisa:** When I had the water main break I had no idea you had cots or anything. So I ended up calling up the red cross.
- f. **Nancy:** Well if you need them you need them. Rae was talking about the MRC admin.
- g. **Sue:** Rae and I had the discussion as well, where we had no space for anything. Also the MOU is ridiculous, we shouldn't have to account for all that.
- h. **Kerri:** Sue, do you have a list of all the stuff you have?
- i. **Sue:** Several years ago, we were asked to provide a list.
- j. **Rae:** We might be able to help you with storing all of this stuff.
- k. **Sue:** Yes, even my emergency director is saying we need to get rid of all of this stuff. He's also concerned about Chelmsford having their own EM team, but they are all older.
- l. **Jason:** It sounds like the coalition would rather allocate the money from supplies towards a storage solution.
- m. **Sue:** I think so.
- n. **Rae:** I think the mobile hotspot is great. But I think it takes a lot of time to process.
- o. **Beth:** I think the storage is a separate issue than the admin asks. The storage we could potentially work in. Whether its storage for MRC or the whole region.
- p. **David:** I could potentially help with the storage. I'm a NEERAC representative. I could meet up with you and discuss this.
- q. **Beth:** Is the group looking for storage for all the municipalities? Or just the MRC?
- r. **Nancy:** The MRC does not have many items.
- s. **Sue:** We are looking for storage for the PHEP items for the communities.
- t. **Beth:** Would the group want a storage solution, such as one per community, or sharing a storage for the area?
- u. **Sue:** I'm open to sharing storage amongst the communities.
- v. **Beth:** I think this can be done, but we will be asked by OPEM leadership is the plan for all this to work.
- w. **Felicia:** I foresee that there'll be questions about how the storage will be shared. There will need to be documentation. The linkage to the EDS is you could say EDS supplies will be stored at this location. It might be something we work on during the year.
- x. **Sue:** So we should update our EDS plan to incorporate that?
- y. **Felicia:** That could be part of the EDS update for the year.
- z. **Nancy:** We should have one central cache for most of it, and then each community for small scale items.
- aa. **Sue:** I would agree with Nancy. Also Christine is in agreement. And BME can help with that.
- bb. **Rae:** I think that is a great idea.

- cc. **Jason:** The proposal sounds like moving money from EDS supplies towards updating EDS plans to incorporate one central storage solution for the communities and finding an amount to incorporate MRC admin.
- dd. **Beth:** The funds could be for purchasing the actual storage since there's already a line for the planner.
- ee. **Sue:** We would need to have an actual discussion about the storage. We could also use the money to give a raise to Nancy.
- ff. **Kerri:** I don't mind giving the phone back if there was a better use for the funds.
- gg. **David:** I would like to keep my phone.
- hh. **Lisa:** Same.
- ii. **Felicia:** The group previously was adamant that they would not want to update EDS plans. So we need to
- jj. **Sue:** Isn't this technically related to Mass Care?
- kk. **Felicia:** Cots are not Mass Care, storage related to mass care are under emergency management. What I'm hearing is you need a focus for EDS and MRC. I don't know if an admin for MRC would fly. This PHEP grant funding that goes toward MRC is for specific tasks.
- ll. **Nancy:** The money would be for a host agent, not the MRC coordinator.
- mm. **Felicia:** That is a conversation for me and Beth to have.
- nn. **Beth:** There is another coalition that votes to put money towards MRC coordinator and storage rental.

Sue Rosa made a motion to move the allocated money from EDS/Mass Care supplies towards a storage rental for the region in the FY24 budget.
Christine West seconded the motion.

Roll Call Vote:

- Billerica: Y
- Chelmsford: Y
- Dracut: Y
- Lowell: Y
- Tewksbury: Y
- Tyngsboro: Y
- Westford: Y

Motion passes.

4. EDS Plans

- a. **Jason:** Anna is almost done with the plans. The formatting and structure of the plans have been updated thoroughly. The new plans have all the town-specific information (e.g. EDS sites, ICS positions, etc) in the first part of the document (Part I), which is the first 20-30 pages. Everything beyond part 1 is meant to be more detailed reference material that applies to all towns.
- b. As you review, try to prioritize your comments for Part 1. Review the ICS command charts/contact information for updates and their list of EDS locations. If they have edits to any of these, they can either make the edit in the Word version directly and send back to us, they can use track changes and we can make the edits for them, they can send us a list of edits in an email, or even scan handwritten edits from the document---whatever is easiest for them.
- c. We're going to prioritize the edits in Part 1 because that's where regular updates will be most important, especially considering staff turnover and changes in procedures over recent years. However, we will continue adding more info to the

remainder of the plan as well, especially new resources given the lessons learned from COVID.

5. DPH update

F. Balbi:

- Me and Beth will build out the scope of work from the focus areas that the group previously voted to focus on. These are getting built out so the planner has tasks that they will do as deliverables for them. The focus areas for continuing education will be removed since no travel was mentioned during the discussion.
- Karen's, our director, husband passed away last Saturday. Darren Anderson who some of you might know passed away last Saturday.

6. HMCC update

E. Robert:

- No major updates. We are just working on the end of the fiscal year. We will be doing amendments for the coordinator/planner roles.

7. Other Business

- a. Approval of the previous meeting minutes.
- b. **Sue** made a motion to approve the meeting minutes.

Kerri seconded the motion.

- **Roll Call Vote:**

- Billerica: Y
- Chelmsford: Y
- Dracut: Y
- Lowell: Y
- Tewksbury: Y
- Tyngsboro: Y
- Westford: -

Motion passes.

8. Adjournment

Sue motions to adjourn.

Kerri seconded the motion.

- **Roll Call Vote:**

- Billerica: Y
- Chelmsford: Y
- Dracut: Y
- Lowell: Y
- Tewksbury: Y
- Tyngsboro: Y
- Westford: Y

Motion passes.

Meeting adjourned at 1:00 pm.

Documents Referenced:

-Region 3C Coalition Agenda for June 6, 2023 meeting

- Region 3C Coalition Meeting Minutes for May 9, 2023
- Region 3C Coalition FY24 Budget