**Region 4AB Public Health Emergency Preparedness**

*Acton*

*Arlington*

*Ashland*

*Bedford*

*Belmont*

*Boxborough*

*Braintree*

*Brookline*

*Burlington*

*Cambridge*

*Canton*

*Carlisle*

*Chelsea*

*Cohasset*

*Concord*

*Dedham*

*Dover*

*Everett*

*Framingham*

*Hanover*

*Hingham*

*Holliston*

*Hopkinton*

*Hudson*

*Hull*

*Lexington*

*Lincoln*

*Littleton*

*Marlborough*

*Maynard*

*Medfield*

*Millis*

*Milton*

*Natick*

*Needham*

*Newton*

*Norfolk*

*Norwell*

*Norwood*

*Quincy*

*Revere*

*Scituate*

*Sharon*

*Sherborn*

*Somerville*

*Southborough*

*Stow*

*Sudbury*

*Walpole*

*Waltham*

*Watertown*

*Wayland*

*Wellesley*

*Weston*

*Westwood*

*Weymouth*

*Winchester*

*Winthrop*

*Woburn*

*Wrentham*

**Executive Committee Meeting Minutes**

November 24, 2020

12:00 PM – 1:00 PM

WebEx Video Conference Meeting

Linda Fantasia (Carlisle), Teresa Kett (Newton), Doug Kress (Somerville), Susan Lumenello (Burlington), Wil Van Dinter (Watertown), Natasha Waden (Arlington), Katie Capobianco (EP Assistant), Liz Foley (DPH), Jendy Dunlop (HMCC), Kari Sasportas (MRPC), Garrett Simonsen (Regional Planner) and Steven Mauzy (Regional Planner)

**Doug opened the meeting at 12:03 PM.**

**Regional Purchase**

Liz advised that $21,170.15 is the balance left over after the second round of Regional Purchases by communities. This amount needs to be spent by 12/31/2020. Doug proposed using the left over funds to buy PPE to put together PPE kits for communities. Garrett advised that they should be able to build out hundreds of kits and suggested using MRC volunteers to help assemble the kits. Garrett said they would need to find a way to allocate the kits to communities. Wil advised that Grainger has a premade kit but it looked kind of flimsy.

Wil said he spoke to Mia Nardini (MetroEast MRC) and she is on board to put together kits. Susan asked where the kits would be stored as a big area would be needed for volunteers to put together the kits. Doug offered Somerville as a storage/assembly space. Liz said the spending should be in accordance with last year’s work plan.

There was a motion by Doug, seconded by Teresa, to utilize the balance of funds from the carryover from the BP1 Budget to purchase PPE items for EDS PPE kits with K95 masks available for a side option – motion approved.

Liz advised that there will be no Quarter 2 WEBEOC Drill for DPH. There may be one at the end of Quarter 3 that could include EDS Board updates or a Quarter 2 Call Down Drill. Doug said it would be a good idea to get people use to notifications on the new vaccine and maybe there should be a call down drill. Jendy said SWN could be utilized to do this.

Garrett advised that the DPH recommendation is not to buy sub-zero storage units as the vaccine will be shipped in containers and can be switched out to keep cold with dry ice. Liz said it will be a few months before the vaccine will end up at Public Health offices.

Jendy advised that there is money left in the travel line item. Teresa said the signage for 60 communities will take up some of the funds.

Doug Suggested offering Katie a second contract to help on future regional projects. He said they could put $20K in from the travel line item. Liz advised that more information would be needed to write up this contractual position as to exact duties for research and development.

Doug made a motion, seconded by Wil, to change the line item from travel to a contractual position in the amount of $20K – motion approved.

**New Business**

Doug welcomed Steven Myers Mauzy as the new Regional Planner. Garrett advised that Mark Oram (Ashland) retired. Mark was the HMCC rep and will need to be replaced in this position.

Liz thanked Linda, Doug, and Susan for their service on the EC. Doug gave a special thank you to Susan as his co-chair and Susan thanked Doug.

**Meeting adjourned 12:50 pm.**

**EC Election**

Doug advised that several people were interested in running for the EC: Emily Amico (Southborough), Nancy Rihan-Porter (Cambridge), Casey Mellin (Lexington), and Tim McDonald (Needham). Wil, Teresa, and Natasha are all interested in running for re-election. Linda said she is a maybe and Doug and Susan are not running for re-election. Both Doug and Susan are willing to help with a transition to a new Chair and Co-Chair for the board.

**Meeting adjourned at 1:04 PM.**