

**HEATH BOARD OF HEALTH and
EMERGENCY MANAGEMENT
MEETING MINUTES - DRAFT
Jan 28, 2026**

BOH Board Members Present: Sheila Litchfield, Susan Gruen, Tucker Jenkins, Gene Garland - BOH Chair, and Elissa Viarengo – Select Board Representative.
Absent – Tim Lively – Emergency Management Member

1000 Meeting Called to Order by Gene Garland

REVIEW AGENDA/ADD ITEM

- The board reviewed the agenda.

NEW BUSINESS:

SHELTER MANAGEMENT GUIDELINES

- **PURPOSE:** The Town of Heath activates warming centers, cooling centers, or emergency shelters during declared emergencies or severe weather events when public health or safety is at risk. Local officials manage warming and cooling centers. Overnight shelters are coordinated with the Massachusetts Emergency Management Agency and the American Red Cross. The Town should be prepared to operate independently for up to 2–3 days before regional assistance becomes available.
- Sheila asked the group to review the Shelter Guidelines document before the next meeting and to identify any missing parts/missing guidance needed. She also asked the members to select a shelter assignment:
 - Shelter Manager – Gene Garland
 - Dormitory Supervisor
 - Logistics Supervisor - Elissa
 - Food Service Supervisor
 - Public Health Nurse – Town Nurse
 - Registration Supervisor
 - Finance Supervisor
- Additionally, Sheila tasked the members to create forms that are specific to the shelter assignment. Samples are available at:
https://docs.google.com/document/d/1JGPF0NUAaPb6Tem_9C9SkekEQpDpMhLT2_SS_k2WA4lg/edit?usp=sharing
- The following forms need to be developed or edited:
 - SM-05 Shelter Manager Responsibilities
 - SM-06 Shelter Walk Through Inspection
 - SM-07 Demobilization
 - DS-01 Dormitory floor plan/map
 - DS-03 Childcare support (working with children)
 - LS-01 Volunteer experience needed
 - LS-02 Procurement Process and Policy

- FS-01 Food Service Job Aids
- FS-02 Meal Log
- HS-01 Patient Care Job Aids
- HS-02 CMIST Worksheet
- HS-03 Guest Cold Storage Medication Log
- HS-04 Cold Storage Temperature Log
- HS-05 OTC Medication Log Operating Guideline
- HS-06 Behavioral Health Support
- RS-01 Volunteer Registration Instructions -
- RS-02 Confidentiality Agreement (add code of conduct to this)
- RS-03 Volunteer Registration Form
- RS-04 Liability and Code of Conduct Form (delete form if added to RS-2)
- RS-05 Medical volunteer Form
- RS-06 Access & Functional Needs Intake Form
- WD-01 Check -in/Check – out Log
- WD-02 Shelter Resources Info
- FM-01 Expense Log - Cindie
- FM-02 Time Log - Cindie
- Tucker volunteered to obtain a floor plan/layout of Jacobs Road building that is not marked up.
- The Select Board has been asked to determine the appropriate method for storing the finalized document to ensure it is accessible to authorized personnel during an emergency and available for future revisions.

Next Monthly Meeting: Feb 25, 2026 @ 1000 via Zoom.

Gene made a motion to adjourn at 11:00 a.m. Moved by Sheila. Susan seconded the motion.
Ayes: Sheila, Susan, Tucker and Gene. Meeting Adjourned at 11:00 a.m.