



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee			
Date	May 15, 2017	Location	JWO Transit Center 12 Olive St Greenfield, MA Room 104
Time	4:30-6:30 p.m.	Duration	2 Hours
		Facilitator:	Nicole Zabko, Co-Chair Carolyn Shores Ness, Co-Chair

ATTENDEES:	
Mike Friedlander, Colrain BOH	Carolyn Shores Ness, Deerfield BOH
Nicole Zabko, Greenfield Health Director	Norene Pease, Shutesbury BOH
Deb Coutinho, Shelburne BOH	Donna Gibson, Williamsburg BOH
John Hillman, Leverett BOH	Doug Telling, Charlemont BOH
ABSENT:	
Flora Sadri, Northfield BOH	Duncan Colter, Ashfield BOH
Gina McNeely, Montague Health Director	Betsy Kovacs, Heath BOH
FRCOG STAFF:	
Tracy Rogers, Greg Lewis	
GUESTS:	
Eric Mosher, Baystate Franklin Medical Center	

Agenda Items	
1. Welcoming remarks/agenda/introductions	Called to order at 4:35 p.m.
2. Review/approval of April 18, 2017 minutes.	Carolyn requested an amendment to add Fran Fortino's inquiry about tree and debris removal issues related to the Conway. Mike moved to accept the April 18, 2017 minutes as amended, Deb seconded. Passed unanimously.
3. Old business a) Staff and Local PHEP report b) HMCC update c) WAG and LSAC updates d) Q4 Deliverables e) Minigrant updates	a) Greg briefly described the 2017 NACCHO Preparedness Summit. Carolyn brought up coordinating EDS with hospital intake, as a screening portion of the operation if MCMs are not yet available. Surge management by preventing the worried well from the ED. A drill might include a pre-screening function. b) This week, MDPH is conducting a full scale exercise for MCM dispensing. During play, Region 1 HMCC will share drill information with local BOH members via Constant Contact. c) Greg described the WAG's choice for a Regional Project in BP1: a model for emergency public warning SOGs and use of social media for risk communication.

	<p>d) Greg quickly listed the remaining deliverables for Q4.</p> <p>e) Greg is working with Williamsburg to change the AED request to one for support of their CodeRed alert system. Montague and Greenfield have remaining funds to claim. Greenfield is exploring a portable scanner or a display to-go kit for personal preparedness.</p>
<p>4. New business</p> <p>a) Multi-Year Training and Exercise Program (MYTEP)</p> <p>b) BP1 Budget Allocations</p> <p>c) BP1 Work Plan: Coalition Project</p> <p>d) BP1 Work Plan: EDS Drills</p> <p>e) FEMA Exercise: Hard Knox</p>	<p>a. Greg explained the advantages of planning on a multi-year timeline. He intends to use BP1 for gathering stakeholder input for a MYTEP for BP2-BP4.</p> <p>b. Tracy explained the BP1 draft budget. Less time for Mark due to less supervision of Greg. NACCHO subscription costs. Overhead is usually 15% of total and because of the additional funding in BP1, the overhead total increases, too. Options for spending this funding are included on the page. DPH changed the rules for indirect rates and FRCOG can now claim the full rate. If MAPHCO selects trainings/exercises for BP1, FRCOG will forego the full rate.</p> <p>Carolyn - Elected officials series was given post-Irene and was very well-attended. FEMA reimbursements and knowing proper documentation skills are very important, though federal assistance policies may change. Trainings should be tailored to what our needs are. Important for BOHs to understand how first responders operate.</p> <p>Nicole asked if there are programs to take to schools and educate youth on preparedness. Carolyn added a gap in outreach to post-high school age populations. Tracy said could teach students skills but also recruit for EMS and use social media. Could accompany the fire chief during their presentations. Nicole suggested partnering with school nurses and combining with health presentations. Nicole found online prepared FEMA outreach materials for use.</p> <p>John asked how the training costs were estimated and Tracy replied that they are what similar programs cost in the past. Tracy mentioned that choices can be combined.</p> <p>Nicole suggested an elected officials series and youth outreach effort combination, or would it impede minigrants too much? Carolyn said that minigrants are good if there is a defined and appropriate use. Would rather develop projects or identify needs. If in the Spring there is extra funding, could be used for community allocations. John mentioned that Shutesbury used theirs wisely this year.</p> <p>Motion: budget \$21,153 on an updated elected official series without ICS, and the planning and implementation of an outreach series to local schools on topics of preparedness, with minigrants to be determined at the three scheduled opportunities for amending the budget. Mike moved, Deb seconded, discussion. Norene asked about the schools in Hampshire County. Donna asked if she should invite other officials in Williamsburg. The group suggested that all should be invited, especially the EMDs. John asked if we are voting on the elected officials series with static topics or if it could be changed</p>

	<p>during the year. Mike suggested adding the volunteer management training for an estimated \$2,000 and removing the ICS component from the elected officials series.</p> <p>New motion: Motion: budget \$21,153 on an updated elected official series (without ICS), a training for volunteer management, and the planning and implementation of an outreach series to local schools on topics of preparedness, with minigrants to be determined at the three scheduled opportunities for amending the budget. Doug moved, Mike seconded. Passed unanimously.</p> <p>c. Of the list of projects offered by MDPH, group chose “Planning and hosting a training that addresses a recognized gap.” The elected officials series would satisfy the coalition project deliverable.</p> <p>d. Greg described the new EDS drill component in BP1: physical assembly of staff and volunteers at their site. He suggested using this as an opportunity for an EOC set-up drill, logging in to WebEOC and practicing ICS roles. He has a draft HSEEP exercise written for a Hawlemont drill that can be modified for other EDSs. Carolyn suggested combining Hard Knox exercise with EDS operations for Hawlemont, Mohawk, Greenfield, and Frontier; without state supplied flu vaccine, EDS staff and patients may not attend. Will/Gosh is interested, Nicole will ask the Greenfield BOH if they want to participate in Hard Knox or an EDS drill. Greg will contact the EDS teams in Q1; combining with Hard Knox would not be feasible with limited staff/evaluators.</p> <p>e. Carolyn explained the FEMA exercise to Doug who asked what sort of event it will be. It will involve a scenario where the Harriman dam fails. Search and rescue teams attend. It’s an opportunity to participate with the federal resources and fine tune integration challenges. Carolyn mentioned that it’s important to know how to request the exact types of resources of the state and federal agencies. Final planning meeting is in September. Eric and Carolyn mentioned getting credit for the hospitals.</p>
5. DPH Update	a. None.
6. Roundtable updates	a. None.
7. Business not reasonably anticipated 48 hours prior to the meeting	a. None.
8. Adjourned	a) Doug moved to adjourn the meeting, Deb seconded, passed unanimously. Adjourned at 6:34 p.m.