



Franklin Regional Council of Governments

Meeting Minutes: Western Mass. Health and Medical Coordinating Coalition

Date	Sept. 27, 2016	Location	The Gallery at the Lee Library, Lee, MA	Facilitators:	Jeanne Galloway
Time	2-4 p.m.	Duration	2 Hours		

VOTING MEMBERS:

Ann Shea, Hospitals (*remote*)
 Carrie Matusko, Comm. Health Ctrs.
 Lucy Britton, Hospital
 Brian Andrews, EMS
 Carrie Matusko, Comm. Health Ctrs.
 Jacqueline Johnson, Comm. Health Ctrs.
 Jeanne Galloway, Local Public Health
 Julie Federman, Local Public Health

NONVOTING MEMBERS:

Sandra Martin, Local Public Health
 Gail Bienvenue, MDPH
 Michael Nelson, MDPH

HMCC STAFF:

Tracy Rogers
 Mark Maloni
 Ann Dunne-FRCOG Administration

GUESTS:

Agenda Items	Notes
1. Review agenda/introductions	Called to order at 2:05pm, followed by a moment of silence to acknowledge Linda Moriarty's passing.
2. Approve minutes from June 28, 2016 Steering Committee Meeting	Moved by Brian Andrews, second by Carrie Matusko Unanimously approved.
3. Vice Chair Nomination	Jeanne: The Committee discussed filling this position, and will email Mark with their nominating considerations. Voting will take place at the November 2016 meeting. Jacqueline was recognized as serving to fill the member position for the CHC.
4. Overview of Steering Committee Role with HMCC work plan and budget	Tracy presented the HMCC work plan and budget. And indicated she believes there will be budget cuts in the future.
5. Surveillance and Medical Countermeasures and after action report and improvement plan review	<p>Mark shared his improvement plan for review. With start dates and estimated completion task dates. He also noted the plan to set the deadline for ICS and NIMS Training as the end of December. It was suggested to encourage and promote the online training component by uploading the course on the website.</p> <p>Under Core Capability 8 of the handout</p> <ul style="list-style-type: none"> ➤ Medical Counter Measure Dispensing: Tracy asked what is our HMCC role and common message. Mark has started to build a

	<p>contact list, but it was decided to start a conversation with the hospital group first</p> <p>Under Core Capability 9 of the handout:</p> <ul style="list-style-type: none"> ➤ It was agreed that the creation of a full list of vendors would be unwieldy and would not offer value to the group. ➤ DPH has created a contact list of partner agencies, it is not necessary to develop another contact list. ➤ Region 1 collected a list of medical care providers in Western Mass.
<p>6. Six Flags Exercise Debrief</p>	<p>Tracy asked the medical staff to share their experiences at the exercise and how successful it was.</p> <ul style="list-style-type: none"> ➤ Ann S provided moulage and would like at least two or three people to have basic training in moulage who can assist. ➤ It was also difficult to recruit enough role players. Several areas were sectioned off for the various teams. Ann would like to have a conversation to bring more value to the SWAT teams experience. ➤ Communication is getting better between Law Enforcement/EMS and the Hosp. ➤ Jacqueline asked if the Health Centers could be included in future exercises, allowing us to pool money and gain experience.
<p>7. DelValle Training Calendar/Advisory Board</p>	<p>Mark presented the DelValle Training and Course offerings for the fiscal year July 01-June 30, 2017.</p> <ul style="list-style-type: none"> ➤ The courses are funded by OPEM. The Steering Committee would like to see the course offerings be more relevant to the needs of Western Mass. ➤ The DelValle Institute will work with the statewide HMCCs to identify and deliver these trainings. This will be facilitated by an Advisory Committee. Comprised of two representatives from each regional HMCC. Mark is willing to act as the HMCC liaison and asked for the nomination of an additional member. The Steering Committee will email or call Mark with their nomination ideas.
<p>8. Emergency Coordination Plan Overview (Base Plan) And HMCC Duty Officers – An Introduction to Region 1 Western Mass. On-Call Function.</p>	<p>Mark requested feedback from the committee regarding the draft handouts.</p> <ul style="list-style-type: none"> ➤ It was agreed to change the word “coalition” under Section 3.2 Notification to read as “HMCC” instead. ➤ Sandra noted we must consider media attention and how we communicate and inform the media during an event. ➤ Mark would like to keep the conference call list flexible and open, to allow as many stakeholders as possible to be listed

	<p>and on the call.</p> <ul style="list-style-type: none"> ➤ OPEM encourages people to call HMCC as noted under the Activation Plan, however they must also follow the State & Federal protocols under the law. The call process needs to be made simple for people to follow. ➤ Lucy raised concerns regarding new regulations to call OPEM. <p>Every time there is an incident involving a school bus, increasing staff workload. As most incidents are very minor.</p> <ul style="list-style-type: none"> ➤ Brian sought clarification regarding the need to call when any request is made to activate the Chempack or MCI Trailers. <p>Mark will seek answers at the next OPEM meeting on 9/28/16</p>
<p>9. Overview and final planning for Full HMCC Meeting –</p> <p>Full Coalition meeting will be held:</p> <p><u>2016</u> Friday, October 21st 9 a.m. – 1 p.m. John W. Olver Transit Center 1st Floor Meeting Room Greenfield, MA 01301</p>	<p>The Agenda was distributed with the new time noted as 9 am -1pm.</p> <ul style="list-style-type: none"> ➤ Richard Smith, Yale New Haven Health System has agreed to speak. ➤ It was agreed to set up the tables to be inter-disciplinary to allow more collaboration between the various organizations represented. And to build on existing friendships. ➤ Everyone agreed to give a brief review from each of the disciplines to the full coalition. Mark will seek more presenters other than HMCC staff. ➤ A bio. will be added for Richard Smith and a roster of the coalition members will also be added as a handout.
<p>10. Business not reasonably anticipated 48 hours prior to the meeting</p>	<p>The new DPH Grant Guidelines will be discussed at the next meeting.</p> <p>The next Full Coalition meeting will be held on 10/21/16</p> <p>The next Steering Committee meeting will be held on Tuesday, 11/22/2016 from 2pm-4pm.</p> <p>Location in Hampshire County TBA.</p>
<p>11. Wrap up and adjourn</p>	<p>Ann S moved to adjourn the meeting, Carrie seconded, passed unanimously. Adjourned at 3:55 p.m.</p>