

Meeting Minutes: Western Mass HMCC

Date	April 26, 2016	Location	Mercy Medical Center Center (<i>Sr. Caritas Cancer Center Conference Room</i>)
Facilitators:	Tracy Rogers Mark Maloni		
Time	1-3 p.m.	Duration	2 Hours

ATTENDEES:

Ann Shea, Hospitals	Jeanne Galloway, Local Public Health
Bruce Bussiere, Hospitals	Julie Federman, Local Public Health
Jeff Hagen, Comm. Health Ctrs.	Linda Moriarty, EMS
Carrie Matusko, Comm. Health Ctrs.	Brian Andrews, EMS
Gail Bienvenue, DPH	
Michael Nelson, DPH	

ABSENT:

Jeremiah LaPlante, Long-Term Care

HMCC STAFF:

Tracy Rogers, Mark Maloni

GUESTS:

Sandra Martin, Local Public Health Alternate

Agenda Items	Notes
1. Review agenda/introductions	Called to order at 1:03 p.m.
2. Election of Officers	<p>Slate presented as follows:</p> <p><u>Chair:</u> Linda Moriarty – EMS Jeanne Galloway – LPH Jeff Hagen – Comm. Health Ctrs.</p> <p><u>Vice Chair:</u> Jeanne Galloway – LPH Julie Federman – LPH</p> <p>Slate presented to group; candidates offered statements of interest.</p> <p>Moved by Ann, second by Carrie, to elect Linda as Chair and Jeanne as Vice Chair. All in favor, Linda abstained.</p>
3. Policy Approval. a. Principles of Operation. b. Remote Participation Policy.	<p>a. Principles of operation were reviewed with some minor edits.</p> <p style="padding-left: 20px;">i. Edits include: clarifying role of HMCC staff and regional DPH staff as (non-voting) members of the Steering Committee; replacing “Coalition” with “HMCC” to ensure clarity; grammatical changes to language for clarity.</p> <p style="padding-left: 20px;">ii. Moved by Linda to accept the Principles with agreed upon edits. Second by Carrie – passed unanimously.</p> <p>b. Tracy presented FRCOG Remote Participation Policy as put for by MA Attorney General regulation 940 CMR 29.10.</p> <p style="padding-left: 20px;">i. Moved by Brian to accept the FRCOG Remote</p>

	<p>Participation Policy. Second by Jeff. No further discussion. Unanimously passed.</p>
<p>4. Steering Comm. Meeting Schedule and Locations.</p>	<p>Discussed Coalition meeting schedule, for both full coalition, and for Steering Committee.</p> <p>Moved by Jeff, seconded by Bruce to have the Steering Committee meet 4 times per year. SC will meet September through June, with additional meetings scheduled if needed, and to have the full coalition meet 2 times per year, in October and April. Passed unanimously.</p> <p>Agreed by consensus that locations for Steering Committee meetings will rotate between the four Region 1 counties.</p> <p>The next meeting is scheduled for Tuesday, June 28th, and will be held at the Northampton DPH office. Standing meeting date will remain on 4th Tuesday of the month (months TBD), but time will now be 2-4p.m.</p>
<p>5. BP5 a) Deliverables. b) Work Plan.</p>	<p>a. BP5 deliverables have been released.</p> <p>b. Work plan – Tracy reviewed, with specific requests for feedback on the following sections:</p> <ul style="list-style-type: none"> i. <u>Sponsoring Organization will provide ongoing support for local and regional planning</u> – group agreed that the overall HMCC staff administrative support for HMCC committees and emergency coordination plans constitute an appropriate level of support. This included exploring the creation of a listserv between Steering Committee members, sharing a Dropbox account, and helping the disciplines connect with emergency management directors. ii. <u>Sponsoring Organization will ensure development and testing of the regional coordination plan</u> – work already underway, and will continue during next Budget Period, with the addition of creating a shared calendar where all Region 1 trainings and exercises will be listed. iii. <u>Sponsoring Organization will work with the core disciplines to identify one regional project to address a previously identified gap, or support progress towards one or more specific PHEP and HPP capabilities</u> – group agreed that the coalition development work to create ongoing situational awareness is an appropriate gap, and efforts or capability-based efforts to address the breakdown of disciplinary silos meets the needs of the region. iv. <u>Sponsoring Organization will support the implementation of 24/7 capacity in the region</u> – Solidify on-call procedures and protocols and define Steering Committee and regional discipline groups’ role in response. <p>The workplan is due back to OPEM prior to the next Steering Committee meeting. Julie moved to approve the workplan as</p>

	discussed, barring substantial changes. Seconded by Jeff. Tracy will forward the plan to the Steering Committee prior to submission to OPEM. Passed unanimously.
<p>6. Regional Coordination Plan</p> <ul style="list-style-type: none"> a) Review Thus Far. b) Notifications and Activations: Triggers, Procedures. c) Annex Development and HVA. d) May Seminar and June TTX e) Next Steps. 	<ul style="list-style-type: none"> a. Mark walked through information plugged into the plan template thus far. <ul style="list-style-type: none"> i. People would like to see languages teased out by county. ii. Mark will issue out specific requests from the Steering Committee regarding additional health sector organizations that should be documented. b. Review of notification and activation charts/procedures <ul style="list-style-type: none"> i. Agreed that “Be Aware” Notification level merits notification to full Steering Committee – SC members will decide if awareness level notifications should be pushed further out to disciplines as the situation merits. Coalition Actions at this level would be simply to push out the notification, and field questions or concerns. ii. “Be ready” notification would go to full Steering Committee, and would include a request to identify which Steering Committee members should hold a conference call to identify triggers, decisions points and potential next steps. c. Annex Development and Hazard Vulnerability Analysis <ul style="list-style-type: none"> i. Reminder that the MCM and Surveillance annexes dissemination seminar is scheduled for May 10th, from 9 - 12, at the Springfield Marriott. The June 8th TTX is scheduled for 9-12 in Sturbridge. Location and registration are on HMCC events webpage. ii. Mark requested that Steering Committee review the regional HVA findings and action plan to identify how much of the original action plan is still relevant, or if there is HMCC level work that could address gaps identified in the regional HVA. d. Review of next steps for HMCC staff regarding ECP.
<p>7. Business not reasonably anticipated 48 hours prior to the meeting.</p>	<ul style="list-style-type: none"> a. None.
<p>8. Wrap up and adjourn.</p>	<ul style="list-style-type: none"> a) Jeff moved to adjourn the meeting, Brian seconded, passed unanimously. Adjourned at 2:57 p.m.