



# Franklin Regional Council of Governments

## Meeting Minutes: Western Mass. Health and Medical Coordinating Coalition

<b>Date</b>	Nov. 22, 2016	<b>Location</b>	MA Dept. of Public Health 23 Service Center Rd Northampton, MA	<b>Facilitators:</b>	Jeanne Galloway
<b>Time</b>	2-4 p.m.	<b>Duration</b>	2 Hours		

**VOTING MEMBERS:**

Ann Shea, Hospitals  
 Bruce Bussiere, Hospitals  
 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:**

Lucy Britton, Hospital Alternate  
 Gail Bienvenue, MDPH  
 Michael Nelson, MDPH

**HMCC STAFF:**

Tracy Rogers  
 Mark Maloni

**GUESTS:**

Agenda Items	Notes
1. Review agenda/introductions	Jeanne called the meeting to order at 2:07pm.
2. Approve minutes from September 27, 2016 Steering Committee Meeting	Lucy asked for it to be made clearer in the minutes when an alternate was serving in a voting role for that particular meeting. Moved by Carrie to approve the minutes with that amendment. Second by Jackie; passed unanimously.
3. Vice Chair Nomination	Brian stated that he'd be willing to serve as vice chair. Moved by Bruce to nominate Brian to serve as vice chair. Second by Ann; passed unanimously.
4. Debrief of October Full Coalition Meeting	Consensus was the meeting was well organized and beneficial to attendees. Mark and Tracy will meet with representatives from MEMA and the MMRS in December to discuss where those organizations intersect with the HMCC so as to not duplicate efforts during a response. There was a recommendation to invite Pat Carnevale from MEMA Region III/IV to be a speaker at the April full coalition meeting.
5. Standing Committee Update	A handful of people have volunteered to serve on both subcommittees; Mark will try to convene at least two meetings for each before the March Steering Committee meeting. Most, if not all, of the subcommittee meetings will be run via conference call or video conferencing. Steering Committee recommendations: ask MEMA to appoint someone to both com-

	mittees; try to get representation from all four counties on both committees.
6. Sheltering Supplies from MDPH	MDPH is splitting up the state cache of sheltering supplies across the six HMCC regions. We could have 6.7 pallets of supplies delivered to us at one location. It is a take it all or none situation and we'd be responsible for further distributing it throughout the region. After much discussion, the Committee decided the HMCC does not have the resources to accept, distribute, and store the supplies. Tracy will let MDPH know Region 1 is not interested.
7. Annex Development	Mark reported that he's working on a Severe Winter Weather Annex to the HMCC Emergency Coordination Plan and Harvard School of Public Health is creating a Resource Coordination Annex for us. Mark plans to write at least one more annex before the end of BP5 and asked for suggestions for topics. It was recommended that instead of a "severe winter weather" annex, Mark should create an "extreme weather" annex, since most weather events result in the same issues to be addressed. Suggestions for other annexes included mass gatherings, hazmat, and mass casualty. Mark will look into all of those and report on his progress in March.
8. Duty Officer Questions	Tracy asked if anyone had any concerns with the plan for how the HMCC duty officers will work. Jeanne reported that someone asked her for more guidance on what kinds of questions the duty officer will ask a caller so they can be more prepared to answer them. Consensus was that it would be highly dependent on the type of incident and how much assistance the caller needed.
9. Considerations for the Coming Year (calendar <u>and</u> BP1)	Mark reported that he has done a lot of reading on the new Centers for Medicare & Medicaid Services rules and they heavily suggest that healthcare facilities work within coalitions like the HMCC. He expects the HMCC will have more people seeking it out to fill that requirement. The new ASPR capabilities going into effect on 1/1/17 also recommend working within coalitions.
10. Business not reasonably anticipated 48 hours prior to the meeting	Jacqui asked how she could utilize the HMCC to determine whether she should close her community health center during adverse weather. Mark said that is a great thing to discuss, and he will ask Tina Wright could start to put it on the agenda for the regional community health center meeting they are working to arrange.  Julie announced her resignation from the Steering Committee because of an increasing workload. Nicole Zabko has agreed to step up from her alternate position to fill the seat and the WAG will choose someone to fill the alternate seat.
11. Wrap up and adjourn	<b>Carrie made a motion to adjourn the meeting at 3:55 p.m. Julie seconded the motion and it was carried by a unanimous vote.</b> The next Steering Committee meeting will be March 28, 2017, 2 - 4 p.m. in Hampden County (exact location TBD)