# Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee

**Date**: December 16, 2019  
**Location**: FRCOG  
12 Olive St  
Greenfield, MA  
Library  
**Facilitator**: Norene Pease, Co-Chair  
**Time**: 4:30-6:30 p.m.  
**Duration**: 2 Hours 7 Minutes

## ATTENDEES:
- Duncan Colter, Ashfield BOH  
- Donna Gibson, Williamsburg BOH  
- Dan Wasiuk, Montague Health Director  
- Betsy Kovacs, Heath BOH  
- John Hillman, Leverett BOH  
- Norene Pease, Shutesbury BOH  
- Valerie Bird, Greenfield Health Director  
- Carolyn Shores Ness, Deerfield BOH  
- John Hillman, Leverett BOH  
- Norene Pease, Shutesbury BOH  
- Valerie Bird, Greenfield Health Director  
- Carolyn Shores Ness, Deerfield BOH  
- Deb Coutinho, Shelburne BOH  
- Mike Friedlander, Colrain BOH  
- Greg Lewis, Xander Sylvain, Lisa White, Tracy Rogers,  
- Michael Nelson, MDPH OPEM; Marie Iken, Conway BOH;

## ABSENT:
- Deb Coutinho, Shelburne BOH  
- Mike Friedlander, Colrain BOH

## FRCOG STAFF:
- Greg Lewis, Xander Sylvain, Lisa White, Tracy Rogers,

## GUESTS:
- Michael Nelson, MDPH OPEM; Marie Iken, Conway BOH;

## Agenda Items

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<th>Agenda Items</th>
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<td>1. Welcoming remarks/agenda/introductions</td>
<td>Called to order by Norene Pease at 4:41 p.m.</td>
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<td>2. Review/approval of October 21, 2019, 2019 minutes</td>
<td>Betsy Kovacs moved to accept the October 21, 2019 minutes, 04:46 p.m. Dan Wasiuk seconded. Passed unanimously 4:46 p.m.</td>
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| 3. Old business  
  a) Staff report  
  b) HMCC Update  
  c) MAPHCO One-Year Planning Study Update | a. Greg provided his staff report on his work designing the upcoming TTX, researching BOH/Preparedness best practices from rural areas, and work visiting and surveying LBOH in MAPHCO. Some of Greg’s work is being funded by WRHSAC in surveying how LBOH would handle risk communication and non-pharmaceutical interventions. Greg reported on the status of LSAC and request for feedback from the steering committee.  
  b. Tracy provided an introduction on the HMCC for the new MAPCHO Steering Committee members.  
  c. Phase One, surveying LBOH, is ending. Greg would like approval from the steering committee to continue meeting with LBOH. |
| 4. New business | a. Norene Pease and Greg Lewis created a template for MAPCHO towns to aid in standardization of risk communication messaging during a real world incident. Discussion of Capability 4: Emergency Public Information and Warning. Norene lead the conversation delving into each of the 5 functions in Capability 4. Each Steering Committee member can use the template provided to review their own town’s ability to achieve Capability 4.  
| | b. Greg reviewed the status of EDS TTX with provided handout. Greg requests of the Steering Committee to change date of initial planning meeting from January 6th to January 13th at 5:00 – 6:30p.m at the FRCOG. Steering committee + representatives from all EDS teams welcome. Steering Committee accepted this date change at 06:26 p.m. unanimously.  
| | c. The Steering Committee decided to have individual Web EOC trainings instead of a group presentation. These will be scheduled as needed with Michael Nelson. |
| 5. Roundtable updates | a. Donna Gibson spoke to a price increase for tons or recycling. |
| 6. Business not reasonably anticipated 48 hours prior to the meeting | a. Discussion of creating an online library of after action reports / summaries of real world LBOH responses in FC. This library may include risk/crisis communication templates.  
| | b. MAPCHO Steering Committee would like Greg to ask LSAC about the lack of feedback from the State on Web EOC drills. Committee asks “Why is the state unconcerned about low participation of LBOH in FC?” and “Why are there no AARs or improvement plans for FC towns coming from these drills?” |
| 7. Adjourned | a. John Hillman moved to adjourn the meeting, Duncan Colter seconded. Adjourned at 6:48 p.m. |