

Meeting Agenda: Region 1 HMCC Steering Committee

Date 3/28/17	Location West Springfield Library conf. room 200 Park St. 2 nd fl.	Facilitator: Jeanne Galloway, Chair	
Time 2 p.m. – 4 p.m.	Duration 2 Hours	Cancellation Notice	413-774-3167 x155

Conference Call dial-in: 1-712-770-4700
Access Code: 6782

Agenda Items	Point Person(s)	Time	Action(s) Required
1. Review Agenda/Introductions/Ice Breaker	Jeanne	10 minutes	
2. Approve minutes from November 2016 Steering Committee Meeting	Jeanne	5 minutes	Discussion, Vote
3. Updates a. Standing Committee Update b. April Full Coalition Planning c. BP1 d. Annex Development	a. Ann b. Mark/Tracy c. Tracy d. Mark	45 minutes	Discussion
4. Review of exercises and events a. Duty Officer Questions/comments b. 2/9 and 2/12 snowstorm c. Holyoke EDS Drill (<i>Jeanne and EMS</i>)	Tracy	25 minutes	Discussion
5. Protocols. a. Coalition use of HMCC database. b. Disciplinary documents hosting on HMCC webpage	Tracy/Mark	15 minutes	Discussion
6. Business not reasonably anticipated 48 hours prior to the meeting		5 minutes	
7. Wrap up and adjourn			Vote

Location Notes: Parking is available in the lot between Park St. and Central St. (see map on back of agenda – circled areas are ok to park in – boxed/shaded areas are **NOT**)

Meeting Handouts:

November Minutes; Initiative tracking forms from standing committees; April Full coalition agenda; HMCC Winter Weather Annex; PHEP and HPP workplan briefing; Duty Officer Introduction; Duty Officer Quick Reference Guide; February 2017 Weather Event AAR.

