



Franklin Regional Council of Governments

Meeting Minutes: Western Mass. Health and Medical Coordinating Coalition

Date	3/27/18	Location	Cooley Dickinson Birthing Ctr. Conf. Rm	Facilitator:	Jeanne Galloway
Time	2-4 p.m.	Duration	2 Hours		

VOTING MEMBERS:

Heather Barbieri, Hospitals
 Bruce Bussiere, Hospitals
 Jeanne Galloway, Public Health
 Jennifer Estrada, Comm. Health Ctrs.
 Jacqueline Johnson, CHC's
 Brian Andrews, EMS
 John Meaney, EMS
 Patricia Haner, Long-Term Care
 Jeremiah Laplante, Long-Term Care

HMCC STAFF:

Tracy Rogers
 Mark Maloni

NONVOTING MEMBERS:

No nonvoting alternates present

GUESTS:

Gail Bienvenue, MA DPH
 Michael Nelson, MA DPH
 Bob Barry, MEMA (Region III/IV)
 Deb Clapp, EMS (WMEMS)
 Donny Rickson, hospitals (Baystate Noble)

Agenda Items	Notes
1. Review agenda/introductions	Jeanne called the meeting to order at 1:08 p.m.
2. Approve minutes from January 2018 Steering Committee Meeting	Moved by Pat, seconded by John, to accept the January minutes as written. Passed unanimously.
3. Old business: <ul style="list-style-type: none"> a) Western/Central MA HMCC Conference b) NIMS documentation c) Dates of importance for the remainder of BP1 	<ul style="list-style-type: none"> a. No significant updates since last meeting. Region 1 role thus far is still to contribute financially, but Region 2 is holding the procurement of a vendor to facilitate speaker search and logistics. Stay tuned for date, anticipate later June. b. Mark reviewed the steps necessary to either access documentation of prior attainment of NIMS training, or to access the Independent Study module that will allow for completion. A few Steering Committee members still have the requirement outstanding. Mark will follow up individually with those who still need to submit. c. Mark reviewed remaining BP1 dates that are significant to region 1 HMCC leadership. <ul style="list-style-type: none"> 1. April 24th Patient Placement Coordination Plan Workshop and TTX.

	<ol style="list-style-type: none"> 2. May 22nd Steering Committee meeting in Lenox. 3. Early June – statewide HMCC Leadership Conference (exact date still TBD) 4. Mid-late June – region 1 and 2 joint conference (exact date still TBD)
<ol style="list-style-type: none"> 4. New business: <ol style="list-style-type: none"> a) HMCC Leadership Course b) JRA results c) Steering Committee member elections d) Opioid Panel event e) Vigilant Guard f) Base Plan Review g) Logo feedback h) Open Meeting Law 	<ol style="list-style-type: none"> a. Tracy reviewed application materials and course dates for the HMCC Leadership course offered by FEMA’s Center for Domestic Preparedness in Anniston Alabama. Group was interested in the training opportunity (3-day residential course with two travel days at no cost), but the timelines currently offered did not work. HMCC staff will look for the next round of applications and course dates, which will likely require a fall application for a winter 2018/spring 2019 course date. b. Group reviewed the notes and recommendations from JSI Inc., the group contracted by the state to conduct the Region 1 Jurisdictional Risk Assessment. Minimal specific new activities were identified, as much of the recommendations spoke to efforts that are already in place, or are underway. Some messaging questions that arose regarding the HMCC included: <ol style="list-style-type: none"> 1. Brian questioned if all HMCC leaders are issuing the same message? Are municipal bodies receiving consistent information regarding the function and scope of the HMCC? <ol style="list-style-type: none"> a. Staff can work on creating a key messages sheet for leaders to refer to in order to ensure a consistent message. 2. Bob Barry would like to gain clarity on the roles and obligations of EMD’s in relation to HMCC activities. As the CMS Preparedness Rule has kicked in, EMD’s are getting asked for more information from facilities to augment their own emergency operations plans. 3. Outreach materials were updated earlier in the year, but as we move into spring staff will re-examine them with new eyes as the Preparedness Rule has gained significance, and we have more clarity around what typical activations look like (facility status reporting). c. Review of those terms which are up in concurrence with the fiscal/program year. Disciplines are in different places selecting new people. Mark will do the required behind the scenes work to alert disciplinary coordinating groups. d. Gail reviewed that the WRHEPC meeting scheduled for 4/20 has seats being held for all region 1 HMCC Steering Committee members. Those who know they are unable to attend should please contact Gail directly. This meeting will feature a panel of speakers regarding opioid activities and response in the region. e. Tracy took the temperature of the group regarding play in Vigilant Guard, scheduled for the fall of 2018 in Franklin County. Technically a search and rescue exercise. We could tack on as we tried to last year. No overwhelming will to play as a Coalition; individual bodies within the coalition can contact Tracy directly if they wish to plan/play. f. Base Plan must be reviewed, edited, and ratified prior to the end of the year, which means we must vote on it at the May meeting. Decided that the review process will commence with Mark and Tracy

	<p>reviewing and marking up the plan. From there, we will issue a track changes document to the steering committee to review and comment on prior to the May meeting. At the May meeting we can then work our way through all proposed edits and changes, resulting in a document we can ratify. Group agreed to review the plan prior to attending the May meeting.</p> <p>g. Reviewed HMCC logo samples prepared by a local designer. Overall feedback was to go with one of the first two options presented, as many felt that a horizontal logo is easier to work with than a square shaped logo.</p> <p>h. Reviewed the implications of following open meeting law and how it impacts remote participation. There is no state mandate for the group to follow Open Meeting Law; this was to ensure transparency for concerned stakeholders who questioned the HMCC's ability to operate with transparency. We will continue to post minutes etc. Moved by Brian, second by Heather, to cease operating within the confines of Open Meeting Law. Passed unanimously. (<i>NOTE: Since this meeting, HMCC staff caught that changes to the Operating Principles, which document adherence to MA Open Meeting Law, must be posted to the full membership 45 days in advance of a vote. Therefore, this vote will have to be reconsidered at the May meeting; notice was issued to the full membership of the HMCC on Friday, March 30th.</i>)</p>
5. Duty officer activations	<p>Staff reviewed the various winter storm activations, including messaging during those times, the use of the hospital facility report as a template for use by other health and medical facilities in the region, and the reality of IT needs that every organization/facility brings to the table.</p> <p>Minimal specific recommendations for the future, but as we review the ECP, we should evaluate if we are operating in fidelity with our protocols as outlines in the plan; if we are not operating in fidelity, what should change? Protocols, or plan? Stay tuned.</p>
6. Business not reasonably anticipated 48 hours prior to the meeting	a. None.
7. Wrap up and adjourn	Bruce moved to adjourn at 3:55 p.m. Pat seconded. Passed unanimously.
<p>Next Meeting:</p> <p>Tuesday, May 22nd, 2-4 p.m. Kimball Farms LifeCare Community 235 Walker St. Lenox, MA</p>	