



# Franklin Regional Council of Governments

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

<b>Date</b>	5/22/18	<b>Location</b>	Kimball LifeCare Lenox, MA	<b>Facilitator:</b>	Brian Andrews
<b>Time</b>	2-4 p.m.	<b>Duration</b>	2 Hours		

### VOTING MEMBERS:

Allison Egan, Public Health  
 Patricia Haner, Long-Term Care  
 Bruce Bussiere, Hospitals  
 Jeremiah Laplante, Long-term care  
 Brian Andrews, EMS  
 Lucy Ann Britton, Hospitals

### HMCC STAFF:

Tracy Rogers  
 Mark Maloni

### NONVOTING MEMBERS:

Michael Nelson, MDPH  
 Gail Bienvenue, MDPH

### GUESTS:

Phoebe Walker, FRCOG,  
 Donnie Rickson, Baystate Noble Hospital

Agenda Items	Notes
1. Review agenda/introductions	Brian called the meeting to order at 2:07 p.m.
2. Approve minutes from March 2017 Steering Committee Meeting	<b>Moved by Bruce, seconded by Pat, to accept the March minutes as written. Passed unanimously.</b>
3. Old Business. a) Western/Central MA HMCC Conference. b) NIMS Documentation c) Recast vote on revised Operating Principles. d) Base Plan review.	<p>a) The funds allocated to go towards the joint conference as are being utilized. The conference will take place on Wednesday, June 6<sup>th</sup>, in Old Sturbridge Village; two speakers are confirmed, two other speakers in process of being booked.</p> <p>b) Mark encouraged those members who have not yet submitted NIMS documentation to please do so soon, as the deadline for submission to DPH is 6/30.</p> <p>c) Tracy presented review of Operating Principles. One small change around inclusion of EM as a core partner; these edits, along with the prior edits of removing adherence to Massachusetts Open Meeting Law were posted months back to comply with the principle stating we would give the full membership 45 days notice in writing prior to making changes to the operating principles. <b>Moved by Bruce, second by Lucy to accept amendments. No further discussion. Passed unanimously.</b></p> <p>d) Tracy walked the Committee through a review of the proposed edits to the base plan and annexes. Many edits were accepted; some larger questions around activation levels and the resource coordination annex were de-</p>

	ferred to soon-to-be-reconstituted Planning Subcommittee. Brian requested a motion to approve agreed upon changes and table the indicated sections. <b>Moved by Bruce, second by Pat. No further discussion. Passed unanimously.</b>
4. New business: a) BP1X Budget and Deliverables. b) Q4 spending. c) PHEP conference/JC feedback	<p>a) BP1X budget holds \$30K more this year, but comes with a requirement to add a 3<sup>rd</sup> FTE. TR reviewed overall budget; <b>motion by Bruce to accept, second by Pat; discussion:</b></p> <p>i. Tracy called for feedback from SC; some thinking to add money back into line to allow a couple of SC members to attend conferences – approx. \$7,500 to do so; proposed amendment to strike \$1,500 from possible BP1X joint conference from Region 2 and \$6K from salary and indirect, to allow for three non-hospital SC members to go to conferences. <b>Passed unanimously.</b></p> <p>b) Q4 spending: contract for web design; Deb Clapp is working toward an exercise with \$2,400; \$4K to buy 4 Stop the Bleed training kits (includes animatronic limbs for practice); \$500 towards stock photography; \$800 to buy double-walled gloves, pocket cards for MRC volunteers, and reflective whistles and headlamps for MRC; spider phone for HMCC EOC. <b>Moved by Bruce, second by Alison. Discussion:</b></p> <p>i. Concerns around funding MRCs directly with HMCC funds; SC asked that instead of directly furnishing MRC units, the HMCC hold “volunteer go-kits” and distribute as needed for incidents and events.</p> <p>ii. Steering Committee wishes to ensure Stop the Bleed kits are not used for commercial purposes – write up in MOU’s.</p> <p>iii. <b>With these two friendly amendments, the motion passed unanimously.</b></p> <p>c) Review of deliverables. <b>Moved by Bruce to accept the workplan as presented. Seconded by Lucy. No discussion. Passed unanimously.</b></p> <p>d) Alison reported out on PHEP Summit; no JC conference attendees present at meeting.</p>
5. Duty officer activations	No activations to debrief.
6. Business not reasonably anticipated 48 hours prior to the meeting	None.
7. Wrap up and adjourn a) Next Meeting: September 2018	<b>Bruce moved to adjourn at 3:48 p.m. Alison seconded. Passed unanimously.</b>
Next Meeting:  <b>Tuesday, September 25<sup>th</sup>, 2-4 p.m., exact location TBD.</b>	