



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION
THURSDAY, NOVEMBER 1, 2018**

LOCATION: Pioneer Valley Planning Commission (PVPC)
60 Congress Street
Springfield, MA 01104

CALLED TO ORDER AT: 10:03 a.m.
MEETING ADJOURNED AT: 11:40 a.m.

ATTENDEES:

| | |
|---------------------------|--|
| Stephanie Bozgian-Merrick | Public Health Emergency Preparedness Planner, PVPC |
| Thomas FitzGerald | Health Director, Southwick |
| Jeanne Galloway | Co-Chair; Health Director, West Springfield |
| Beverly Hirschhorn | Director, Board of Health, Longmeadow |
| Erica Johnson | Senior Planner, PVPC |
| Lois Luniewicz | Coordinator, Hampden County Medical Reserve Corps |
| Joshua Mathieu | Health Agent, Palmer |
| Lorri McCool | Health Agent, Wilbraham, Monson & Hampden |
| Cheryl Messer | Director of Nurses, Ludlow Board of Health |
| Michael Nelson | Regional Emergency Preparedness Coordinator, MDPH |
| Sherry Petrucci | Public Health Nurse, Agawam Health Department |
| Deborah Schaier | Public Health Nurse, Holyoke |
| Tammy Spencer | Co-Chair; Sanitarian, Health Department, Chicopee |

DOCUMENTS DISTRIBUTED AT THIS MEETING:

- Agenda
- Minutes of Hampden County Health Coalition meeting, Thursday, October 4, 2018
- HCHC FY 19 Financial Statement for the Month of October 2018
- OPEM Staff Notification & Assembly Drill Forms
- OPEM Emerging Infectious Disease Resources for Emergency Dispensing Sites (EDS)

1. Meeting Called to Order

Jeanne Galloway called the November 1, 2018 meeting of the Hampden County Health Coalition (HCHC) to order at 10:03 a.m.

2. Welcome & Introductions

Ms. Galloway welcomed HCHC members and guests and she asked everyone to introduce themselves.

3. Approval of Minutes

Ms. Galloway asked if there were any comments or questions regarding the minutes of the last HCHC meeting which was held on October 4, 2018. There being no comments or questions, Ms. Galloway then called for a motion to approve the minutes of the October 4, 2018 HCHC meeting.

JOSHUA MATHIEU MADE THE MOTION TO APPROVE THE OCTOBER 4, 2018 MINUTES; SHERRY PETRUCCI SECONDED THE MOTION AND ALL THE HCHC MEMBERS PRESENT APPROVED THE MOTION.

4. Financial Report

Erica Johnson presented the FY 19 Financial Statement for the month of October 2018 and she noted that the balance as of October 31st was \$144,387.10. Ms. Johnson stated that this report reflects HCHC's most recent budget modification which was primarily to move money into the *Travel/Conferences/Memberships* line for the Massachusetts Health Officers Association (MHOA) Conference. Ms. Johnson reported that several people have decided not to attend MHOA and the funds can now be moved to a different category. Ms. Johnson stated that she will be submitting another budget modification request and she asked HCHC members to let her know if there is anything they would like to request that would support emergency preparedness in their towns. In response to a question from Ms. Galloway, Ms. Johnson stated that DPH was very accommodating with regard to HCHC's attendance at the MHOA Conference. She noted that 4 Coalition members will be attending and 3 individuals let her know that they will not be going. Ms. Johnson added that there are also 2 people who plan to go but they have not asked for reimbursement. Ms. Johnson stated that HCHC members attending the MHOA Conference will need to participate in the entire Emergency Preparedness track and she noted that there is a tab on the MHOA website that lists all the Emergency Preparedness sessions. Ms. Johnson added that for those attending the MHOA Emergency Preparedness track, HCHC can pay for their hotel expenses for 2 nights.

Ms. Galloway then called for a motion to approve the HCHC Fiscal Year 2019 Financial Statement for the Month of October 2018. SHERRY PETRUCCI MADE THE MOTION TO APPROVE THE HCHC FISCAL YEAR 2019 FINANCIAL STATEMENT FOR THE MONTH OF OCTOBER 2018; CHERYL MESSER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) EDS Deliverables

Before beginning her report, Ms. Bozigian-Merrick announced that as of today, PVPC Senior Planner Erica Johnson has been promoted to Principal Planner/Manager in PVPC's Community Development Section. HCHC members gave Ms. Johnson a warm round of applause and they congratulated her on her well-deserved promotion.

Ms. Bozigian-Merrick next stated that on October 9th, she attended an OPEM meeting in Needham for the PHEP Coordinators across the state, and she received materials that she would like to share with HCHC members that have a bearing on the Emergency Dispensing Site (EDS) and Emerging Infectious Disease (EID) work the Coalition is doing. Ms. Bozigian-Merrick felt that the new OPEM drill documentation forms are better than last year's forms and she noted that they don't require as much work. She added that After Action Reports (AARs) are no longer mandatory but she recommended completing them in order to document any shortfalls.

Ms. Bozigian-Merrick noted that HCHC members can conduct a virtual assembly this year instead of an in-person assembly. She explained that a virtual assembly requires that there be a live exchange of communication and she noted, for example, that people could call in to a conference call line. Ms. Bozigian-Merrick then referred to a document entitled *Staff Notification Assembly Drill Form* and she explained how to complete the various sections including *Staff Information; Notification; Acknowledgement; and, Assembly*. She also noted that each box for entering data is accompanied by a helpful drop-down list of instructions. She added that there are forms for the site activation and for the facility setup. Ms. Bozigian-Merrick commented that although HCHC members can conduct a virtual assembly, they will need to do a site activation and a facility setup at the site where they are operating their virtual EDS. She stated that HCHC members are not required to do the actual assembly of staff although someone will need to set up the station. Joshua Mathieu asked if someone will check the setup. Ms. Bozigian-Merrick stated that she would be happy to help and Mr. Nelson also offered to visit the sites. As regards expiration dates on equipment or supplies, Ms. Bozigian-Merrick asked HCHC members not to throw out any outdated Personal Protective Equipment (PPE) given that the items can be used for a PPE training. Finally, Ms. Bozigian-Merrick noted that the EDS Deliverable must be completed by March 31st.

At this point, Ms. Johnson announced that there was a double booking for PVPC's large conference room and the other group cannot fit into the smaller conference rooms downstairs. HCHC members agreed to relocate and the Coalition meeting was momentarily adjourned. After HCHC members had reconvened in Conference Room 1A, Ms. Bozigian-Merrick provided an update on an upcoming *Hepatitis A EDS Exercise* that will take place at the American International College (AIC) and which represents the work of several communities that OPEM is allowing HCHC to use for a regional EDS exercise. She stated that the communities include Holyoke, Chicopee, Springfield, Westfield, Longmeadow, West Springfield, Agawam and Belchertown. Ms. Bozigian-Merrick noted that the Western Massachusetts Chapter of the Massachusetts Association of Public Health Nurses is working with the Western Massachusetts Nursing Collaborative which is an association of nursing schools. She explained that the EDS Exercise mimics an outbreak of Hepatitis A that exceeds the borders of the different communities. Ms. Bozigian-Merrick stated that the staff is from the participating Public Health Departments and the students will be the recipients and dispensers of Medical Counter Measures (MCM). She added that the students will be getting an education about surveillance, MCM, emergency distribution and Public Health in general.

Ms. Bozigian-Merrick noted that Sherry Petrucci has coordinated this event. Ms. Petrucci explained that this is a semi-annual conference which will be held in November and March. She noted that the schools participating in November are Springfield Technical Community College (STCC), Bay Path University and AIC, and in March the schools are Westfield State University, UMass and Elms College. Ms. Bozigian-Merrick explained that there will be conference presentations in the morning and there is a functional exercise in the afternoon. Ms. Bozigian-Merrick pointed out that even if HCHC is able to use this project as our regional deliverable, it is still a good idea for each community to do their own version of the Staff Notification and Assembly exercises and she noted that most of the communities she recently visited have discovered that their materials have expired. Ms. Bozigian-Merrick offered

to help HCHC members with this exercise at their offices. At this point, Ms. Luniewicz stated that the *Hepatitis A EDS Exercise* is an event that could work well with Medical Reserve Corps (MRC) recruitment. Ms. Bozigian-Merrick agreed however she noted that MRC has not been invited to have a booth or vendors at this event and she stated that it would be good to find a time to continue this discussion.

Ms. Bozigian-Merrick stated that the EDS Plan deliverable asks that HCHC members update two sections of their EDS plans and she noted that the WAG put together an alternate template that HCHC members are welcome to use. Ms. Bozigian-Merrick also reminded everyone that the state is working on a packet of Job Action Sheets (JAS) and she suggested that anyone who is actively looking at JAS should wait a few months to see if they prefer OPEM's version. Mr. Nelson stated that it is his understanding that the JAS is not a priority for OPEM at this time but they hope to complete them sometime during this fiscal year. Also as regards possible EDS plan updates, Ms. Bozigian-Merrick noted that the Demobilization Section can be entered into the plan with very little additional work. She also noted that there is a new list of appendices that HCHC members can use to improve their plans. Ms. Bozigian-Merrick asked HCHC members to let her know if they haven't yet seen the WAG template and she will send it along with the list of potential appendices.

b) EID Project Updates

Ms. Bozigian-Merrick reported that the Local Public Health Institute (LPHI) and State Epidemiologist Dr. Katie Browne are working on the EID Annex project and they have provided several outlines including a PowerPoint Presentation that HCHC can use at our workshop deliverable. Ms. Bozigian-Merrick then distributed some workbooks and resource lists from OPEM. She stated that she was not impressed with the participant workbook but she felt that the resource listing is excellent.

As regards a possible PPE training, Ms. Bozigian-Merrick stated that as suggested by the Coalition, she contacted Barbara Coughlin. She noted that Ms. Coughlin will be getting back to her with resources and if HCHC members would like her to do so, she could ask Ms. Coughlin to conduct a PPE training for the Coalition however she wasn't sure if there are costs involved and how this would be funded. Ms. Johnson noted that she could include the training in HCHC's next budget amendment if she had an idea of the cost and what would be involved. Ms. Luniewicz asked if this would be a full-scale training as opposed to several small trainings. Ms. Bozigian-Merrick stated that HCHC will need to decide who the audience will be. HCHC members agreed that the training should be for both Public Health Department staff as well as MRC volunteers.

In response to a question about the EID Workshop, Ms. Bozigian-Merrick explained that one of our deliverables for this year is to provide an EID Workshop for Local Public Health Departments and the goal is for HCHC members to determine how they would like to construct their EID annex for their EDS plan. She remarked that there are actually two deliverables, namely, the EID workshop which is a county-wide deliverable and the EID Annex which is community specific. As requested by Ms. Spencer, Ms. Bozigian-Merrick agreed to email OPEM's EID resource

listing to HCHC members. Ms. Johnson pointed out that there is a key at the top of the list for the abbreviations that appear in the document.

Ms. Bozigian-Merrick stated that the refrigerator survey has been reactivated. She noted that this relates to EID given that we need to be thinking about vaccine storage management. In addition, she noted that many of our partners also do not have adequate vaccine storage and she stated that some communities depend on each other for backup. In response to a question from Ms. Johnson, Ms. Bozigian-Merrick stated that there used to be a sizable area with refrigerators at UMass however she believes that there are now only 3 refrigerators remaining. Ms. Messer suggested it might be beneficial to investigate creating an MOU with Pioneer Cold which is a huge refrigeration company. Ms. Bozigian-Merrick stated that we are still gathering information however she noted that the situation appears to be much worse than anticipated.

c) PVCOAD Table Top Exercise Recap

Ms. Luniewicz reported that she and Ms. Bozigian-Merrick participated in the PVCOAD Table Top Exercise which took place on October 22nd. Ms. Luniewicz stated that 6 key PVCOAD subcommittees were identified to be players in this exercise. She explained that the Chairs of the various subcommittees sat at a table at the front of the room where they were believed to be on a conference call discussing how to approach a mythical tornado that touched down in Springfield. Ms. Luniewicz felt that it was a worthwhile exercise and she reported that there were about 60 attendees. Ms. Bozigian-Merrick stated that some of the major organizations that attended the Table Top Exercise included the Salvation Army, the Red Cross, the United Way, MEMA, FEMA, and MRC. Ms. Luniewicz noted that the exercise raised more questions than it answered adding that one objective of a Table Top Exercise is to see where there is need for improvement. She pointed out that Phase 2 of the membership coordination task is to try to do a better job identifying the players. She added that an After Action Meeting is scheduled for December 5th. Ms. Bozigian-Merrick reported that the National Voluntary Organizations Active in Disasters (NVOAD) has a feature on its website where someone who is interested in becoming a Spontaneous Unaffiliated Volunteer (SUV) can go to the website, pay \$15 and receive a background check and credentials within 15 minutes. She noted that this individual can then serve as a volunteer without some of the liability issues that were a concern in the past.

d) EP Planner Hiring Update

Ms. Johnson then provided an update on the hiring process for HCHC's new Public Health Emergency Preparedness (PHEP) Planner. She stated that October 19th was the closing day for this position and she reported that several outstanding applicants had responded. Ms. Johnson stated that the first round of interviews will be completed today and the Hiring Committee will then provide their recommendations to PVPC Deputy Director Jim Mazik who will make decisions about the second interviews. Ms. Johnson stated that she hopes to have someone in place soon so that the new PHEP Planner can work with Ms. Bozigian-Merrick during her transition period.

6. News and Updates

a) MRC & PVCOAD Updates

Ms. Luniewicz stated that she had nothing further to report at this time regarding PVCOAD. As regards MRC, she stated that the first part of the training series entitled *You are the Help Until Help Arrives* took place on October 18th and there were 26 attendees. Ms. Messer asked if anyone was there from Ludlow. Ms. Luniewicz stated that she will try to get back to Ms. Messer with that information. Ms. Luniewicz noted that the second part of this training series is the *Hands Only CPR* which will take place on November 29th. She stated that even if someone did not attend the first event, she felt it would be beneficial for them to attend the *Hands Only CPR* and she would encourage them to register. She added that she will be sending out reminder emails. Ms. Luniewicz stated that she did not know when the next MRC meeting would take place and she pointed out that the regular meeting date conflicts with the MHOA Conference which she is planning to attend. Ms. Luniewicz noted that she has heard back from only one coordinator in response to a poll she sent out. She also pointed out that they will need to eliminate the option of November 7th because 2 members will be attending a MA Responds training on that date.

b) HMCC Update

Ms. Galloway stated that she did not go to the October 26th HMCC full coalition meeting and she asked if any HCHC members could provide an update. Several HCHC members indicated that they had attended the meeting. Ms. Schaier reported that the agenda included a presentation about the Mobile Integrated Health Program. A discussion then followed about the program and some concerns were raised by HCHC members including the fact that it is very costly to join this program. Also as regards the HMCC meeting, Ms. Luniewicz reported that there was an update on the functionality of the new HMCC website and it was also noted that an individual was hired at FRCOG who will serve as one of HMCC's on-call staff.

c) MCD Update

Ms. Galloway reported that mosquito surveillance for the year has ended and final reports will be available soon. She noted that the Commissioners for the Pioneer Valley Mosquito Control District (PVMCD) have asked that our reports be sent by November 9th so that outreach can begin to encourage towns to sign on. She also noted that this is the last year that communities can participate without buying in. A brief discussion followed about the West Nile Virus and Ms. Galloway pointed out that it is directly associated with the urban centers because of those population densities. Ms. Galloway reported that the Commissioners are hoping to hire a part-time person around the first of the year who will meet with the communities and she expected that the job position will soon be posted by the state.

d) Western MA Public Health Advisory Group (WAG)

Michael Nelson reported that the WAG group meets on the first Tuesday of the month and he noted they have not met since the last HCHC meeting. Mr. Nelson stated that the WAG has been working on the refrigerator survey and on November 6th they will be discussing the EID Workshop as well as their response, if any, to a topic that came up at the Local State Advisory Committee (LSAC) meeting.

e) LSAC Update

Mr. Nelson reported that the primary focus of the last LSAC meeting was the ongoing problems of Region 3 due to their lack of a sponsoring organization and lack of staff. He added that Region 3, which is in the North Shore, is also responding to the recent gas explosions. Mr. Nelson stated that Region 3 would like PHEP funding to be more versatile. Rather than just EDS Planning, they would like to include other emergency preparedness aspects such as the need for food safety managers and food security to help with their response. Mr. Nelson stated that apparently Region 3 wrote a letter to OPEM asking them to relax some of their spending restrictions. He noted that they sent the letter from LSAC without seeking input from the rest of the regions who did not see the letter until after it had gone out to all the Public Health officials in the state. Mr. Nelson explained that usually LSAC representatives are consulted and have a chance to comment and reach a consensus before anything is sent out on behalf of all the regions. Ms. Hirschhorn remarked that OPEM does not recognize that the curriculum to support emergency preparedness is not restricted to EDS. Mr. Nelson stated that the other regions do not necessarily disagree with the premise of Region 3's request and they may actually be in support of it but they are upset with the way Region 3 handled this matter. Ms. Bozigian-Merrick stated that she should have been asked to comment about the contents of the letter and she felt that because LSAC wasn't a unified front presenting this request, it has no credibility. Ms. Bozigian-Merrick agreed that this is an important issue but it should be addressed in a way that is productive. She noted that part of the problem is that OPEM's deliverables from the CDC are really EDS specific. Mr. Nelson stated that at the next LSAC meeting, Region 1 will need to decide how best to respond to this matter.

f) WRHSAC Updates

Ms. Galloway reported that she did not attend the September or October WRHSAC meetings.

g) MAVEN Report

A Maven update was not available.

h) Upcoming Events, Trainings & Exercises

Ms. Spencer reminded the group that Part 2 of *You are the Help* will take place at 6:30 p.m. on November 29th, at the Chicopee Public Library and she stated that everyone is welcome to attend.

As regards today's earlier discussion about a potential PPE training, Ms. Galloway stated that the Coalition may need a formal motion to allow Ms. Johnson to reallocate some funds and she asked HCHC members if they would like to move forward with having Barbara Coughlin or another trainer conduct a PPE training. HCHC members agreed that they would like to go ahead with the training. Ms. Spencer noted that the training would likely run for less than 2 hours. After a brief discussion, it was decided that no more than \$1500 should be allocated for the trainer, plus funds for training supplies.

Ms. Galloway then called for a motion to approve the allocation of PHEP funds for a PPE training.

LORRI MCCOOL MADE THE MOTION TO APPROVE THE ALLOCATION OF PHEP FUNDS IN AN AMOUNT NOT TO EXCEED \$1500 FOR A TRAINER TO CONDUCT A PPE TRAINING, PLUS ADDITIONAL FUNDS FOR SUPPLIES FOR THE TRAINING; BEVERLY HIRSCHHORN SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

For the benefit of HCHC members who arrived late, Ms. Johnson reiterated that there were some changes in participation at MHOA so there are some funds that are now available and she is putting together another budget amendment. Ms. Johnson asked HCHC members to let her know if there are any supplies they are interested in purchasing. In response to a question from Mr. FitzGerald, Ms. Johnson remarked that the state has never provided a list of allowable expenses. Ms. Messer asked if a case for an Automated Equipment Defibrillator (AED) would be allowed. Ms. Johnson asked Ms. Messer to send her some products information and she will try to find out.

7. Other Business

At the request of Ms. Johnson, Ms. Galloway provided a brief update on her trip to Lawrence to conduct inspections. Ms. Galloway stated that she and a colleague conducted 7 food service inspections in Lawrence in the target area where the explosions were. She stated that aside from the regular inspections, they also talked with people about how they responded to the emergency and their lack of power. Ms. Galloway discovered that their food inspector had retired in August just before the disaster happened and they had hired a third party company to do their inspections. Ms. Galloway noted that the Program Inspection Services Director wanted some work to be done outside the target area but not all communities were allowed to do that without an MOU. Ms. Galloway noted that she had received the approval of West Springfield's Mayor to go wherever they were needed.

At this point, Ms. Johnson stated that she has more hand sanitizer refills to distribute for those who have stands and she asked HCHC members to stop by downstairs at the PVPC office following today's meeting.

8. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's November 1, 2018 HCHC meeting at 11:40 a.m. LORRI MCCOOL MADE THE MOTION TO ADJOURN THIS NOVEMBER 1, 2018 HCHC MEETING; JOSH MATHIEU SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.