



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION  
THURSDAY, JANUARY 5, 2017**

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

**CALLED TO ORDER AT:** 10:02 a.m.  
**MEETING ADJOURNED AT:** 2:02 p.m.

**ATTENDEES:**

Soloe Dennis	Deputy Commissioner, Springfield Health & Human Services
Thomas FitzGerald	Health Director, Southwick
Jeanne Galloway	Co-Chair; Health Director, West Springfield
Sean Gonsalves	Chief Sanitarian, Holyoke Board of Health
Beverly Hirschhorn	Director Board of Health, Longmeadow
Erica Johnson	Senior Planner, PVPC
Ted Locke	Tolland EMD
Lois Luniewicz	Coordinator, Hampden County Medical Reserve Corps
Joshua Mathieu	Health Agent, Palmer
Brian McCartney	Public Health Emergency Preparedness Planner, PVPC
Debra Mulvenna	Public Health Nurse, Westfield Health Department
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Aimee Petrosky	Health Agent, East Longmeadow
Tony Pettaway	Public Health Emergency Response, Springfield Health & Human Services
Deborah Schaefer	Public Health Nurse, Holyoke
Lynn Shell	Administrative Support, PVPC
Tammy Spencer	Sanitarian, Chicopee Health Department
Randy White	Co-Chair; Health Agent, Agawam Health Department

**GUESTS:**

Lynn Diniz	Holyoke Board of Health
Liisa Jackson	Preparedness Specialty Services
Tracy Rogers	HMCC

**DOCUMENTS DISTRIBUTED AT THIS MEETING:**

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, December 1, 2016
- Hampden County Health Coalition Financial Statement for the Month of December 2016
- HCHC Purchase Requests FY17-BP5: 7/1/16 – 6/30/17; January 2017 Requests
- Training Recommendations Regarding WRHSAC Priorities
- MDPH OPEM Budget Period 5 Project Identification Form
- PV COAD Meeting Agenda
- PVPC Emergency Preparedness Planner job description
- HMCC Duty Officer Quick Reference Guide

**1. Meeting Called to Order**

Jeanne Galloway called the January 5, 2017 meeting of the Hampden County Health Coalition to order at 10:02 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 December 1, 2016 HCHC meeting minutes. Lois Luniewicz noted that the spelling of Ms. Jackson's first name which appears on page 4 of the minutes should be "Liisa" instead of "Lisa". She also noted that on page 7, the letter "R" in CERT stands for "response" rather than "reserve". Mr. McCartney also asked that the word "sheltering" be removed from the heading for agenda item 5 (b) given that the EDS exercise will not include a sheltering component. Ms. Galloway then called for a motion to approve the minutes of the December 1, 2016 HCHC meeting with the requested changes.

THOMAS FITZGERALD MADE THE MOTION TO APPROVE THE DECEMBER 1, 2016 MINUTES AS AMENDED; TAMMY SPENCER SECONDED THE MOTION AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

4. Financial Report

Erica Johnson presented the HCHC Financial Statement for the month of December 2016 and she noted that the balance of PHEP funds as of the end of December is \$132,244.95 which includes \$2,493.20 in Carry Forward funds. Ms. Johnson stated that HCHC has received verbal approval that the Carry Forward funds can be included in the Coalition budget, adding that written confirmation from the state is in progress.

Ms. Galloway then called for a motion to approve the HCHC Financial Statement for the Month of December 2016. THOMAS FITZGERALD MADE THE MOTION TO APPROVE THE HCHC FINANCIAL STATEMENT FOR THE MONTH OF DECEMBER 2016; SOLOE DENNIS SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) Review & Vote: Spending Requests

Ms. Johnson stated that there are two Coalition expenditure requests for the month of January 2017, noting that the first request is for paper and lanyards for the City of Springfield in the amount of \$52.92. She stated that the second request in the amount of \$620 is for two additional Public Health nurses to attend the May 2017 MAPHN Conference and she explained that this is an estimated cost based on last year's actual costs for the conference. Ms. Johnson pointed out that there is a negative balance remaining of -\$214.28 however she explained that she has overestimated all costs and she felt confident that HCHC will not go over that amount. She also noted that she could move line items if necessary. Ms. Johnson stated that she cannot submit the request for approval regarding the MAPHN conference until she receives the agenda to justify applicability of the conference. Ms. Galloway then asked Ms. Johnson if the purchase requests should be addressed as two separate votes. Ms.

Johnson suggested that if HCHC members are agreeable, they could include both requests in one vote. Ms. Galloway then called for a motion to approve the purchase requests for the month of January 2017.

TED LOCKE MADE THE MOTION TO APPROVE THE HCHC JANUARY 2017 PURCHASE REQUESTS AS PRESENTED; AIMEE PETROSKY SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

b) HCHC Membership & Voting Policies

Ms. Johnson stated that a question was raised at the last HCHC meeting about voting at Coalition meetings. Based on her review of the Coalition Bylaws and Principles of Operation, she explained that each of the participating communities has a Coalition representative and if that person is not able to attend a Coalition meeting, their designee may do so. Ms. Johnson stated that more than one person from each community is encouraged to attend the meetings but only one representative from each community is allowed to vote. She noted, however, that Lori McCool is allowed 3 votes given that she represents 3 towns. Ms. Galloway added that Joe Rouse represents the City of Westfield and the Towns of Russell and Montgomery and therefore he also has 3 votes. In response to a question from Mr. Dennis, Ms. Mulvenna stated that she only represents the City of Westfield. Ms. Johnson pointed out that voting must be made in person at the meeting and she also noted that the members attending the meeting constitute a quorum even if there are only 3 people attending. Mr. FitzGerald added that if there is a disagreement regarding a vote, the majority rules.

c) PHEP Grant Deliverables & Update

Mr. McCartney stated that BP5 Quarter 2 ended on December 31<sup>st</sup>, noting that all deliverables were completed and submitted, as well as the report on the Closed POD Project Phase 3. He added that a copy of the report has been provided for review by HCHC members. Mr. McCartney remarked that the Coalition met all goals halfway through the year and he stated that he noted on the report that HCHC will strive to double its original goals. As regards BP5 Quarter 3, he stated that the deliverables include a HHAN drill and another call down drill of our 24/7 roster, adding that HCHC will need to complete the Real Opt module and the After Action Report (AAR). Mr. McCartney pointed out that a majority of the communities do not have the Real Opt program and he offered to complete it on their behalf. None of the HCHC members present indicated that they planned to do the Real Opt simulation on their own and Mr. McCartney confirmed that he would complete it. Tracy Rogers asked if participation in today's table top exercise and the EDS drill in February could be accepted in place of the Real Opt. Mr. Nelson stated that he did not have an answer to that question. As regards the AAR, Mr. McCartney stated that the Coalition will be producing a full length AAR for the Holyoke exercise as part of HCHC's contract with Liisa Jackson.

At this point, Mr. McCartney announced that as of January 31, 2017, he plans to resign from his position as the

PVPC Public Health Emergency Preparedness Planner and he noted that an outline of his job description was included in today's meeting packet. Mr. McCartney stated that Ms. Galloway has expressed interest in forming a subcommittee to ensure that the right person is hired for this position. Ms. Johnson also asked HCHC members to help solicit applications. She noted that this is a fulltime benefited position with the PVPC, adding that the job description is also posted on the PVPC's website. In response to a question about changing the salary range, Ms. Johnson stated that any questions regarding the job description and salary range could be directed to PVPC Deputy Director James Mazik. In the event that the Coalition cannot find a replacement for Mr. McCartney, Ms. Johnson stated that she would take on that responsibility.

d) PHEP FY18 Concurrence & Contingent Vote

Mr. Nelson stated that by January 17<sup>th</sup>, federal officials will provide information on PHEP funds for FY18. He stated that there will be an LSAC meeting sometime in February and at that meeting, MDPH will present their ideas regarding funding. Mr. Nelson noted that the concurrence process will begin following that meeting and voting will most likely take place at the March 2<sup>nd</sup> Coalition meeting, adding that the votes will be due by March 17<sup>th</sup>. Ms. Galloway suggested that this item be added to the Coalition's February 2<sup>nd</sup> meeting agenda.

e) WRHSAC Training Needs Discussion

Ms. Galloway next referred to a handout that had been distributed on Training Recommendations. She stated that instead of accepting training proposals from various agencies, WRHSAC would like to decide what the program choices will be within the committee and search for something to fill those needs. Ms. Galloway stated that she is interested in what HCHC members think about trainings and exercises going forward, noting that she would like to make sure that Public Health priorities are presented. Ms. Galloway noted that there is no limit to the number of suggestions that HCHC members may provide and she stated that suggestions could be sent directly to her, adding that she would like to have something to take to the next Training and Exercise Subcommittee meeting on January 17<sup>th</sup>. Ms. Galloway added that the Training and Exercise Subcommittee will then make a proposal which will be sent to the full coalition to be voted on. Ms. Rogers pointed out that a request for a training will not be considered unless it can be shown that there is a need for it.

f) WRHSAC Public Health Representative

Ms. Galloway stated that at our last HCHC meeting, Mr. Dennis reported that he was asked to fill the position of WRHSAC Public Health Representative and Ms. Galloway pointed out that she is being vetted through the state at this time as well. She also stated that at the last WRHSAC meeting, the Executive Office of Public Safety (EOPS) indicated that they were putting forth their own name for this position and she expressed concern that Public Health may not get to choose their representative. Ms. Johnson reported that this issue was discussed in depth at the recent meeting of the Western MA Public Health Coalition Advisory Group (WAG) and she stated that there is a plan moving forward to remain active in determining who the Public Health representative will be. She pointed out that there has been a lot of effort over the years to ensure that Public Health is well represented

and that the voting member who represents Public Health is actively engaged in a Public Health role. Ms. Johnson noted that Ms. Galloway has been very involved in WRHSAC as the state approved alternate and now that the full voting member has retired, Ms. Galloway has gone through the proper application process to become the full voting member. At this point, Ms. Galloway noted that EOPS has the final choice on any representative and she added that WAG has decided to send a letter regarding this matter to Mary Clark, Director of the Office of Preparedness and Emergency Management (OPEM).

g) Debris Management Template Update

Ms. Galloway then talked about the Debris Management Template that WRHSAC has been working on and she encouraged HCHC members to bring it to the attention of their DPWs and finance departments. Ms. Galloway stated that it is her understanding that under new FEMA regulations, a community may not get reimbursed for any declared disasters unless they have a Disaster Debris Management Plan that has been approved and accepted by the town's voting board. Tracy Rogers stated that she believed that the towns could get the reimbursement but this would provide an additional 2%. Ms. Galloway stated that the debris management template was designed to be easily modified for each town, however, Ms. Rogers added that it is important not to significantly change the content on the template or it will be necessary to go through a year long process to have FEMA approve it. Ms. Galloway noted that more information can be found on the WRHSAC website.

h) Winter Weather

Ms. Galloway asked if anyone is holding more flu clinics, noting that the CDC website indicates that more cases of flu have been reported in the commonwealth and the region. Ms. Hirschhorn also stated that a recent report showed that western Massachusetts is experiencing a higher rate of influenza-like illness (ILI) than any other area of the state. Ms. Hirschhorn reported that Longmeadow still has some vaccine and they will accept walk-ins as well as people from other towns. She stated that if anyone has any vaccine left, they may want to advertise, noting that it may be useful to people travelling in other hemispheres at the end of the season. Ms. Galloway then asked Mr. Locke about Tolland's DPW garage issue. Mr. Locke stated that construction on their new garage will not happen until the spring. He recommended that HCHC members make sure their town's insurance policies are for replacement value. At this point, as regards snow removal, Mr. Locke informed HCHC members that the state highway department only uses salt on highways, noting that sand becomes hazardous material and has to be collected in the spring. Ms. Hirschhorn asked if there are restrictions for the use of salt in areas that are environmentally sensitive. Mr. Locke replied that state protocol is to use only salt.

6. News and Updates

a) HMCC Update

Ms. Galloway asked Ms. Rogers if she would like to provide an HMCC update. Ms. Rogers noted that two new subcommittees are starting up which will be mostly conference calls, noting that one is a Training and Exercise

Committee and the other is a Planning Committee. She stated that anyone is welcome to join and she offered to send more information to Ms. Johnson. Ms. Rogers also reported that HMCC now has a Duty Officer and she referred to the information in the handout entitled *Western MA HMCC Duty Officer Quick Reference Guide* that had been distributed. Ms. Rogers stated that the next Steering Committee meeting will be held in March and Mr. Nelson added that the full coalition meeting will take place on April 14<sup>th</sup>. Ms. Galloway then asked if anyone has tried to use WebEOC and she recommended that HCHC members speak to Mr. Nelson if they need a login.

At this point, Ms. Johnson noted that during the first conversations about the HMCC, there was an understanding that HMCC would eventually be taking over for the coalitions and she asked Ms. Rogers and Mr. Nelson if a timeline has been developed. Ms. Rogers responded that DPH has not said that would happen, adding that she did not have a timeline. Mr. Nelson noted that he had not heard anything about dissolution. Ms. Luniewicz stressed the importance of having all the health departments together at the table and Ms. Johnson noted that the PVPC would be willing to continue providing a venue for Coalition members to get together.

Ms. Rogers stated that she recently attended a workshop on how to frame emergency preparedness in a way that a hospital community benefits advisory committee might find it worthwhile to invest in. Ms. Galloway stated that she sits on the Community Benefits Advisory Committee for Baystate Health and she suggested that the Coalition should start thinking about what we might want to do as a group that perhaps they could fund. Mr. McCartney stated that PVPC staff, Joshua Garcia and Catherine Ratte indicated that they have reached out to Baystate to try to secure more funds for the Hampden County Health Improvement Plan, noting that the goal is to finalize the plan before the county health rankings are released in March. Mr. McCartney stated that he believed Mr. Garcia or Ms. Ratte will provide an update within the next couple of weeks.

b) Western MA Public Health Coalition Advisory Group (WAG)

As regards the last WAG meeting, Mr. Nelson reported that discussions included the WRHSAC Public Health representative and they also talked about their projects, noting that Hampden County is working on the Closed POD project. He added that regionally HCHC is working on a project of communication between the four coalitions during emergencies. As regards the NACCHO grants, Ms. Rogers stated that Hampshire County is running a project to benefit the entire region which involves looking at how to make shelter staff more capable of handling shelter residents. Ms. Galloway noted that two applications were submitted for the 2017 NACCHO grants noting that Hampden County submitted one and the rest of western Massachusetts regions submitted one as well. Ms. Luniewicz stated that it basically supports the Community Organizations Active in Disasters (COAD) in western Massachusetts. Mr. McCartney then invited the group to attend the next COAD meeting which will be held on January 12<sup>th</sup> noting that he had provided a flier with more details about the meeting.

c) LSAC

Mr. McCartney stated that the LSAC group did not meet in December and he noted that the next meeting will

take place on January 23<sup>rd</sup>. Mr. Nelson added that the date for the February LSAC meeting is to be determined.

d) Medical Reserve Corps Update

Lois Luniewicz stated that the MRC did not have a meeting in December. She reported that she has been working closely with Brian McCartney and Liisa Jackson on the upcoming functional drill which will be held in Holyoke. She also reported that she submitted a challenge grant on behalf of the Chicopee MRC which should ultimately benefit not only Hampden County but eventually all of Region 1.

Ms. Luniewicz next gave an update on her November 18<sup>th</sup> meeting with the Region 1 hospital preparedness coordinators. Ms. Luniewicz stated that the group talked about past experiences using MRC volunteers and their perspective was not favorable. One of the points she came away with was that although MRC volunteers are trained in the Incident Command System, the experience of the hospital preparedness group was that the volunteers are not fully engaged with the concept and they are attempting to work outside of their defined roles. Ms. Luniewicz stated that their other concern was reliability, noting that MRC volunteers may sign up to participate and then not show up. Ms. Luniewicz noted that in Berkshire County, MRC volunteers are given a commitment letter that outlines their obligations and she felt that such a letter is a step in the right direction. Ms. Luniewicz stated that she plans to get back to the hospital preparedness group to let them know that steps are being taken to address their concerns. Ms. Mulvenna noted that sometimes MRC volunteers show up late which is another issue that creates problems. She also suggested that it would be helpful if their roles were defined in advance so that they know their responsibilities. Ms. Luniewicz stated that Westfield is an independent MRC unit, noting that they are not particularly affiliated just with the Westfield Health Department so that requires more discussion up front and she stated that she would be happy to work with Ms. Mulvenna to sort that out.

Ms. Luniewicz stated that the Berkshire MRC has been trying to establish specialized teams within the MRC. She felt that this is something Hampden County could work towards in the future, but she did not foresee it happening until we can boost our membership and have confidence that our membership is well trained. Ms. Johnson pointed out that there are benefits to having teams. She noted that there would be something else to offer members, including additional training and interaction, and there is also the benefit of accountability and not wanting to let others down.

e) WRHSAC Updates

Ms. Galloway reported that the Vigilant Guard, which is a regional military affiliated exercise, is being scheduled in Western Massachusetts for November 2018. She noted that a representative at WRHSAC expressed interest in getting Public Health and the other entities involved in the planning process. Ms. Galloway stated that if HCHC members are interested in joining the planning committee, they should call Raine Brown at FRCOG. Ms. Galloway next reported that the meeting schedules have changed for the WRHSAC Pan Flu Planning Subcommittee, as well as other groups that meet on the first Tuesday of the month, noting that Pan Flu

Planning will now meet at 9:00 a.m.; the WAG group will meet at 10:30 or 11:00 a.m.; and the MRC regional group will meet at 12:30 or 1:00 p.m. Finally, Ms. Galloway reported that a Family Reunification Plan is being drafted noting that they are trying to make the plan more generic.

f) Upcoming Events, Trainings & Exercises

- Functional EDS Exercise – February 10, 2017, 10:00 a.m. – 2:00 p.m. - Holyoke War Memorial Building
- Full Scale EDS Exercise – April 6, 2017 – UMass
- 3 part dependency training– May 4, 2017 at 5:00 p.m.

Ms. Luniewicz noted that we will also be doing an exercise through MA Responds. Mr. Nelson explained that it will be an exercise related to a theoretical disaster that has occurred and it would likely take place just prior to the April 6<sup>th</sup> Full Scale Exercise. Mr. McCartney then stated that at the February 2<sup>nd</sup> HCHC meeting, Chase Hunter, MDPH Strategic National Stockpile (SNS) Coordinator, will go over the medical countermeasures (MCM) material transfer of custody. Mr. Nelson stated that John Peterson may be available if Chase Hunter cannot be there.

7. Other Business

Ms. Galloway then announced that we were awarded the Community Compact Grant funds that will allow us to hire someone to establish a Pioneer Valley Mosquito Control District. She stated that the communities include Greenfield, Deerfield, East Longmeadow, Palmer, Southampton and South Hadley, noting that any town that is interested can sign on. Ms. Galloway then asked if there was any other business to conduct. Mr. McCartney announced that the HCHC now has a Facebook page and he asked HCHC members to let him know if anyone is interested in taking care of adding items to the page. Mr. McCartney then noted that the next item on today's agenda is the EDS Table Top Exercise. He suggested that HCHC members take a short break and he pointed out that food has been provided. Ms. Galloway stated that today's meeting will adjourn after the EDS exercise.

8. EDS Table Top Exercise 12-2:00 PM

At this point HCHC members participated in the EDS Table Top Exercise conducted by Liisa Jackson.

9. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's January 5, 2017 HCHC meeting at 2:02 p.m. AIMEE PETROSKY MADE THE MOTION TO ADJOURN THIS JANUARY 5, 2017 HCHC MEETING; JOSHUA MATHIEU SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Respectfully submitted,  
Lynn Shell, Support Staff - Pioneer Valley Planning Commission