



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION  
THURSDAY, JUNE 6, 2019**

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

**CALLED TO ORDER AT:** 10:02 a.m.  
**MEETING ADJOURNED AT:** 11:23 a.m.

**ATTENDEES:**

Soloe Dennis	Deputy Commissioner, Springfield Health & Human Services
Thomas FitzGerald	Health Director, Southwick
Christopher Goshea	Public Health Emergency Preparedness Planner, PVPC
Thomas Hibert	Westfield & Montgomery
Beverly Hirschhorn	Director, Board of Health, Longmeadow
Angela Kramer	Public Health Nurse, Ludlow
Joshua Mathieu	Health Director, Palmer
Lorri McCool	Health Agent for Wilbraham, Monson & Hampden
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Aimee Petrosky	Health Agent, East Longmeadow
Sherry Petrucci	Public Health Nurse, Agawam Health Department
Tammy Spencer	Co-Chair; Sanitarian, Health Department, Chicopee

**GUESTS:**

Aaron Gettinger MDPH/OPEM

**DOCUMENTS DISTRIBUTED AT THIS MEETING:**

- Agenda
- Minutes of Hampden County Health Coalition meeting, Thursday, May 2, 2019
- HCHC FY 19 Financial Statement for the Month of May 2019
- Hampden County Health Coalition ICS Documentation
- EDS Plans; Version Submission
- Regional Coalition Budget Summary

**1. Meeting Called to Order**

Tammy Spencer called the June 6, 2019 meeting of the Hampden County Health Coalition (HCHC) to order at 10:02 a.m.

**2. Welcome & Introductions**

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

**3. Approval of Minutes**

Ms. Spencer asked if there were any comments or questions regarding the minutes of the last HCHC meeting that was held on May 2, 2019. Michael Nelson pointed out that a minor clarification needs to be made to Agenda Item 6 (a), Paragraph 2, Page 5 noting that that reference to *Hampden County MRC* should be changed to read *Region 1MRC*.

Ms. Spencer then called for a motion to approve the minutes of the May 2, 2019 HCHC meeting as amended.

SOLOE DENNIS MADE THE MOTION TO APPROVE THE MAY 2, 2019 MINUTES AS AMENDED; THOMAS HIBERT SECONDED THE MOTION AND THE HCHC MEMBERS PRESENT APPROVED THE MOTION, WITH TWO HCHC MEMBERS, THOMAS FITZGERALD AND LORRI MCCOOL, ABSTAINING FROM THE VOTE.

#### 4. Financial Report

Chris Goshea presented the FY 19 Financial Statement for the month of May 2019 and he noted that he is reporting on behalf of PVPC Principal Planner/Manager Erica Johnson who was unable to attend today's HCHC meeting. Mr. Goshea stated that the budget reflects a balance of \$50,633.47. He noted that all the budget amendments have been submitted and the approved items will need to be ordered before the end of the fiscal year. Ms. Spencer then called for a motion to approve the HCHC Fiscal Year 2019 Financial Statement for the Month of May 2019.

SOLOE DENNIS MADE THE MOTION TO APPROVE THE HCHC FISCAL YEAR 2019 FINANCIAL STATEMENT FOR THE MONTH OF MAY 2019; LORRI MCCOOL SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

#### 5. Business At Hand

Mr. Goshea asked if he could change the order of today's agenda to begin with the Deliverables Update.

##### a) Deliverables Update

Mr. Goshea reminded HCHC members that he had asked them to scan and send him their EDS Plans along with the EDS changes sheet and their updates of 2 sections which should include the Emerging Infectious Disease (EID) section. Mr. Goshea then referred to a color-coded handout he had distributed indicating which communities had completed this project, as well as those that are pending and those that still need to send him their updated EDS Plans. Mr. Goshea stated that he would like to talk to anyone who had not yet submitted their EDS Plans, EID information and EDS changes sheet.

Mr. Goshea next referred to a handout entitled *Hampden County Health Coalition ICS Documentation* which lists the communities for which he has training records. Mr. Goshea stated that the newest ICS versions that are required include IS-100.c, IS-200.c, ICS-300, IS-700.b and IS-800.c. He noted that ICS-400 is not required. Mr. Goshea stated that as part of his ICS reminders he tried to provide HCHC members with links to the upcoming classes and he pointed out that all the courses except for ICS-300 are online.

Mr. Goshea noted that attached to the ICS Documentation sheet is FEMA's *Transcript Request Form*. He stated that FEMA requires a student ID number when requesting a transcript and if any HCHC members have lost their student ID number, there is a link to recover it which he would be happy to send them. Mr. Goshea pointed out that classes taken through MEMA might not show up on the FEMA transcript so HCHC members may need to request

them through the MEMA website. Mr. Goshea stated that the ICS Documentation was recently submitted to the state. He noted that next year anyone who has taken the older 100, 200, 700 and 800 courses will have to do an update. Mr. Goshea stated that if any HCHC members have information that is not represented on the ICS Documentation sheet, they should send it to him and he will add it. Mr. Goshea also reported that he and Ms. Johnson worked together to update the contact list for the Coalition and they now have one merged email list. He asked HCHC members to let him know if they are having any problems receiving emails.

Mr. Goshea next reported that the DelValle Institute recently held an Operationalizing ICS course in Lenox which involved Emerging Infectious Disease and he noted that it was attended by 6 HCHC partners. Mr. Nelson stated that it was a great training and he noted that DPH identified a gap regarding how alternate care sites are opened when a hospital is at extreme maximum capacity. He stated that the process of how, when and who can open the site is completely unclear and this is something that they need to continue to work on.

b) PHEP FY2020 Budget & Scope Update

Mr. Goshea next discussed the proposed budget for FY 2020 as outlined on a document entitled *Regional Coalition Budget Summary for Budget Period 1* and he noted that this is still pending approval. Mr. Goshea stated that HCHC can make revisions if anything needs to change and he asked if there were any questions. Ms. Hirschhorn asked if there should be some effort by the communities who are receiving Massachusetts Virtual Epidemiological Network (MAVEN) services to start contributing towards this process. She felt that there needs to be a discussion about who will pay for this program, now and in the future, especially as grant funding decreases. Mr. Mathieu noted that Ms. Johnson had previously put together a breakdown of all the towns that use the services of the Shared Nurse which included the amount that each town would need to contribute if the Coalition did not fund MAVEN. He stated that he has set aside funds in Palmer's budget in case the funding for the MAVEN program doesn't continue. Mr. Dennis pointed out that the amount allocated to MAVEN has decreased to \$3,000 noting that it was previously much higher and he felt that a discussion about MAVEN should be added to the next Coalition meeting agenda. Mr. Goshea agreed to ask Ms. Johnson to include this topic on the agenda for the next HCHC meeting.

Mr. Goshea reported that as part of the work plan for FY 2020, there is an obligation to do site activation; staff notification and assembly; and facility set up which can be done as part of a real life event or as an exercise. He also noted that instead of doing those 3 exercises, HCHC could opt to conduct an EID table top exercise. Mr. Nelson stated that he believes the EID table top is to be conducted per EDS site and not as a region given that Hampden County encompasses a very diverse range of communities which includes larger cities and small towns. In response to a question that was raised, Mr. Nelson stated that it would be acceptable for communities to do a combined table top exercise wherever it makes sense to do so. Mr. Goshea noted that he will send HCHC members a survey asking for their feedback. Ms. Hirschhorn asked who would be responsible for drafting the scenario for the table top and if Mr. Goshea will be assisting. Mr. Goshea stated that he would be asking his PHEP counterparts for assistance with observation and facilitation. Mr. Nelson noted that the Western MA Public Health Advisory Group (WAG) talked

about having the same scenario, handouts and materials in all 4 coalitions so as not to duplicate efforts.

Mr. Goshea reported that for FY 2020, HCHC will also need to incorporate *Vulnerable Populations at Risk* into our EDS Plans. Mr. Nelson noted that DPH will be working on those materials and he then introduced Aaron Gettinger, MDPH/OPEM Emergency Preparedness Coordinator. Mr. Gettinger stated that he has been tasked with helping to plan for vulnerable or at risk populations which are essentially those with access and functional needs. Mr. Gettinger stated that OPEM is hoping to develop a tool kit that has state and federal resources that will benefit planners, public health, nursing, etc. They also hope to look at different frameworks of how to plan and incorporate vulnerable populations into existing plans because of the requirement to update certain sections of the EDS Plan. Mr. Gettinger asked HCHC members to contact him through Mr. Nelson if they need help.

c) PPE Training Schedule

Mr. Goshea reported that a Personal Protective Equipment (PPE) training is scheduled for June 27<sup>th</sup> at 10:00 a.m. at the PVPC and currently 13 people have signed up. He stated that he will resend the information about the training and he asked HCHC members to share widely. Mr. Nelson asked if there will also be a regular HCHC meeting on June 27<sup>th</sup>. Mr. Goshea responded that the next meeting is scheduled for August 1<sup>st</sup> unless there is any business that needs to be discussed sooner. Ms. Hirschhorn asked if there should be a discussion about MAVEN funding before the new fiscal year begins in July. She stated that there is no question about the value of the MAVEN services but the question is who will be responsible for paying for these services now and in the future. Angela Kramer explained that she provides this service as part of her job in order to help the towns who don't have MAVEN coverage and she noted that these funds do not go to the Ludlow Board of Health or to her but they go to the Town of Ludlow. Mr. FitzGerald asked how the Town of Ludlow uses those funds. Mr. Goshea stated he believes the money is deposited into the Town's general funds for accounting. Mr. Goshea stated that he will ask Ms. Johnson if the Coalition should discuss the topic of MAVEN funding on June 27<sup>th</sup> after the PPE training.

Aimee Petrosky asked if fit testing for N95 masks could be included in the upcoming PPE training, noting that this is an important service that will bring in participants. A discussion followed about the importance of fit testing. Mr. Goshea stated that N95 is specific to the device being used that day and he pointed out that fitting is affected by weight gain or loss, etc. He agreed that fit testing is definitely an important topic that needs to be addressed but he suggested that it not be incorporated into the upcoming PPE training. Ms. Spencer added that this PPE training will address situations above and beyond wearing masks. Ms. Hirschhorn stated that it's also important to consider how urgent the problem is noting that in certain situations it might be possible to wait 24 hours to get fit tested if we knew what the resource was. Mr. FitzGerald mentioned that the Western Massachusetts Public Health Association has funding for various trainings and he suggested that fit testing is something he could bring up at their next meeting. Ms. Petrosky asked if HCHC could use PHEP funds to purchase a fit testing kit. Mr. Gettinger stated that the kits cost approximately \$200 and the solution is \$20 for a vial. However, he pointed out that every mask, even within 3M, has different models. He stated that the mask being used for fit testing is specific to the model and the

brand, and he pointed out that if multiple towns have different masks that might be a challenge. Ms. Petrosky suggested that HCHC could use PHEP funds to purchase masks. Mr. Goshea noted that the Coalition talked about using PHEP funds for PPE but we were not allowed to purchase PPE supplies. Mr. Nelson believed that the PPE items requested in HCHC's last budget modification were not rejected but after checking into this he noted that the items only included gloves and hand sanitizer. Mr. Goshea remarked that there is a much bigger need for PPE across the region and he underscored the importance of making sure no one is being placed at risk because they are wearing the wrong mask. Mr. Goshea stated that he will talk to Ms. Johnson and they will see if they can find a way to get resources.

## 6. News and Updates

### a) MRC & PVCOAD Updates

Mr. Goshea noted that there was some discussion in May about the MRC budget being cut 5% across the board for all of Region 1 for the upcoming fiscal year. He stated that he, along with Ms. Johnson and Ms. Spencer, attended the MRC meetings where there were conversations about splitting the funds by size, population, number of MRCs, etc. and it was decided that the fairest way to address this is to divide equally between the four counties.

Mr. Goshea then announced that last week, after he and Ms. Johnson reviewed the MRC work plans and the budget, a decision was made to not renew the contract for MRC Coordinator, Lois Luniewicz. Mr. Goshea explained that this decision was made from a financial standpoint using best practices and has nothing to do with the quality of her work. Mr. Goshea stated that he will be taking on some of the MRC work and they are trying to figure out if they can actually give funds back to some of the MRCs. Mr. Goshea stated that they hope this budget restructure will provide a training budget for the MRCs and that it can take care of the deliverables. As regards his role, Mr. Goshea stated that he hopes to facilitate and be a liaison between all the Hampden County MRC teams and the state to help with trainings, etc. and he is hoping that funds can be set aside to bring in special instructors as needed. He noted that there are deliverables that go directly to each of the MRCs and they are handled by the coordinator, so they would like to make funds available to the individual MRCs. Ms. Spencer clarified that this decision does not affect Central Hampden County MRC, however she did not know what the role of Ms. Luniewicz will be going forward as regards Central Hampden County units. Ms. Spencer stated that she agrees that this is a good decision that helps support the individual units and she noted that Mr. Goshea has already attended many MRC trainings and conducted some of them and he understands how MRC operates.

Ms. Spencer stated that the next Hampden County MRC Coordinators meeting had been scheduled for Wednesday, June 12<sup>th</sup> but that is the same day as the well trainings so she will be sending out an email about an alternate date. Ms. Spencer also noted that she will make sure reminders are sent out about the Hampden County MRC trainings. Finally, Ms. Spencer announced that there is a PVCOAD meeting on June 26<sup>th</sup> adding that there hasn't been one for the entire quarter. Ms. Spencer then asked HCHC members to let her know if they have any questions about MRC.

b) HMCC Update

Mr. Nelson stated that the HMCC executive board decided to postpone their May meeting pending the release of deliverables from the state. He noted that once the deliverables are available, the HMCC will be reconvening.

c) MCD Update

Ms. Petrosky reported that the next Pioneer Valley Mosquito Control District (PVMCD) Commissioner meeting will take place on June 10<sup>th</sup>. She noted that the fee to join the PVMCD is \$5,000 and members will receive 36 traps for the season. Ms. Petrosky also noted that Dr. Rich from the UMass Epidemiology Lab will be attending the June 10<sup>th</sup> PVMCD meeting and there might be a potential for free testing through his lab on a volunteer basis. She asked HCHC members to contact her or Jeanne Galloway if they are interested. Finally, Ms. Petrosky reported that the PVMCD will be hiring a full-time person starting in the fall whose primary goal throughout the winter will be to talk to the communities about the benefits of the program.

d) Western MA Public Health Advisory Group (WAG)

Mr. Nelson reported that at the last WAG meeting which took place on May 28<sup>th</sup>, they reviewed and voted to change the *Principles of Operation*. He noted that this document is updated every few years. Mr. Nelson stated that in 2017 the WAG included language about how HMCC representatives are selected but as the HMCC has evolved, it has become clear that not many people want to take on the role of HMCC representative. Therefore, rather than having a difficult process for selecting representatives, it was decided it would be best to just ask if anyone is interested in taking on this position. Mr. Nelson stated that the Public Health representatives act on behalf of all of western Massachusetts, not just one particular coalition, and he noted that currently the Public Health representatives are Jeanne Galloway and Allison Egan from Berkshire County. Mr. Nelson pointed out that Ms. Galloway's term will expire at the end of June but she is planning to continue on in the position.

Mr. Nelson also stated that the WAG discussed the coalitions' various work plans and budgets, noting that everyone has the same deliverables and very similar work plans. Mr. Nelson stated that the purpose of the WAG is to share best practices and materials and he stated that as regards the EID table top, we will be sharing information and working together. Mr. Nelson reported that with the recent measles scare in the Berkshires, the WAG began looking at the *Information Sharing Plan* we have for the 4 coalitions that was written in 2016-17. He stated that the planners will review the plan to make sure it is viable and that it has accurate information.

Finally, Mr. Nelson noted that he put together updated pocket cards which include important DPH contact information that HCHC members can carry with them at all times. Mr. Nelson stated that he planned to distribute the cards today but he discovered a typo that needs to be corrected so he will mail everyone the corrected version. Mr. Nelson also let HCHC members know that they should expect a WebEOC drill in the very near future.

e) LSAC Update

Mr. Nelson stated that LSAC has not met for a few months and he noted that there will be a meeting in 2 weeks.

f) WRHSAC Updates

Mr. Goshea reported that the Western Region Homeland Security Advisory Council (WRHSAC) met on June 4<sup>th</sup> and one of the discussions was about the Non Pharmaceutical Intervention (NPI) project which was approved. Mr. Goshea explained that this project will involve working across all 4 regions and he noted that NPI includes quarantine and isolation rather than medical interventions. He stated that they plan to approach community members and they are trying to find NPI best practices nationwide similar to what is happening in New York State with the measles outbreak. Mr. Goshea stated that this project will run for at least a year beginning in July.

g) MAVEN Report

Angela Kramer first reported that there was concern about a case of *Measles* in an adult from the Town of Monson however it was negative. She noted that there was a case of *Group A Strep* in an individual from Montgomery who travelled to the Cape and there was also a *Pertussis* case in Montgomery. Ms. Kramer stated that she is still seeing a very minimal amount of flu and she noted that *Lyme Disease* is starting up. Finally, Ms. Kramer reported that she had a case of *Rocky Mountain Spotted Fever*, noting that this was contracted by a person who had travelled.

h) Upcoming Events, Trainings & Exercises

Ms. Spencer stated that a PPE training will take place at 10:00 a.m. here at the PVPC on June 27<sup>th</sup>. She also noted that there will be a *Private Well Workshop* in Northampton on June 12<sup>th</sup>. Mr. Goshea stated that on June 20<sup>th</sup>, also at the PVPC, there will be an *OSHA Regional Safety and Health Orientation Workshop* from 11:30 a.m. to 2:30 p.m. He also noted that MRC will have their *Narcan Training and Hands Only CPR* on June 20<sup>th</sup>. Mr. Goshea stated that MEMA will be presenting their *2019 All-Hazards Emergency Management Conference* on June 18<sup>th</sup> and 19<sup>th</sup> in Marlborough and HCHC members can sign up for this conference through the MEMA website.

7. Other Business

Ms. Spencer asked if there was any other business to conduct but no further business was presented for discussion.

8. Meeting Adjourned

Ms. Spencer called for a motion to adjourn today's June 6, 2019 HCHC meeting at 11:23 a.m. LORRI MCCOOL MADE THE MOTION TO ADJOURN THIS JUNE 6, 2019 HCHC MEETING; JOSHUA MATHIEU SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.