

**Bristol County PHEP Coalition Meeting
March 15, 2016**

Attendance: See attached

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)
BP5- Budget Period 5 (July 2016-June 2017)
CDC- Center for Disease Control and Prevention
CPG- Capabilities Planning Guide
DPH- Massachusetts Department of Public Health
EB- Executive Board
EDS- Emergency Dispensing Site
EP- Emergency Preparedness
HMCC- Health and Medical Coordinating Coalition
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MAPHN- Massachusetts Association of Public Health Nurses
MCM- Medical Countermeasures
MRC- Medical Reserve Corps
NACCHO- National Association of County and City Health Officials
PHEP- Public Health Emergency Preparedness
TTX- Tabletop Exercise

CITY CLERK
2016 MAY 19 PM 12:25
CITY CLERKS OFFICE
NEW BEDFORD, MA

Motion made and seconded	Vote
Meeting called to order at 1:45pm	Unanimously passed
February Coalition meeting minutes approved as written	Unanimously passed
Support DPH Concurrence for BP5	Unanimously passed
Meeting was adjourned at 2:22pm	Unanimously passed

Documents sent out before the meeting:

- 03-15-16 Bristol EB Agenda
- 03-15-16 Bristol PHEP Coalition Agenda
- 02-16-16 EB meeting minutes unapproved
- 02-16-16 Coalition meeting minutes unapproved
- BP4_Coalition Deliverables_March
- Copy of Bristol BP4 Expenditures March
- Announcing 2016 Foundations

Coalition meeting called to order: 1:45pm

Joseph Carvalho-Chairman

Attendance was counted and there is a quorum of 17 communities represented.

Approve previous month's minutes-January

A motion was made by David Flaherty and seconded by Beth Collins to approve the February Coalition meeting minutes as written. The motion unanimously passed.

Announcements

Joe announced that BP5 is level funded.

Vote on Concurrence

Amy attended the LSAC small group meeting, the larger group meeting and listened in to the conference call about BP5 funding. DPH is reporting that everything will be level funded at the local level and the deliverables will stay about the same. Alan Perry, who attended the LSAC meeting, reported that there was some discussion on spending practices. Amy elaborated saying that there was some controversy on how the DPH is managing purchasing practices. The LSAC group would like to see the list of approved purchases returned. A motion was made by Henry Vaillancourt, seconded by Mark Taylor and unanimously approved to support concurrence.

Monthly Updates

Liisa Jackson- MRC Coordinator

Liisa reported on the MRC training that has been going on. There was a Norton Sheltering TTX a couple weeks ago and there is a functional exercise March 19th. Liisa is available to assist with any training and TTXs that people are interested in.

Liisa has met with the Greater Fall River MRC to get the unit revitalized. They are also working on the MRC trailer inventory. There may be additional Region 5 MRC money available. Liisa is coordinating trainings throughout Region 5. The MRC website is up and running.

Last month, Liisa reported on the MRC application for \$30,000 from NACHHO- two \$15,000 grants. One for opiate prevention and one for shelter operations. She will know by March 24th if they are receiving those grants. She is working in the New Bedford area with a team of volunteers in developing a plan as to where volunteers may be able to fill in the gaps in opiate prevention.

Liisa is working on putting together a list of sheltering supplies.

Liisa added that it is a pleasure to work with the communities.

Coordinator/Planner update- Deni Phaneuf

Denise reported that all EDS Assessment Tools have been summited on behalf of the community. Region 5 had a 100% response rate. Denise also reported that all 3 EDS deliverables have been completed for the communities she works with. Amy reported that she is still working with her communities to get things completed. Also, because all MRC units are registered on Mass Responds, the Volunteer Management deliverable is satisfied. The CPGs were completed by Lisa Crowner with the help of Denise and Amy and were submitted on behalf of the Coalition.

Amy and Denise continue to work on revising the binders as the BP4 project.

MAHB - Financial Report- Elaine LaCoursiere

Elaine reported that all MAPHN requests were approved. Because there were a lot of people interested, the EB voted to budget up to \$3,000 for the MAPHN conference. Elaine asked that anybody else who would like to attend to please send requests to her.

Elaine is still waiting for DPH approval of the budget before any checks can be written. Any outstanding purchases should be prepaid for and Elaine will quickly send reimbursement as soon as she can.

The EB also approved the following items:

- Laptops up to \$800 for Dighton, Seekonk, and Somerset. A service contract must also be purchased.
- iPad up to \$800 for Somerset and Freetown
- Clipboards up to \$150 for New Bedford

More information is needed from Lakeville before the EB will approve a defibrillator.

Elaine will notify everybody once the DPH has officially approved these purchases. Items should not be purchased before this notification in case the DPH does not approve. If the DPH does not approve the purchases, they will not be funded.

Cell phone payments were made a couple weeks ago.

Amy Palmer-LSAC

Amy reported on LSAC during the discussion of the concurrence vote.

Lisa Crowner -DPH

Lisa reported that the CPGs and EDS Assessment are completed.

There was a WebEOC drill a couple weeks before satisfying the quarterly WebEOC drill. Everybody should've gotten a HHAN alert. In Bristol County, 9 communities responded correctly (Plainville, Raynham, Westport, New Bedford, Fall River, Acushnet, Swansea, Somerset and Taunton) and 1 community (Dartmouth) responded to the wrong incident. Some feedback Lisa has heard was there wasn't enough time to respond because it was only 2 hours or people were out in the field and it's difficult to respond. Lisa emphasized that the drill is done in real time to test a realistic response. Lisa said that there were about 3 drills conducted within a short time period. The others were for HMCC and Mass Responds. Patrick Simon told Lisa that this was planned to test the system's capacity. Donna Palmer and Kevin Bernardo reported that they hit "1" on their smart phones but it was not registering with the system. Jessica Horsman reported that she got a confirmation and took a screen shot in case there was a discrepancy. Seekonk was not reported as having responded. Lisa will help with troubleshooting. Lisa reminded the group that there is an email alert along with the phone call in case people need to reference what was said on the message. Lisa also said that when responding to the WebEOC drill, on the activity log, be sure to route the message sending it out to everybody to be sure it gets where it needs to be.

HMCC

Lisa reported that the planners were at the last HMCC meeting, which was very positive. The HMCCs are currently working on developing surveillance and MCM annexes. Amy attended the meeting about the annexes and reported that it was about determining the HMCC role in surveillance and MCM dispensing.

With respect to the HHAN, only 3 people from each local health departments should be registered on the HHAN. All 5 disciplines of the HMCC have representatives on the HHAN. Police and Fire are always welcome to the register on the HHAN.

Future trainings include a discussion on May 20th and a TTX on June 9th from 9am-12pm for Regions 2 and 5 about MCM and surveillance annexes.

Region 5 HMCC is off to a strong start with the approval of their mission statement and the Principles of Operation. Joe Carvalho agreed that the Region 5 HMCC is getting along well.

Other

Amy Palmer reported there is now a Greater Attleboro Regional dispensing subcommittee which consists of her as the chair, Pauline (Clifford) Zajdel, Chief Hatfield from Foxborough and Chief Partridge from Easton. They will be discussing the possibility of Gillette Stadium as a regional dispensing site at the next REPC meeting.

Joe Carvalho said there is a TTX being held in Randolph on April 26th 9-1:30, including breakfast and lunch. There is no registration fee. Contact Joe for more information.

Next Coalition Meeting: April 19, 2016 if no snow.

A motion was made, seconded and unanimously approved to close the meeting at 2:22pm

Respectfully submitted,
Amy Palmer

**Bristol County PHEP Coalition Meeting
May 17, 2016**

Attendance: See attached

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)
BP5- Budget Period 5 (July 2016-June 2017)
DPH- Massachusetts Department of Public Health
EB- Executive Board
EDS- Emergency Dispensing Site
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MHOA- Massachusetts Health Officers Association
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness
POD- Point of Dispensing/ Distribution

CITY CLERKS OFFICE
NEW BEDFORD, MA
2016 MAY 19 PM 12:23
CITY CLERK

Motion made and seconded	Vote
Meeting called to order at 1:58pm	Unanimously passed
March Coalition meeting minutes approved as written	Unanimously passed
Accept the Closed POD project for the BP5 Coalition project.	Unanimously passed
Meeting was adjourned at 2:46pm	Unanimously passed

Documents sent out before the meeting:

- 05-17-16 Bristol EB Agenda
- 05-17-16 Bristol PHEP Coalition Agenda
- 03-15-16 EB meeting minutes unapproved
- 03-15-16 Coalition meeting minutes unapproved
- BP4_Coalition Deliverables_May
- Copy of Bristol BP4 Expenditures May
- BP5 Projects

Attendance was counted before the Coalition meeting was called and there was a quorum.

Coalition meeting called to order: 1:58pm

Kelly Pawluczzonek- Acting Chair

Approve previous month's meeting- March

David Flaherty made a motion to approve March's Coalition meeting minutes as written, Chris Zahner seconded the motion, and the motion passed unanimously with no discussion.

BP5 budget discussion/Vote

Henry Vaillancourt explained that the BP5 budget is level funded from BP4. The Coalition will continue level funding the budget from BP4 to BP5 with some slight changes. Planners, Amy Palmer and Denise Phaneuf, will continue to be paid \$65,000 annually. MRC Coordinator, Liisa Jackson, will continue at her same rate but will be budgeted for a full fiscal year at \$39,000. To fund this, the supplies line item will be reduced \$15,000 from \$23,494 to \$8,494. The Communications budget will stay at \$48,000, and Conferences and Trainings will remain at \$9755. This brings the total to \$234,499.

The approximate \$10,000 still remaining in BP4 supplies line item will be spent by September 30 for a fully stocked regional trailer to be housed, maintained, registered, and insured in the town of Plainville.

David Flaherty asked if the Yankee Conference funding will be affected because it is in Connecticut this year. Lisa Crowner did not believe it would be.

Beth Collins made a motion to approve the budget as recommended, Bob Davis seconded the motion and it was passed unanimously with no further discussion.

Approved requests/Deadline to purchase previously approved requests

Coalition members have until June 3rd to purchase any items which have already been approved.

New meeting location

Some available locations: Norton Library, North Attleboro Town Hall, Somerset Library. Chris Zahner has already called the Norton Library to see if the building would be available for Coalition meetings. It does have wifi. Chris will let Denise know what the library says.

Announcements

The MHOA Zika conference being held on June 16th at the Holiday Inn in Taunton at 10am has been approved. Please contact Elaine if you are interested.

Elaine LaCoursiere reported receiving a bill for the Coalition website. Last year, it was decided to not fund the site. Scott Leite said that the website has been discontinued.

Scott Leite had to leave earlier but announced his retirement at the end of June and said good bye to the Coalition since he may not be around for the June meeting. The Coalition wished Scott well on his retirement.

Coordinator/Planner update- Deni Phaneuf

Review BP4 deliverables

The Planners are finishing up the BP4 project updating the plans. There will continue to be some normal end of the year updates. The final project summary report will be completed and submitted to the DPH by June 30th.

The deliverable for the Gap Analysis is currently stuck at the DPH. The Planners are waiting for more direction from the DPH. Lisa Crowner agreed that until there is more information on how to proceed from the DPH, the Coalitions are unable to do more on this.

BP4/BP5 Project update

The BP5 work plan requires the Coalitions to include the BP5 project. The work plan is due by May 20th (this Friday). Amy and Denise have developed a few potential ideas on projects and they were sent out with the documents before the meeting. The three projects included GIS mapping for access and functional needs, Closed PODs within each municipality focusing on access and functional needs, and Incident Action Plan (IAP) instruction and training.

Lisa Crowner explained that there is also a Region 5 regional project in the deliverables to help build collaboration between all 3 regions.

After there was show of support during the discussion, Henry Vaillancourt made a motion to adopt the closed PODs project for BP5, Heather Gallant seconded the motioned and it passed unanimously with no further discussion. Lisa Crowner will work with the other Coalitions to see if they would be willing to do something like this as a regional project. Lisa is passionate about closed PODs and has a wealth of information. It is anticipated that the Bristol project will include the work done locally with each community and if adopted regionally, Lisa will be able to work with the region to set up trainings and share information and resources.

Lisa Crowner will be adding to the work plan a WebEOC training at a Coalition meeting. She would like the planners to work with their communities to get them prepared for the training and at the training, Lisa would work with the Coalition to access, log in and update EDS contact information on WebEOC.

MAHB - Financial Report- Elaine LaCoursiere

The previous budget discussion covered Elaine's report.

Amy Palmer-LSAC

Amy sent out the LSAC notes from the April meeting in April. She talked a little bit about Zika. There was a conversation about mosquito control and if anybody had suggestions on how to spend money on mosquito control, please let Amy know. Lisa Crowner said she is staying on top of Zika. She sent out a comprehensive workbook about Zika.

Liisa Jackson- MRC Coordinator

There are two upcoming day long regional trainings. One is being held on this Saturday in Duxbury and the other is being held on June 18 in Middleborough. There is another training coming up in New Bedford based on processing people dealing with addiction in sheltering and EDS. Liisa is working on setting up numerous trainings including food safety in a shelter, radiological issues, and other topics. The Bristol-Norfolk MRC volunteer appreciation dinner is being held on Thursday.

Liisa will complete the BP5 MRC work plans by Friday.

Denise spoke about a possible training on helping LBOH deal with issues that may come up with opioid addiction. The cost would be about \$4000-\$5000 and could be held at a coalition meeting. Lisa Crowner thought more information about the training would be helpful. Kelly Pawluczonek felt that there may not be funding for that training. Lisa Crowner suggested checking out the DeValle Institute who works directly with the DPH to establish trainings.

Lisa Crowner –DPH/Archana Joshi BP5 Work plan

Lisa expressed her appreciation for the help she has received with the work plans. And she is happy to have the closed POD project for BP5. She reassured the Coalition that things can be tweaked if necessary as the year progresses.

Next Coalition Meeting: June 21, 2016 to be held at Mansfield Town Hall

Kelly Pawluckzonek announced the July meeting would be canceled.

A motion was made to adjourn at 2:46pm by David Flaherty, it was seconded, and unanimously approved with no discussion.

Respectfully submitted,

Amy Palmer