

**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 AUG 10 A 8:17
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 Pawlucznek- 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 \$38,000. 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 Pawluczzonek 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

**Bristol County PHEP Coalition Meeting
June 21, 2016**

Attendance: See attached

Acronyms:

ADA- Americans with Disabilities Act
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
EP- Emergency Preparedness
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MEHA- Massachusetts Environmental Health Association
MRC- Medical Reserve Corps
OPEM- Office of Preparedness and Emergency Management
PHEP- Public Health Emergency Preparedness
REPC- Regional Emergency Planning Committee
VNA- Visiting Nurses Association

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2016 AUG 10 A 8:17
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Decision made	Action taken
The vacant Planner's position will be posted immediately.	Elaine LaCoursiere will work with the Coalition on the job description details and Marcia Benes will post the job.

Motion made and seconded	Vote
Meeting called to order at 1:58pm	Unanimously passed
Try the Norton Media Center, 184 West Main Street, Norton, for the Coalition meeting in August.	Unanimously passed
Approve using the funding originally allotted for Earthquake preparedness booklets on condoms for EP Zika prevention packets	Unanimously passed
Meeting was adjourned at 2:46pm	Unanimously passed

Documents sent out before the meeting:

- 06-21-16 Bristol EB Agenda
- 06-21-16 Bristol PHEP Coalition Agenda
- 03-15-16 EB meeting minutes approved
- 03-15-16 Coalition meeting minutes approved
- BP4_Coalition Deliverables_June
- Copy of Bristol BP4 Expenditures June

Coalition meeting called to order: 1:55pm

There is a quorum of 13 votes present.

Joe Carvalho- Chair

Meeting location

The next Coalition meeting will be held at 184 West Main Street in Norton at the Norton Media Center on the 2nd floor. The building is ADA compliant and has wireless internet. There will be some set up required. Members will be asked to set up their own chair and to put it away. Denise will complete the necessary paperwork to request the room for use.

Chris Zahner made a motion to try the room for one month, Jacquie O'Brien seconded it and the motion passed unanimously.

Approve previous month's meeting- May

This was tabled until the August meeting. March meeting minutes were sent out in error with the public posting.

Announcements

Joe Carvalho, on behalf of the Coalition, expressed gratitude to Amy Palmer who will not be renewing her contract with the Coalition but instead will be taking the Health Agent position in Mansfield starting in July. Amy thanked the group, thoroughly enjoyed the cake and truly appreciated the flowers.

Planner's position

The MAHB will be posting the soon-to-be vacant Planner's position immediately. Elaine LaCoursiere asked if anybody knows somebody who may be interested to let her know.

BP5 budget discussion/Vote

It was announced that a laptop for Dighton has been approved.

The earthquake preparedness books were approved but Jacquie O'Brien said that the DPH approval came too late and MRC funds had to be used. The DPH did approve the purchase of condoms to prevent the spread of Zika, which is an EP emerging disease. The EB approved up to \$200 on condom purchase. After some discussion, the EB was asked to allow the unused earthquake preparedness books to purchase additional condoms. Lisa Crowner said that they must be latex and put into emergency preparedness packets with Zika cards and booklets on proper condom use. These must be visual in case English is not the user's first language. Jacquie O'Brien said they will distribute these EP packets at health fairs, farmers markets, housing authorities and the literacy center in Attleboro- locations where recent immigrants or travelers from Zika infected countries may be. These will be distributed through the Bristol-Norfolk MRC but the units are always sharing resources. Liisa Jackson helps with resource sharing among units. Lisa Crowner figured about 2250 condoms from the quoted Amazon could be purchased with the funds available. She suggested that 5-6 condoms per EP packet would be more effective.

Henry Vaillancourt made a motion to use the money allotted for the Earthquake preparedness booklets to purchase additional condoms. Bob Davis seconded the motion. The motion passed unanimously.

Coordinator/Planner update- Deni Phaneuf

Review BP4 deliverables

There was a WebEOC drill in June and a few issues were noted from Coalition members in Region 5. Lisa Crowner has already sent an email through DPH channels and is waiting for a response. She will follow up with the Coalition when she has more information.

Denise reported that the deliverables have been tracked continuously and are up to date.

BP4/BP5 Project update final

Denise read through the measurable outcomes that she reported on the BP4 final project. Some outcomes were that all 24 communities participated in the review and update of plans to create a more user-friendly system based on the recommendations of the Coalition. Three new binders were created: Introduction, EDS Grab and Go, and Resources; and flash drives were distributed with the binders. Plans were disseminated to all communities. The final project report was submitted to the DPH through Lisa Crowner by Denise to meet the Deliverable requirement.

MAHB - Financial Report- Elaine LaCoursiere

Elaine LaCoursiere reported that the DPH has given her new information about using unspent BP4 funds on BP5 purchases. The DPH Procurement Department will have a definite answer as to whether or not the Coalition can use unspent BP4 funds by mid-July. The current \$12,000+ in unspent funds has been dedicated to be used for a trailer for Plainville. At this point in the fiscal year, there is no way to spend the \$12,000 on a BP4 purchase. The EB has decided to leave the money dedicated to a trailer for Plainville and will wait to hear from the DPH in July.

All other funds have been spent.

Amy Palmer-LSAC

Amy reported that LSAC will be sending information for Coalitions to work through some topics on EP and local public health. She was hoping to have it for this meeting but hasn't received anything yet.

Lisa Crowner talked about how many Health Agents are frustrated that there are no minimum qualifications for the position. At the last LSAC Meeting, Alan Perry said that he would be bringing this issue to MEHA for more discussion. Getting more clarification of job expectations would empower people at the local level for them and their Boards of Health. Lisa Crowner asked the Coalition to please let her know about any concerns because she is very good at bringing forward concerns at the DPH.

Denise Phaneuf talked about how Berkley is not on MAVEN because of a lack of funds. Lisa Crowner will follow up on if PHEP funds would be available. Lisa said that maybe the smaller communities could ask their VNA to cover MAVEN and case investigation. Lisa's concern is that the town will be found liable if they are not doing a disease investigation and somebody dies. There was some discussion on government liability on choosing to not act and government being held responsible for public health issues, such as rabies.

Liisa Jackson- MRC Coordinator

Liisa Jackson said that there were two regional training days, one in Middleborough and one in Duxbury. In Fall River, they cleaned out and inventoried their trailer.

Liisa reported that she sees an increase in activity among all volunteers, including those who have been inactive. There is a lot of word of mouth recruiting. The MRC has been building partnerships in suicide

and opiate prevention, working with REPCs and Catholic Social Services and with Rev. Lima from New Bedford, and getting more involved in drills and exercise.

Over the summer, the MRCs will work through the databases and do some house cleaning while things are quiet.

Lisa Crowner –DPH

Lisa Crowner has submitted the BP5 work plans for Bristol County and it sounds like OPEM has accepted it. Lisa said she understands that people have expressed their frustration with having to continue working on the same drills every year but this is the last year for the Cooperative Agreement so things are the same for the next fiscal year. The next Cooperative Agreement may have new deliverables.

In the fall, Lisa would like to have a Coalition meeting where members update their EDS contact information on WebEOC. Amy Palmer said that in the Resource Binder, tab 2, there is a WebEOC User's Guide for Updating EDS. People will need to bring their laptops or iPads, WebEOC passwords and EDS information for the drill.

Lisa spoke about the 3 HHAN drills conducted last Tuesday: WebEOC, Healthcare group, MRC Coordinators. Lisa understands that if you were to receive all 3 drills in one morning, it may be overwhelming but the DPH is trying to test capacity. If it seems too much, Lisa asked people to think about what other staff or volunteers could assist them in the event of an emergency.

On the HHAN, in each community, there should be 2-3 people per health department. Fire and Police chiefs should already be on the HHAN separate from the health department. If you have a question about who from your community is on the HHAN, Lisa can help with that. She emphasized how the HHAN is going to be the backbone of communication in the event of an emergency.

Because the information will not be available in time, the EDS Gap Analysis deliverable will not be completed in BP4 but instead will be completed in BP5.

Lisa reminded people that in Bristol County Zika is not as much of a concern as EEE and WNV. Bristol and Plymouth County Mosquito Control will spray your property from the street for mosquitos for free. Joe Carvalho reminded that tablets can be put in open pools at abandoned houses to reduce mosquito populations. Mosquito dunks for birdbaths will reduce arbovirus eggs.

Other

Henry Vaillancourt will write a letter to thank the town of Mansfield for the use of their conference room.

Denise Phanuef has requested through Lisa Crowner Preparedness bags in preparation for National Preparedness Month. They will be available at the August Coalition meeting.

Motion made, seconded and unanimously passed at 2:46pm. Next meeting will be on August 16th, 2016, at the Norton Media Center.

Respectfully submitted,

Amy Palmer



Massachusetts Department of Public Health
Office of Preparedness and Emergency Management

CITY CLERKS OFFICE
NEW BEDFORD, MA
2016 AUG 10 A 8:18
CITY CLERK

Public Health Emergency Preparedness
Region/Coalition/Tribe Project Identification Form

This form must be completed and submitted to the Regional Public Health Coordinator prior to the initial planning conference for both region/coalition/tribe projects that will be used toward completion of the PHEP deliverable 1.b. The final section of the form provides space for a progress report which is due December 31st.

- Coalitions are encouraged to collaborate with other coalitions to complete a project and to collaborate with multi-disciplinary health and medical, public safety, emergency management, and other partners.
- Coalitions are encouraged to leverage additional sources of funding to supplement PHEP funds for the project.
- Exercises conducted must follow HSEEP building blocks model. An Exercise Notification Form must be submitted for any exercises or drills supported with PHEP funds.
- Coalition representatives are strongly encouraged to share projects, products/outcomes, and best practices at a statewide meeting/conference or other venue.

Project General Information:

Date Form Submitted:	
Region/Coalition/Tribe Point of Contact:	Denise Phaneuf
Point of Contact Email:	deniphaneuf@gmail.com
Name of Project:	Local Partner Closed POD's-Bristol Coalition



Project Description - Please write a brief narrative (1 to 2 paragraphs):

Bristol County PHEP Planners will work with their communities in BP5 to develop possible alternative EDS Dispensing Sites known as Closed POD's, in an effort to reduce the population at the primary EDS Site. The project will focus on residents with access and functional needs and may include the Housing Authority, Council on Aging and Meals on Wheels, Group Homes and Nursing Homes. Other partners to consider may be colleges, private boarding schools, universities and community health centers.

Using existing guidance and building relationships with municipal and private partners, each municipality will work with their planner to develop appropriate Closed EDS goals according to their resources and community profile and to work toward these goals in BP5.

Project Details:

Project Rationale: Why has the region/coalition/tribe chosen this project? Cite references (i.e. AARs, CPGs, HVAs)	Bristol Coalition members would like to explore the development of Closed POD's within their communities in an effort to reduce the population at the primary EDS Site where the general public will receive MCD.
PHEP Capabilities to be addressed: http://www.cdc.gov/phpr/capabilities/	Capability 1: Community Preparedness Capability 8: Medical Countermeasure Dispensing
Project Objectives: Objectives must be 'SMART': Specific Measurable Attainable Realistic Timely	<ol style="list-style-type: none"> 1. Review possible partners for Closed POD's with each municipality. 2. Health agents/Directors will set up meetings with partners to educate on Closed POD'S. 3. Sign an MOU with Closed POD facility where appropriate. 4. Discuss and determine plan modifications. 5. Update plans as necessary.
Project Planned Activities: What deliverables, products, or outputs are expected? Include specific timeline with milestones to achieve these outputs.	Plan a work shop on Closed POD's with Coalition members. By December 31 st : Planners will meet with their assigned communities to help them identify possible Closed POD's within their municipality. By March 31 st : Each municipality will have met with their potential Closed POD Sites to provide education on need for Closed POD. By June 30 th : Each Community will attempt to obtain a



	signed MOU with each facility.
Access and Functional Needs: How will the processes and structures involved in this project address the emergency preparedness, response, and recovery needs of individuals with access and functional needs?	Access and functional needs are incorporated in the all-hazards plans. Establishing MOU's with identified facilities working with access and functional needs individuals.
Technical Assistance Needs:	Coalition planners are necessary.

DPH Resource Needs: Will DPH resources be requested for use during this project? If so, what resources and how will they be utilized?

Planners may request DPH support in planning ideas and technical assistance. This would not be above the current assistance that is often requested.

- ☐ WebEOC
- ☐ HHAN¹
- ☐ OPEM Duty Officer
- ☐ OPEM or other DPH Bureau Staff Time
- ☐ Other

Project Progress Report (due December 31st):

Please describe milestones achieved and projects completed thus far. Please also describe those project activities which have been planned for January 1st through June 30th.

¹ If the HHAN will be utilized, pre-scripted messages must be submitted to Regional Coordinator at least one week prior to use.



Project Final Report (due June 30):

Please describe the products or outputs of the project.

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NEW BEDFORD, MA

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8/8/2016		
Bristol County Emergency Preparedness Coalition		
Financial Report 7/1/16-6/30/17 BP-5		
	Original BP-5 Proposed Budget	Proposed BP-5 Modified Budget
Contractors		
Denise Phaneuf	65,000.00	65,000.00
To Be Determined 9/1/16-6/30/17: estimated 22 pay periods		
MRC Coordinator	65,000.00	55,000.00
	39,000.00	39,000.00
Total Contractors	169,000.00	159,000.00
Communication		
Communication	48,000.00	48,000.00
Total Communication	48,000.00	48,000.00
Supplies		
Carry Over funds from BP4	-	10,512.08
Equipment and Supplies	7,744.00	7,744.00
Total Supplies	7,744.00	18,256.08
Total Conference Training:		
MHOA Conference	5,755.00	5,755.00
MAHB Conference	1,000.00	1,000.00
Yankee Conference	1,000.00	1,000.00
MAP-IN Conference	2,000.00	2,000.00
Total Training	9,755.00	9,755.00
Admin MAHB additional work beyond HMCC requirements- to be discussed		10,000.00
TOTAL Awarded Grant Amount is: 234,499.	234,499.00	234,499.00
Carry Over funds from BP4		10,512.08
BP5 Grant Amount and Carry Over Funds		245,011.08

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