

**Bristol County PHEP Coalition Meeting Minutes  
February 21, 2017**

**Attendance:** Joe Carvalho, Kelly Pawluczzonek, Henry Vaillancourt, Heather Gallant, Christian Zahner IV, Elaine LaCoursiere, Brian Gallant, Denise Phaneuf, Ali Novak, Liisa Jackson, Lisa Crowner.

**Acronyms:**

BP4- Budget Period 4 (July 2015-June 2016)  
 BP5- Budget Period 5 (July 2016-June 2017)  
 CDC- Center for Disease Control and Prevention  
 DPH- Massachusetts Department of Public Health  
 EB- Executive Board (sometimes referred to as EC-Executive Committee)  
 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  
 MEMA- Massachusetts Emergency Management Agency  
 MRC- Medical Reserve Corps  
 MHOA- Massachusetts Health Officers Association  
 PHEP- Public Health Emergency Preparedness  
 Q1- Quarter 1(July-September)  
 Q2-Quarter 2 (October-December)  
 Q3- Quarter 3 (January-March)  
 Q4- Quarter 4 (April-June)

CITY CLERKS OFFICE  
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CITY CLERK

| Decision Made/ Problem to be solved   | Action to be taken   |
|---|--|
| To hold March PHEP meeting to vote on concurrence   | Deni will reserve meeting space at Norton Media Center                               |
| To contact substance abuse speaker from BSAS as guest speaker for April or May coalition meeting as follow up to Narcan training as previously requested by coalition members | EB approved recommendation made. Deni will contact speaker and confirm availability. |
| EB asked Brian Gallant to run a Tabletop exercise on Emergency Management during a weather event at a future coalition meeting  | Brian Gallant will plan a tabletop and submit paperwork to DPH                       |
| To finalize budget for spending down by March meeting so Elaine can submit budget revisions by March due date to DPH.   | Vote on specifics of spending down of funds at March Coalition meeting.              |
| To hold March Coalition meeting   | Vote on Concurrence at March Coalition meeting                                       |

| Motion made and seconded   | Vote               |
|--|--------------------|
| Meeting called to order at 1:50p.m.  | Unanimously passed |
| Approval of coalition meeting minutes for October and November. Approved as written. | Unanimously passed |
| To adjourn at 2:45p.m.   | Unanimously passed |

Documents sent out before meeting:

- 2-21-17 Bristol PHEP EB Agenda
- 2-21-17 Bristol PHEP Coalition Agenda
- 10-18-16 Coalition meeting minutes unapproved
- November EB meeting minutes unapproved
- November Coalition meeting minutes unapproved
- Copy of Bristol BP5 Expenditures- February

**Coalition meeting called to order:** 1:50p.m.

#### **Joseph Carvalho-Chairman - Announcements**

A motion was made by Kelly Pawluczzonek and seconded by Dr. Vaillancourt to approve October and November EB meeting minutes as written, unanimously passed.

Joe announced that Dave Flaherty would be stepping down as EB member at the end of this meeting because he has accepted the position of Town Administrator in Raynham. Everyone gave congratulations. Heather Gallant and Christian Zahner IV were nominated to the EB and accepted the nomination. The EB voted on it and it passed unanimously.

Joe requested that Liisa Jackson, MRC devise an inventory list as to where mobile supplies are located and a list of contents.

Joe requested that Deni reach out to speaker from the Bureau of Substance Abuse Services for an upcoming coalition meeting, and requested Brian Gallant to run a tabletop exercise on emergency management during a weather event for the April coalition meeting. Lisa Crowner reminded Brian to get paperwork into DPH in advance. Brian is not available in March due to a training. Deni will place the TTX on the April agenda.

#### **Lisa Crowner-DPH**

Lisa Crowner passed out information from DPH on the FOA, Funding Opportunity Announcement (Fast Facts). There has been a decrease in funding of approximately \$210,000. It is important for everyone to be on the **statewide conference call scheduled for March 9, 2017 at 1PM**. Please refer to the last page of your handout for the concurrence timeline of the 2017 FOA. Letters of Concurrence must be completed at the March meeting. OPEM, The Office of Preparedness and Emergency Management will be coming out with a budget and deliverables for the coming year.

#### **DPH OPEM Staff Update**

Mary Clark, who has served as Director of Office of Preparedness and Emergency Management (OPEM), announced her retirement last month. Mary has been in a leadership role at DPH for over 9 years. In order to have strong succession planning in OPEM, Mary has agreed to stay at OPEM as a senior advisor 4 days a week. Effective February 19th, Mary assumed the role of Senior Advisor for Preparedness Projects and Policy. Mary will be focused on supporting key initiatives within OPEM such as Crisis Standards of Care, patient tracking and family reunification following a mass casualty incident, and integration of Department-wide and bureau- specific response and continuity of operations plans and guidance.

Kerin Milesky, current Deputy Director of OPEM, has agreed to serve as the Acting Director of OPEM during this transition. Kerin began to work at DPH as a senior planner in 2012 and was promoted to Deputy Director last year. Donna Quinn, Manager of Public Health Preparedness, and Response, has agreed to serve as Acting Deputy of OPEM. Donna has been with DPH since the fall of 2014 and was promoted to her current role last year.

#### **LSAC- Local State Advisory Committee**

Kelly Pawluczzonek of Plainville has agreed to be the Bristol LSAC representative and signatory authority for the Bristol Coalition, with Joe Carvalho of Swansea as an alternate and Amy Palmer as a third alternate. The LSAC meeting is taking place on 2/24/17.

#### **Elaine LaCoursiere, MAHB**

Elaine expressed that any budget modifications need to be done in March. The final amount to spend down after the trailer purchase is an estimated \$14,600.

Elaine announced that the MAPHN Conference has not been approved as an acceptable Emergency Preparedness expense to date because it does not have an EP track.

#### **The following approvals were made:**

- Up to \$700.- for iphone communication in Mansfield; out of supplies line item to include service contract.
- \$4,000. For RAVE Alert System installation for communities of Foxboro, Mansfield, Norton, and Easton
- To place Mansfield back on Communications list
- Up to \$1,100. Container of shelter supplies
- Up to \$900. For Swansea laptop, to include service plan and MS Office
- Up to \$900. For Plainville laptop, to include service plan and MS Office
- Up to \$800. – 2 gas containers for each generator located in Fall River, Somerset, Westport, and Swansea

#### **Deni Phaneuf- Planner/ Coordinator**

Deni contacted speaker from the Bureau of Substance Abuse Services to present at a future Bristol coalition meeting, as requested by members as a follow up to the Narcan training.

Deni spoke of the ongoing site visits and progress of deliverables by the planners for Q3. The planners will work together to complete deliverables due, the Bristol Closed POD project and to help the communities complete 2 of the 3 required drills and metrics; the joint regional project on Communications and the gap analysis. The planners are participating in conference calls/meetings with the HMCC, including planning for the regional spring communication workshop on March 14 in Abington.

Stoughton is in the process of hiring a new health agent and hopefully will be part of the coalition soon.

Discussion took place among members regarding sharps disposal. Deni will reach out to Cheryl Sbarra to give members an update on this topic, the role of the health department, unfunded mandates PH deals with, and legalities. Deni will report findings to members at next meeting.

#### **Brian Gallant**

Brain said the next **HMCC stakeholders meeting** will take place on **March 3, 2017 at 9am at the Middleboro Town Hall**. The HMCC is sponsoring the **March 14<sup>th</sup> Communications in Public Health Emergencies Workshop in Abington for Region 5**.

#### **MOU/MACC**

Brian said his wi-fi hot spot purchased by the HMCC really helped the Barnstable County MACC during a recent storm with power outages.

Brain was asked by EB Chairman Joe Carvalho to prepare a weather-related tabletop exercise for an upcoming coalition meeting. Joe said it will help all members to practice their emergency plans. He said the recent tabletop exercise presented by Harvard was well done and members got a lot out of the exercise.

#### **Liisa Jackson-MRC**

Liisa gave a report of MRC activity and handed out a training schedule. Please see schedule of MRC'S ongoing activities in the region. Liisa applied for NACHO grants and all were approved as follows:  
\$13,000 for Greater Fall River, \$13,000. for Greater New Bedford, and \$13,000. for Bristol/Norfolk. The Greater Fall River and New Bedford project on opiate addiction trains MRC to work anonymously with self-identified clients.

The meeting adjourned at 2:53p.m. when a motion was made by Christian Zahner IV, seconded by Heather Gallant, and unanimously approved.

The next Coalition Meeting will be held on **March 21, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.