

**Bristol County PHEP Executive Board Meeting Minutes
February 21, 2017**

Attendance: Joe Carvalho, Kelly Pawluczzonek, Henry Vaillancourt, David Flaherty, 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
 NEW BEDFORD, MA
 2017 MAR - 2 A 8:09
 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 upcoming 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 is unavailable in March.	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 12:00p.m.	Unanimously passed
Approval of meeting minutes for November. Approved as written.	Unanimously passed
To approved up to \$700. for Mansfield iphone with service plan from supply line item	Unanimously passed
To place Mansfield back on communications list	Unanimously passed

Installation cost of \$4,000. for new RAVE Communications Alert System for communities of Easton, Foxboro, Norton, and Mansfield	EB needs additional information at Coalition meeting from Amy Palmer and DPH approval
To spend \$1,100. for shelter supplies (in addition to trailer supplies)	Unanimously passed
Laptop for community of Swansea with service plan up to \$900. with MS Office	Unanimously passed
Laptop for community of Plainville with service plan up to \$900. with MS Office	Unanimously passed
To purchase 2 new gas containers for each generator in Bristol County up to \$800.	Unanimously passed
Vote in 2 new executive committee members, Heather Gallant, and Christian Zahner IV	Unanimously passed
To adjourn at 1:27p.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

EB meeting called to order: 12:00p.m.

Joseph Carvalho-Chairman

A motion was made by Dave Flaherty and seconded by Kelly Pawluczzonek to approve 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. All gave congratulations. Heather Gallant and Christian Zahner IV were nominated to the EB and accepted the nomination. A motion was made by Dr. Vaillancourt and seconded by Dave Flaherty to appoint Heather and Christian to the EB. Passed.

Bob Ashton retired in January. Joe thanked him publicly for his years of service and wished him well in his retirement. A round of applause was given.

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 the substance abuse prevention speaker from the Bureau of Substance Abuse Services for the April/May meeting, if available, and requested Brian Gallant to run a tabletop exercise on emergency management during a weather event for the March coalition meeting. Lisa Crowner reminded Brian to get paperwork into DPH in advance. Brian is not available in March due to a training. He will coordinate with Deni at an upcoming meeting.

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

Lisa asked for a coalition member to be the signatory authority to LSAC. Kelly Pawluczzonek of Plainville has agreed to be the Bristol LSAC representative and signatory authority, 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 asked EB to refer to highlighted area at bottom of spreadsheet to consider amounts to spend, \$4,600. from training and \$9,626,130 from supplies. She asked for budget modifications to be completed by the March meeting. She asked where to move them to and specifically for what. 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 motions were made:

Amy Palmer requested an iphone for the Town of Mansfield.

- The motion was for iphone communication in Mansfield. Dave made a motion to approve up to \$700. out of the supplies line item to approve iphone with service plan. Kelly seconded. Passed.

A request was made for funds of approximately \$3,000. by Amy Palmer to pay for the installation of a new RAVE Alert System to notify residents during an emergency for the communities of Easton, Foxboro, Mansfield, and Norton. This cost is for installation only. Lisa Crowner said it could not be to maintain the system; the communities would be responsible for maintenance. Lisa sees this request as infrastructure and it breaks down to \$1,000. per community.

- Kelly made a motion for pre-approval by DPH of RAVE Alert System of \$4,000. Dave seconded pending DPH approval. Lisa Crowner said, if approved, it must be in hand by end of May 2017. Amy stated she is not sure if they are ready by then.
- More information is needed by EB to vote on this request.

Somerset will be hiring a new health agent and Joe will turn in his Somerset laptop. Joe requested a laptop for Swansea.

- Dr. Vaillancourt made a motion to purchase a laptop for Swansea with service plan and MS Office, up to \$900., pending DPH approval. Dave seconded. Passed pending DPH approval.

Joe Carvalho requested 2 gas containers for each generator located in Fall River, Somerset, Westport, and Swansea.

- Motion was made by Dr. Vaillancourt to purchase gas containers up to \$800. Dave seconded. Passed.

Dr. Vaillancourt requested work on a special project in Fall River, beyond deliverables. He explained his department has been unable to work on EP due to extensive TB issues. Dr. Vaillancourt suggested a stipend for the contractors to work together to complete additional work, beyond their contractual duties. Elaine will submit this request for approval on behalf of Fall River.

Request to purchase \$1,100. of shelter supplies, in addition to trainer supplies.

- Dr. Vaillancourt made a motion to purchase \$1, 100. in shelter supplies, Dave seconded. Passed.

Kelly requested a new laptop for Plainville with service plan and MS Office.

- Dr. Vaillancourt made a motion to purchase a new laptop for Plainville, pending DPH approval, Dave seconded. Passed.

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 Q2 and 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.

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 14th 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 1:07p.m. when a motion was made by Kelly Pawluczzonek, seconded by Dave Flaherty, and unanimously approved.

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

EMERGENCY PREPAREDNESS COALITION

BP5 2016-2017

	CITY CLERKS OFFICE
	NEW BEDFORD, MA
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Stoughton	TBA			7/19	8/16	X	9/20	10/18	11/15	12/20 NO MTG	1/7 CANC MTG	2/21	3/21	4/18	5/16	6/20
Swansea	Carvalho	Joseph			X			X	X			X				
Taunton	Gallant	Heather						X	X							
Westport	Walsh	James						X	X			X				
Planner	Phaneuf	Deni				X	X	X	X			X				
Planner	Novak	Ali			X	X	X	X	X			X				
MRC	Jackson	Liisa				X	X	X	X			X				
DPH	Crowner	Lisa						X	X			X				
MAHB	Gallant	Brian			X			X				X				
MAHB	LaCourseire	Elaine			X	X	X	X				X				
OPEM	Mikesky	Kerin				X										
OTHER	LaPine	Crystal				X	X	X								
OTHER	Wiggler	Peter				X	X	X								
		People Attended			7		24	20	16			20				
		Communities Attended			5		14	11	11			14				