

**Bristol County PHEP Coalition Meeting
September 20, 2016**

Attendance: See attendance document

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 OCT 12 A 8:35
 CITY CLERK

Motion made and seconded	Vote
Meeting called to order at 1:40pm	Unanimously passed
May and June Coalition meeting minutes approved as written (there were no July or August meetings)	Unanimously passed
To approve the Principles of operation as written	Unanimously passed
Meeting was adjourned at 2:31pm	Unanimously passed

Documents sent out before the meeting:

- 09-20-16 Bristol EB Agenda
- 09-20-16 Bristol PHEP Coalition Agenda
- 05-17-16 EB meeting minutes unapproved
- 06-21-16 Coalition meeting minutes unapproved
- BP5_Coalition Deliverables_September
- Copy of Bristol BP5 Expenditures September
- Copy of Principles of Operation

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

Coalition meeting called to order: 1:40pm

Robert Ashton- Acting Chair (Joe Carvalho was unable to attend)

Approve previous month's meeting- May and June

Christian Zahner IV made a motion to approve May and June Coalition meeting minutes as written, Mark Taylor seconded the motion. The motion passes unanimously.

Deni will continue as both Coordinator and Planner and will therefore be assigned to her current communities. Ali Novak, will assume Amy's former communities and will begin work on October 3, 2016. She will contact each of her communities to set up a meeting.

Bob announced that the EB voted to transfer \$1000. from the Equipment and Supplies line item to the Shelter line item.

Christian was asked to inquire about use of Wi-Fi at the Norton Media Center and any required passwords necessary to get on. Christian will inquire about October meeting reservations and fill out required paperwork to reserve meeting space. By the end of the meeting, Christian was able to confirm space for October and provide information to use WI-FI at the media center. The following information is what is needed to use WI-FI: Belkin.46D Code: 2EAD4636.

Elaine LaCoursiere - MAHB

New DPH policy change: Overnight accommodations for the evening of the final day are not eligible for reimbursement because there are no EP courses on Friday. Please call Elaine with any questions.

New DPH policy change: The new policy is that each community can have 2 cell phone lines, however the individuals that are using the cell phone lines **must be on the 24/7 list.**

Ali Novak, planner has been approved to spend up to \$800. on the purchase of a new laptop with a service plan. Amy Palmer will give Ali the printer that was recently purchased by the coalition.

Announcement

LSAC is looking for a new representative, as Amy Palmer has resigned. Anne Marie Flemming is the alternate rep. currently. Alan Perry mentioned that LSAC like to see a **Coalition member** step into the role, along with Anne Marie. It occurs the third Monday from 11am-2:30pm at the MEMA Bunker in Framingham. Please let Deni know if you are willing to represent the Bristol Coalition. Elaine said she will provide full LSAC meeting minutes to Coalition members.

Coordinator/Planner update- Deni Phaneuf

Review BP5 deliverables

Deni reviewed each deliverable in detail for BP5 with Coalition members. Kerin Milesky, Deputy Director for OPEM, mentioned that the CPG's that were formerly required have now been removed from BP5 deliverables.

Our BP5 coalition level project is Closed POD's. Deni asked communities to continue working on identification of Closed POD's in each of their communities.

Please be reminded that it is still September, NATIONAL PREPAREDNESS MONTH. Place information on your town website; order KNOW-PLAN-PREPARE bags from the Clearinghouse to disseminate; place information in your office or around town.

Liisa Jackson- MRC Coordinator

Liisa spoke about the upcoming trainings, as did Jacquie O'Brien. Deni said she will send the training information along with the meeting minutes for all members to review. Please contact Liisa or Jacquie if you have any questions about the MRC Trainings.

Kerin Milesky- Deputy Director/ DPH

Kerin spoke about the media coverage regarding the drought. MAHB has said there is concern over private wells drying up. OPEM is currently working with the Environmental Task Force.

Kerin said there is a Zika Leadership Group. They are also working with the Communications Office. She said we are not expecting local outbreaks. We continue to monitor travelers and spreading through sexual transmission.

Kerin clarified that 50% of time spent at conferences must be in eligible Emergency Preparedness sessions.

Next Coalition Meeting: October 18, 2016 to be held at the **Norton Media Center**.

A motion was made to adjourn at 2:31pm by David Flaherty, it was seconded, and unanimously approved with no discussion.

Respectfully submitted,

Deni Phaneuf M.S.
Bristol Coordinator/Planner