

**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:

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 BP5- Budget Period 5 (July 2016-June 2017)
 CDC- Center for Disease Control and Prevention
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 MEMA- Massachusetts Emergency Management Agency
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 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 31 A 8:17
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 with noted revisions.	Unanimously passed
To approve up to \$700. For iphone communication for Mansfield; \$4000. For RAVE Alert System installation for communities of Foxboro, Mansfield, Norton and Easton; to place Mansfield back on Communications list; up to 41,000.	Unanimously passed pending DPH approval

for container of shelter supplies for Plainville; up to \$900. For laptop with service plan for Swansea; up to \$900. For laptop with service plan for Plainville; up to \$800. for 6 gas containers to each generator located in Fall River, Somerset, Westport and Swansea.	
To adjourn at 2:53p.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 Dr. Vaillancourt and seconded by Joe Carvalho to approve October and November EB meeting minutes as written with noted revisions, 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 recommendation passed unanimously. Coalition members were in agreement.

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. A vote 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 3/6/17.

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. – 6 gas containers for each generator located in Fall River, Somerset, Westport, and Swansea

Deni Phaneuf- Planner/ Coordinator

At the EB meeting, Deni asked the EB if they would like to continue with the previous request from the coalition back in November to have a speaker on substance abuse. Deni has been conversing with BSAS. Joe said to move forward with the speaker.

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

Brian 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**.

Brian 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.

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Decision Made/ Problem to be solved	Action to be taken
Discuss and vote on concurrence with provisions to deliverables	Members were asked to discuss and vote on concurrence with provisions
EB approvals on spending down of funds	Announce approved requests
To cancel April Coalition meeting	Vote on April meeting cancellation with members

Motion made and seconded	Vote
Meeting called to order at 1:40p.m..	Unanimously passed
Approval of coalition meeting minutes for February. Approved with noted revisions.	Unanimously passed
Vote on Concurrence	Unanimously passed with provisions.
To cancel April PHEP Coalition meeting	Unanimously passed
Approve Mansfield shelter supplies \$2,000. Approve 25 bariatric cots \$5,000. Approve laptop/ service plan for Norton \$900. Shipping and handling \$ remainder of funds CERT backpacks and disaster magnets were not approved	Unanimously passed pending DPH approval
To adjourn at 3:00p.m.	Unanimously passed

Documents sent out before meeting:

- 3-22-17 Bristol PHEP EB Agenda
- 3-22-17 Bristol PHEP Coalition Agenda
- 2-21-17 Coalition meeting minutes unapproved
- 2-21-17 EB meeting minutes unapproved
- Copy of Bristol BP5 Expenditures- March
- Disaster magnet graphics from Alan Perry

Coalition meeting called to order: 1:40p.m.

Joseph Carvalho-Chairman - Announcements

A motion was made by Jacquie O'Brien and seconded by Mark Taylor to approve February Coalition meeting minutes as written, with noted revisions. Unanimously passed.

Joe mentioned that he will now be working full time in Swansea; a new health agent, Tim Turner has been hired in Somerset. Emily LaChance will continue to work as the PHN in both Somerset and Swansea.

Joe asked the coalition members to vote for or against concurrence. Kelly explained new deliverable information that came out of the LSAC meeting. The staff notification and site activation drills will remain the same, but the RealOpt drill may be replaced with the facility set up drill with assembly. Members felt it was too difficult to assemble in each community because of barriers such as access to schools, town halls, union workers, paying custodians, etc.

Discussion took place regarding regional plans for the facility set up drill. Amy Palmer made a motion to concur but with limited staffing and resources, there are serious concerns about the deliverable to assemble in each community. Dr. Vaillancourt seconded. Passed.

Lisa Crowner explained the Funding Opportunity Announcement over 5 years. The first year will be BP1. The funding is based on a formulary using the 2010 census; in the past, the 2000 census was used. Bristol's funding was cut by \$7, 113. She mentioned that Bristol has had difficulty spending down funds at the end of the year.

The next regularly scheduled Coalition meeting in April falls after a holiday (Patriot's Day). Since health agents have great difficulty with attendance this day, the EB is recommending cancelling the April meeting. Discuss took place. Dr. Vaillancourt made a motion to cancel the April Coalition meeting and encouraged members to attend the Region 5 April 4th Joint Coalition Training on Communications in PH Emergencies in Abington instead. Bethany Collins seconded. Passed.

Elaine presented the following requests as approved by EB pending DPH approval:

Mansfield shelter supplies \$2,000.

25 bariatric cots \$200. each \$5,000.

Laptop for Norton with service plan \$900.

Shipping and handling costs -\$ remainder of funds

Bariatric cots will be distributed and stored regionally to 4 MRC regions. CERT kits and disaster magnets were not approved due to DPH policies on regional approach.

Liisa Jackson discussed upcoming Region 5 MRC trainings. Lisa said there is a full list on the MRC website. Opioid questions are being fielded by local public health. Lisa Crowner recommended going to the DPH website. Dr. Vaillancourt mentioned the use of opioid booklets for a resource.

MRC is sponsoring a candlelight vigil in Norton on April 26th to remember loved ones lost and to show how widespread the Opioid PH crisis is.

Learn to Cope support meetings are being held for families dealing with addiction throughout the state.

Jacquie O'Brien mentioned removing the stigma of addiction. She recommended viewing Dr. Ruth Potee's video on YouTube.

Chris from Dartmouth brought up Hepatitis C and discussion followed. Local Boards of Health are interested in learning more about needle exchange regulations.

Lisa Crowner talked about the WebEoc drill that took place from 10-12pm today. She was aware that the WebEoc drill, Mass Responds drill and HHAN Alert took place together. She explained that it was conducted this way to test the capacity of the system. Lisa was notified by Kerry Evans that no partial credit will be given for the WebEoc drill. Lisa will announce results to the communities when she receives them.

Brian Gallant encouraged members to attend the Region 5 joint Coalition Training in Abington on Communications during Public Health Emergencies on April 4th from 9-12. Only 28 individuals have registered so far. Lisa mentioned this is a deliverable for BP5 and asked members to register with Crystal LaPine.

Deni Phaneuf- Planner/ Coordinator

Andrew Robinson from the Bureau of Substance Abuse Services contacted Deni to inform her that a speaking engagement has been approved for a future meeting in Bristol.

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 by 3/31/17, the ongoing Bristol Closed POD project and to help the communities complete 3 required drills, metrics, and the project progress report. The planners are participating in final conference calls with the HMCC, including planning for the regional Joint Coalition PH communication workshop on April 4th in Abington.

The meeting adjourned at 3:00p.m. when a motion was made by Mark Taylor, seconded by Jacquie O'Brien, and unanimously approved.

The next Coalition Meeting will be held on **May 16, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.

Maria Brilhante

	<i>ItemDescription</i>	<i>No. of Units</i>	<i>Total Amount</i>
FEES			
3/30/2017	Business Certificate (30.00)	1	\$30.00
	Certified Copy:PublicRec per page	1	\$10.00
	Certified Genealogy Copy (15.00)	4	\$60.00
	Marriage Intention (40.00)	1	\$40.00
			\$140.00
TOTAL			
3/30/2017	VISA/MASTERCARD SALES	2	\$105.00
			\$140.00

BP5 2016-2017

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