

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

Attendance: Joe Carvalho, Kelly Pawluczzonek, Henry Vaillancourt, 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)
- BP1-Budget Period 1 (July 1 2017-June 30 2018)
- 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
- OPEM-Office of Preparedness and Emergency Management
- Q1- Quarter 1(July-September)
- Q2-Quarter 2 (October-December)
- Q3- Quarter 3 (January-March)
- Q4- Quarter 4 (April-June)

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NEW BEDFORD, MA
2017 MAY 10 A 8:34
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Decision Made/ Problem to be solved	Action to be taken
Discuss with members the cancellation of April PHEP Coalition meeting; ask members to attend the April 4 th Region 5 Joint Coalition Training in Abington.	Joe will discuss with coalition members today at meeting.
Concurrence will be discussed and voted on at coalition meeting.	Vote on Concurrence at Coalition meeting today.

Motion made and seconded	Vote
Meeting called to order at 12:05p.m..	Unanimously passed
Approval of EB meeting minutes for February. Approved with noted revisions.	Unanimously passed

Approve Mansfield shelter supplies \$2,000. Approve 25 bariatric cots \$5,000. Approve laptop/ service plan for Norton and \$900. each with service plan. Shipping and handling \$ remainder of funds CERT backpacks and disaster magnets were not approved	Unanimously passed pending DPH approval
To adjourn at 1:27p.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 graphic from Alan Perry

Coalition meeting called to order: 12:05p.m.

Joseph Carvalho-Chairman - Announcements

A motion was made to approve the February meeting minutes. Dr. Vaillancourt made a motion to approve minutes with noted revisions. Kelly seconded. Passed.

Joe announced he is stepping down as health agent in Somerset. Tim Turner has been hired as a full-time agent. Elaine asked Joe for Tim's 24/7 contact information. Joe will be working full time in Swansea.

Discussion took place regarding the April PHEP meeting falling the day after a holiday which is difficult for most health agents. It was mentioned that members will be attending the Joint Coalition workshop on April 4th. Joe will be discussing cancelling the April PHEP meeting if members agree.

Joe announced that the Coalition needs to discuss and vote on concurrence today. LSAC- Kelly gave a brief overview on deliverables for BP1 and what seems to be different regarding the deliverables. She mentioned the site activation and staff notification drills will remain the same with the possible replacement of the RealOpt drill and the need to assemble in each community in the form of a facility set up drill instead. EB members discussed problems in previous years with the use of school buildings, custodians, unions, etc. The EB will discuss concurrence at the Coalition meeting this afternoon and bring up these concerns to members.

Lisa Crowner announced a cut in funds for BP1 to the Bristol Coalition of \$7, 113. A formulary was used in each coalition to determine funding. The 2010 census was used; in previous years, the 2000 census was used for calculations. It was mentioned that the Bristol Coalition has had a difficult time spending down funds at the end of each year. Dr. Vaillancourt mentioned that the focus is on regional expenditures now.

Elaine said there is approximately 10, 800. left to spend.

Elaine presented the requests and suggested purchases for approval: (all requests are pending DPH approval):

Disaster magnets	\$1.09/magnet = \$631.
Mansfield CERT kits	\$125. /kit x 12 =\$1500.
Mansfield- Shelter Supplies, bariatric, wheelchair amenities kits, 3 special needs cots, 6 dog crates, pillows and covers	\$1852.71/total \$3983.71
25 bariatric cots	\$200/cot= \$5,000.
Laptop for Norton	\$900. with service plan
Laptop for	\$900. with service plan

The bariatric cots would be distributed regionally to the 5 MRC's: Greater Taunton, Bristol/Norfolk, Greater Fall River, Greater Attleboro. Small remainder of funds will pay for shipping and handling costs.

Other suggested items included pocket communicator, signage, translated fact sheets, home preparedness display boards, bar coding machine for pets/human sheltering, rolling medical bag with supplies.

Dr. Vaillancourt made a motion to approve request for 25 bariatric cots at \$200. each to be stored and distributed regionally. Chris seconded. Passed.

Dr. V. made a motion to approve Mansfield's request for sheltering supplies for \$2000. Kelly seconded. Passed.

CERT kits and disaster magnets were not approved due to DPH's policy on regional expenditures.

Dr. V. made a motion to approve laptop for Norton and , at \$900. each with service included. Kelly seconded. Passed.

Joe made a motion to adjourn at 1:27pm. Chris seconded. Passed.

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

		Bristol County Emergency Preparedness Coalition							
		Financial Report 7/1/16-6/30/17 BR-5							
		Waiting for Approval for Budget Modification #3							
		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
		Expended	Expended	Expended	Expended	Approved Expenses	Total	Funds left	
		7/1/16-9/30/16	10/1/16-12/31/16	1/1/17-3/31/17	4/1/17-6/30/17	Not Purchased	Expended	to Spend for	
							to Date	the Year	
		Revised Budget #1 approved 1/17/17							
Contractors									
Denise Plunneuf	65,000.00	15,000.00	17,500.00	15,000.00	7,500.00	-	55,000.00	10,000.00	
AH Newk	48,750.00	-	16,250.00	15,000.00	7,500.00	-	38,750.00	10,000.00	
MRC Condiator	39,000.00	6,500.00	13,000.00	9,750.00	3,250.00	-	32,500.00	6,500.00	
Total Contractors	152,750.00	21,500.00	48,750.00	39,750.00	18,250.00	-	126,250.00	26,500.00	
Communication									
Communication	48,000.00	-	20,000.00	-	-	-	20,000.00	28,000.00	
Total Communication	48,000.00	-	20,000.00	-	-	-	20,000.00	28,000.00	
Supplies									
Additional funds for Trailer-Equipment	2,159.37	2,159.37	-	-	2,159.37	-	2,159.37	1,091.50	
Shelter Supplies	3,300.00	3,300.00	-	2,208.50	-	-	2,208.50	13,220.49	
Equipment and Supplies (see below)	8,534.63	-	-	-	-	-	-	14,300.00	
Total Supplies	13,994.00	18,679.86	-	-	2,159.37	-	14,300.00	14,300.00	
Total Conference Training:									
MHOA Conference	5,291.30	3,490.44	3,490.44	-	-	-	3,490.44	(0.00)	
MAHB Conference	1,000.00	115.00	115.00	-	-	-	115.00	-	
Yankee Conference	1,463.70	1,463.70	-	-	-	-	1,463.70	-	
MAPIN Conference	2,000.00	-	-	-	-	-	-	-	
Total Training	9,755.00	5,069.14	4,954.14	115.00	-	-	5,069.14	-	
Admin MAHB	10,000.00	-	-	-	-	-	10,000.00	-	
TOTAL Awarded Grant Amount for: 234,499. +		10,000.00	10,000.00	10,000.00	10,000.00	-	10,000.00	-	
10,512.08 Carry over = 245,011.08									
Approved Expenses on 2/21/17	234,499.00	26,464.14	66,865.00	39,750.00	18,250.00	14,300.00	166,687.01	68,811.98	
Laptop-Plainville, Norton, Somersel, Dartmouth, Attleboro	4,500.00	-	-	-	-	-	-	-	
Shelter supplies (cots), Plainville	1,100.00	-	-	-	-	-	-	-	
25 Bariatric cots with shipping	5,300.00	-	-	-	-	-	-	-	
Mainfield-Shelter supplies-bariatric wheelchair, armrests kit, pedal needs cot-3, dog crates-6, pillows and covers.	2,000.00	-	-	-	-	-	-	-	
Cell Phone with service agreement>Mainfield up to 700.00	700.00	-	-	-	-	-	-	-	
Gas containers for generators (6 estimated)	700.00	-	-	-	-	-	-	-	
Total Approved Expenses by EC waiting for DPH approval	14,300.00	-	-	-	-	-	-	-	

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