

**Bristol County PHEP Coalition Meeting Minutes  
May 16, 2017**

**Attendance:** Joe Carvalho, Kelly Pawluczzonek, Henry Vaillancourt, Heather Gallant, Elaine LaCoursiere, Brian Gallant, Crystal LaPine, Denise Phaneuf, 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 2017-2018)
- 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
- Q1- Quarter 1(July-September)
- Q2-Quarter 2 (October-December)
- Q3- Quarter 3 (January-March)
- Q4- Quarter 4 (April-June)

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<b>Motion made and seconded</b>	<b>Vote</b>
Meeting called to order at 1:45p.m..	Unanimously passed
Approval of coalition meeting minutes for March. Approved as written.	Unanimously passed
To allow Joe to work with Elaine on communications line item/budget and to approve budget to be submitted	Unanimously passed
To approve budget as recommended by Executive Board	Unanimously passed
To adjourn at 3:20p.m.	Unanimously passed

**Documents sent out before meeting:**

- 5-16-17 Bristol PHEP EB Agenda
- 5-16-17 Bristol PHEP Coalition Agenda
- 3-21-17 Coalition meeting minutes unapproved
- 3-21-17 EB meeting minutes unapproved
- Copy of Bristol BP5 Spreadsheet-May

**Coalition meeting called to order: 1:45p.m.**

**Joseph Carvalho-Chairman - Announcements**

A motion was made by Heather Gallant and seconded by Bethany Collins and seconded to approve March Coalition meeting minutes as written. Unanimously passed.

Elaine discussed new proposed budget. She explained that she and Joe will be speaking outside of meeting, as voted on by EB.

Dr. Vaillancourt outlined the recommended budget. Bob Davis made a motion to allow Joe to continue working on the communications line item with Elaine and to approve the budget to be submitted. Bethany Collins seconded. Passed.

Beth Collins made a motion to approve budget as recommended by Executive Board. Bob Davis seconded. Passed.

Andy Robinson was introduced as speaker from the **Bureau of Substance Abuse Services (BSAS)**. Andy spoke on a variety of topics and presented many great resources to the group. A robust discussion took place among the members. Andy presented his contact information and PowerPoint slides to the group to view.

Deni spoke on the Bristol Coalition Project, Closed PODS. To date, the planners have worked with communities and have established many new closed pods. Deni has 9 new signed MOU's in her communities. Ali was unable to attend and will give an update on her communities at the June meeting. Deni conducted a training for long term care administrators in Fall River recently. It was conducted in conjunction with the Fall River Health Department and Emergency Management Services at the Fire Department Headquarters. The training was well attended; 2 new MOU'S were signed and delivered at the training. Deni thanked Lisa Crouner for sharing her expertise and technical assistance at the training. The planners will be conducting additional regional trainings in BP1.

Deni mentioned that the planners will be sending out the usual end of year COOP plans to be updated: The Order of Succession, Job Function Analysis, Personnel Responsibilities during an Emergency, and the Call Down List. Please review and update with any changes for the COOP (Continuity of Operations) Binder 2 and copy your planners on any changes.

Lisa Crouner mentioned that work plans and budgets are being written by planners, regional coordinator and HMCC. Deni submitted the draft BP1 budget to HMCC today.

Lisa reminded everyone that individuals must be on the 24/7 contact list if they receive cell phone reimbursements. She mentioned the Bristol Closed POD was going very well and that the Joint Coalition Project for BP1 has yet to be decided.

Liisa Jackson spoke of the many MRC activities in the area. Liisa said she will continue to send members reports of all that is happening, especially around trainings.

In closing, Dr. Vaillancourt reminded everyone that syringes must be disposed of in red sharps containers.

A motion was made for meeting to adjourn at 3:20pm by Bethany Collins and seconded by Bob Davis. Passed

The next Coalition Meeting will be held on **June 20, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.

Respectfully submitted,

Deni Phaneuf M.S.  
BC Emergency Planner/Coordinator

6/30/2017		Bristol County Emergency Preparedness Coalition		Financial Report 7/1/16-6/30/17 BP-5							
				Expended	Expended	Expended	Expended	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	Expended	to Spend for		
				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	to Date	the Year		
Contractors	Revised and Approved Budget Modification #1 approved 1/17/17	Revised and Approved Budget Modification #3 approved 5/17/17									
Dennis Planner	65,000.00			15,000.00	17,500.00	15,000.00	17,500.00	65,000.00			
All Novak	48,750.00				16,250.00	15,000.00	17,500.00	48,750.00			
MRC Coordinator	39,000.00			6,500.00	13,000.00	9,750.00	9,750.00	39,000.00			
Total Contractors	152,750.00			21,500.00	46,750.00	39,750.00	44,750.00	152,750.00			
Communication											
Communication	48,000.00				20,000.00		28,000.00	48,000.00			
Total Communication	48,000.00				20,000.00		28,000.00	48,000.00			
Supplies											
Additional funds for Trailer-Equipment	2,159.37						2,159.37	2,159.37			
Shelter Supplies	3,300.00					2,208.50	1,099.19	3,307.69	(7.69)		
Equipment and Supplies (see below)	6,534.63						11,716.24	11,716.24	1,504.25		
Total Supplies	13,994.00					2,208.50	14,974.80	17,183.30	1,496.56		
Total Conference Training:											
MHOA Conference	5,291.30			3,490.44				3,490.44			
MAHB Conference	3,000.00			115.00				115.00			
Yankee Conference	1,463.70			1,463.70				1,463.70			
MAFHN Conference	2,000.00										
Total Training	9,755.00			4,954.14				5,069.14			
Admin MAHB	10,000.00							10,000.00			
	10,000.00							10,000.00			
TOTAL Awarded Grant Amounts: 234,499.00 + 10,512.08 Carry over = 245,011.08	234,499.00	234,499.00	26,454.14	66,866.00	51,956.80	87,724.80	233,002.44	1,496.56			

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