

**Bristol County PHEP Coalition Meeting Minutes  
June 20, 2017**

**Attendance:** Kelly Pawluczonek, Christian Zahner IV, Heather Gallant, 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 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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Decision Made/ Problem to be solved	Action to be taken
Christian needs cots to be picked up and disseminated to the 4 regional locations.	Ask members to pick up cots right away from Norton Highway Department garage.
Discuss option of changing meeting dates that fall after a holiday	After discussion, the consensus of members was to keep schedule the same.

Motion made and seconded	Vote
Meeting called to order at 1:35p.m.	Unanimously passed
Approval of Coalition meeting minutes for May. Approved as written.	Unanimously passed
To adjourn at 3:30p.m.	Unanimously passed

Documents sent out before meeting:

- 6-20-17 Bristol PHEP EB Agenda
- 6-20-17 Bristol PHEP Coalition Agenda
- 5-16-17 Coalition meeting minutes unapproved
- 5-16-17 EB meeting minutes unapproved

- Copy of Bristol BP5 Spreadsheet- June

**Coalition meeting called to order by Vice-Chair Kelly Pawluczonek in Joe Carvalho's absence: 1:35p.m.**

#### **Kelly Pawluczonek-Chairperson Announcements**

A motion was made by Heather Gallant and seconded by Jacquie O'Brien to open June Coalition meeting. Unanimously passed.

Announcement was made that Joe Carvalho is stepping down as Chairman of the Executive Board. Kelly Pawluczonek, current Vice-Chairperson, was voted in as new Chair at the EB meeting today.

Elaine was not present but reported that there is no further discussion on BP5 or BP1 budget. All Bristol funds were spent down and thanked everyone for helping get this accomplished.

Kelly announced that there will not be a July PHEP meeting. **The first meeting in BP1 is August 15, 2017.**

Bethany Collins made a motion to accept the May Coalition meeting minutes as written. Donna Palmer seconded. Passed.

Joe Carvalho stepped down as Chairman of the EB. Kelly was the Vice-Chair. Kelly was voted in as new Chairperson of the EB at the EB meeting today. EB will elect vice-chair at the August meeting.

Kelly announced that the next LSAC meeting will take place in September. The July and August LSAC meetings have been cancelled.

Deni will send out a BP1 coalition meeting schedule with the meeting minutes to help you with your planning.

**Christian reported that the cots are in and being stored at the Norton Highway Department. He asks that anyone who can help get them to their new locations do so as soon as possible.**

**Deni Phaneuf- Planner/Coordinator-** Deni gave an update on Q4 deliverables as well as a summary of the BP5 Closed POD Project. Planners will continue with updating the COOP Plans, drills, and planning for BP1.

She said Bristol did very well on the project with 15 new closed pods throughout Bristol County with signed MOU's and others pending a signature. The project will continue with regional trainings, education and mailings and follow up in BP1 to increase the number of closed pods in the county as well as increase MCD to access and functional needs individuals. Great work everyone!

**Liisa Jackson-MRC Coordinator-** Liisa reported on the many MRC activities and trainings. Lisa sent around a report of recent activities during the meeting. The MRC website is available to view all listed trainings and activities. Volunteerism is increasing!

**Lisa Crowner-DPH-** Lisa reported that PHEP has been level-funded for BP1.

BP2- DPH knows in advance that PHEP funds will be cut 18%. DPH is not filling some state positions and combining some regional and hospital coordinator positions in preparation. The Hospital Preparedness Program will have an additional cut in funding of 11%.

Guidance is expected to come out soon on Closed POD Plans. It is in the final stage of development by Chase Hunter and the SNS team. Lisa discussed the Bristol BP1 work plan that states Bristol will increase their closed pods by 10%. She congratulated the planners and coalition members on the Closed POD Project in BP5. Bristol has 15 new Closed PODs with signed MOU's.

MAMAP was discussed. Long term care needs to be made aware of closed pods and how it would assist their communities. Brian offered to network with Jim Garrow in BP1 to help with this effort.

Lisa announced that the following tasks that must be completed by members: **The Arbovirus Survey** by June 30th (asks for a point person from your community to record information to the lab); **JRI Survey** (must be completed all at once/20-30 minutes). **This is an excellent opportunity to have input on how the PHEP dollars are spent.** Refer to email from Crystal LaPine on 5/22/17. **The Jurisdictional Risk Assessment is due to Lisa by June 30th.** **EDS Plans need to be sent to Lisa Crowner before June 30.** Deni and Ali will help Lisa with any missing plans. Chase Hunter and Austin Nagle will perform an EDS review. The focus may be organizational charts and Job Action Sheets for half of the Commonwealth.

Next State drill will be in August or September. Areas to pay special attention to: Updated EDS Site Identification Form, Resource requests, responding to a particular directive.

Lisa spoke of the WebEOC results in Bristol. She mentioned that although we scored the highest in Region 5, 63%, 15/24 communities, we should do much better moving forward. The results are poor. She recommended having the site uploaded and ready on devices. She offered additional training to members or any assistance needed to improve scores.

Lisa spoke of the drill deliverables. Quarterly drills will continue to be done. The SNS Site Activation drill as well as the Staff Notification drill, facility set-up **including assembly** (this will be clarified by DPH). RealOpt drills have been eliminated and are no longer valid. Coalition members may bundle some of these drills for efficiency. Please let your planners know if you are conducting a flu clinic in the fall.

We need greater participation from all 3 Coalitions in Region 5 to attend the HMCC Stakeholders meetings. Lisa asked members to try to attend as many of the 6 meetings (every other month) as possible, as it is a deliverable.

Lisa said she and Deni will continue to work with Berkley town nurse to get Berkley online with MAVEN.

Deni and Ali updated the 24/7 list with their communities and sent the spreadsheet in to Crystal LaPine. This will be done every quarter in BP1.

**Brian Gallant- Program Manager-** Brian said the HMCC is wrapping up BP5 deliverables. He thanked all for their help. He is in the process of sending BP1 documents to DPH for approval. Brian also mentioned that additional shelter supplies can be obtained in Dennis.

He spoke about the Joint Coalition Table Top Exercise deliverable in BP1. It is being planned at the Mass Maritime Academy in Bourne. The planners will work throughout BP1 with the professor and MMA students organizing this joint exercise.

Next HMCC meeting will take place on September 1, 2017. He encouraged all to attend.

A motion was made to adjourn the meeting by Jessica and seconded by Beth. Passed.  
Meeting adjourned at 3:30pm.

The next Coalition meeting will take place on **August 15, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.

Respectfully submitted,

Denise Phaneuf

BP1 Bristol PHEP Coalition Meeting Schedule 2017-2018

July 18- No meeting

August 15

September 19

October 17

November 21

December 19

January 16

February 20

March 20

April 17

May 15

June 19

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**BRISTOL COUNTY PHEP  
EMERGENCY PREPAREDNESS COALITION**

**BPS 2016-2017**

Agency	Staff Name	Staff Number	7/20	8/18	9/20	10/18	11/18	12/18	1/18	2/18	3/17	4/17	5/17	6/17	7/17	8/17	9/17	10/17	11/17	12/17		
Acushnet	Correia	Joe	No MTG	EB only/No Coalition MTG	X				X						X						X	
Attleboro	Perry	Alan			X										X							
Attleboro	O'Brien	Jacque			X										X							
Berkley	Romano	Jim																				
Dartmouth	Michaud	Chris			X										X							
Dighton	Collins	Bethany			X										X							
Dighton	Grassie	Rosalind																				
Easton	Taylor	Mark			X										X							
Fairhaven	Fowle	Patricia B.			X										X							
Fall River	Vaillancourt	Henry		X	X										X							
Foxborough	Zeidel	Pauline													X							
Freetown	Bernardo	Kevin													X							
Lakeville	Bernardo	Kevin			X										X							
Mansfield	Palmer	Amy			X										X							
N. Attleboro	Fleming	Anne Marie													X							
N. Attleboro	Davis	Robert F.			X										X							
New Bedford	Harrington	Stephanie			X																	
New Bedford	Borrello	Michelle			X										X							
Norton	Zahner 4th	Christian			X										X							
Norton	Palmer	Donna													X							
Plainville	Pawluczczek	Kelly		X											X							
Plainville	Revelle	Deborah													X							
Raynham	Flaherty	David			X										X							
Raynham	Holt	Sarah																				
Rehoboth	Conlon	Jaimie			X										X							
Rehoboth	Dronn	Karl		X	X										X							
Seekonk	Horseman	Jessica			X										X							

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