

**Bristol County PHEP Coalition Meeting Minutes
September 19, 2017**

Attendance: Kelly Pawluczzonek, Christian Zahner IV, Henry Vaillancourt, Joe Carvalho, Elaine LaCoursiere, Brian Gallant, Crystal LaPine, Denise Phaneuf, 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)
Mass Map- Massachusetts Mutual Aid Plan

CITY CLERKS OFFICE
NEW BEDFORD, MA
2017 SEP 27 P 3:36
CITY CLERK

Decision Made/ Problem to be solved	Action to be taken

Motion made and seconded	Vote
Meeting called to order at 1:36p.m.	Unanimously passed
Approval of Coalition meeting minutes for August. Approved as written with one noted revision.	Unanimously passed
To approve Principles of Operation as written. Submit to HMCC for BP1.	Unanimously passed
To adjourn at 2:40p.m.	Unanimously passed

Documents sent out before meeting:

- 9-19-17 Bristol PHEP EB Agenda
- 9-19-17 Bristol PHEP Coalition Agenda
- 8-15-17 Coalition meeting minutes unapproved
- 8-15-17 EB meeting minutes unapproved

- Copy of Bristol BP1 Spreadsheets

Coalition meeting called to order by EB Chair Kelly Pawluczonek: 1:36 p.m.

Kelly Pawluczonek-Chairperson Announcements

A motion was made by Bethany Collins and seconded by Mark Taylor to open September Coalition meeting. Unanimously passed.

Beth made a motion to approve August meeting minutes as written, with noted revision: to add Elaine's name to the August meeting attendance at top of August minutes. Mark Taylor seconded. Passed.

Kelly announced that Christian Zahner IV was voted in as Vice Chair of the Executive Committee.

Kelly discussed the Principles of Operation with and asked if members wanted to make any changes. The EB recommended no changes for BP1. Beth made a motion to approve Principles of Operation as written. Mark seconded. Passed.

Deni Phaneuf-Planner/Coordinator

Deni discussed the deliverables for Q1. She asked the members for input regarding the location of the Closed POD educational trainings in Bristol. Deni met in Swansea and Venus De Milo was recommended for the Greater Fall River area. Members agreed. Deni recommended the Holiday Inn in Taunton for a second site to cover the Greater Taunton area. Members agreed. Deni said we will have to see how many trainings the money earmarked for the trainings will cover. Elaine said money may be left in training/conference line item, due to the 50% EP policy, if so more money could become available for the Closed POD educational trainings. Deni mentioned that the State focus for this project is on LTC, however other facilities can attend.

Please continue to let your planners know if you are holding flu clinics and combining your facility set up with assembly deliverable.

She reminded everyone to continue to get materials out to residents for National Preparedness month(September).

Deni reported out on the results of the survey money on Coalition meeting topics from the members. Several topics were requested for the open forum (15-20 minutes) reserved at each meeting. Dr. Vaillancourt recommended setting topics and designating one per month to discuss at coalition meetings. He also recommended passing around a sheet listing who we might look to for expertise in the subject area. Lisa Crowner may be able to give recommendations.

Elaine LaCoursiere-MAHB

Elaine said there is not a lot of news on the MHOA. A reminder was given that 50% of courses must be in EP track to qualify for reimbursement. You must be over 60 miles to be reimbursed for overnight stay, as well. Elaine asked that you give her the registration form for reimbursement. There is only one EP class on Wednesday. Many need classes on the new food, housing, pool, and food codes. These are competing issues with EP. Lisa said she will bring this concern up at LSAC meeting on Monday. LSAC will voice concerns on members behalf.

Lisa Crowner- Regional Coordinator DPH

Lisa talked about the Children in Disasters Conference on 9/26/17 in Taunton. She said there is still room available. She offered technical assistance to anyone who needs help with the WebEoc drills, as one will be conducted in Q2. She asked everyone to please be prepared!

The EDS guidance is not ready yet from OPEM; Lisa said she will keep us informed.

Brian Gallant-MAHB

Brian mentioned seeing some new faces at the last HMCC meeting. The next meeting is November 3, 2017 from 9a.m.- 1p.m. in Middleboro, at the Middleboro Town Hall. The jurisdictional risk assessment will take the place of the regular HMCC meeting. All are invited to attend.

Liisa Jackson-MRC Coordinator (unable to attend)

A motion was made to adjourn the meeting by Mark Taylor and seconded by Beth Collins. Passed.
Meeting adjourned at 2:40p.m.

The next Coalition meeting will take place on **October 17, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.

Respectfully submitted,

Denise Phaneuf