

Bristol Coalition Meeting
September 20, 2011

Attendance:

Acronyms:

BEH- Bureau of Environmental Health
DPH- Massachusetts Department of Public Health
EB- Executive Board
MAHB- Massachusetts Association of Health Boards
MEHA- Massachusetts Environmental Health Association
MHOA- Massachusetts Health Officers Association
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness (Grant)
PHER- Public Health Emergency Response (Grant)

Decisions Made	Actions to be Taken
The following conferences do not require individual EB approval: Yankee/MEHA, MHOA, MAHB	People should send their applications directly to Elaine for payment

Motion made and seconded	Vote
Accept the coalition meeting minutes from July 19, 2011	Accepted unanimously
Accept meeting minutes from August 16, 2011, with changes noted	Accepted with 1 abstaining due to lack of attendance
Re-elect Bob Ashton (2 year term) and Ralph Urban (1 year term) to the EB	Accepted unanimously
Meeting closed at 3:30pm	Accepted unanimously

Documents sent out before the meeting:

- 09-20-11 Coalition meeting agenda
- 09-20-11 Executive Board meeting agenda
- Coalition 07-19-11 meeting minutes unapproved
- Coalition 08-16-11 meeting minutes unapproved
- Budget FY12
- Final PHER spreadsheet
- Bristol County Public Health Emergency Preparedness Coalition Principles of Operations, October 27, 2010

Coalition meeting called to order: 2:15pm

The attendance sheet circulated to determine if there was a quorum. Sixteen communities were in attendance.

Emails were circulated with necessary documents to print out. Some extra copies were available for those who needed them.

Approve previous meeting minutes: Jim Mooney

July meeting minutes

A motion was made, seconded and unanimously approved to accept the meeting minutes as written.

August meeting minutes

Leon Dumont from Norton asked if there was a quorum when the vote was taken to accept the budget last month or if only voting members voted. The EB replied that there was a quorum and only votes taken were from voting members. The budget as voted at the August meeting is the final budget. Contracts have been signed with the contractors with the stated amounts from that meeting. For future reference, budget revision requests need to go directly to the EB.

Jim Mooney asked that under the section Host Agency budget, 3rd paragraph down, instead of just "contracts", the August minutes state "website contract". He also stated that the EB decided the coordinator oversees the website and the MAHB will be in charge of the fiscal aspects of the contract. Scott Leite will offer technical advice as requested.

Motion was made to accept the minutes with the one change, seconded, and unanimously accepted with 1 abstaining due to lack of attendance.

Executive Board Announcements: Jim Mooney **EB members**

Everybody on current EB would like to continue on the Board. A Motion was made to reelect Bob Ashton (2 years) and Ralph Urban (1 year) to the EB, seconded and unanimously passed.

Update on IPAD training

Jim suggested that people take Scott Leite's iPad training. He found it very helpful. Scott has agreed to do one more training.

Yankee Conference: Jim Mooney

The EB determined that the Yankee/ MEHA, MHOA, and MAHB conferences are acceptable use of the PHEP funds and does not require individual approval by the EB. Funding for each community to attend these conferences will be taken from each community's \$1000 allotment. For payment or reimbursement, applications should be sent directly to Elaine LaCoursiere.

Website development: Scott Leite

The website is online. The address is <http://bristolep.com/>. There is no content there yet but it is in progress.

Program Coordinator Update: Denise Phaneuf

Denise Phaneuf introduced herself and would like people to contact her with any ideas on where they would like to see the Coalition go and any ideas on trainings and exercises.

She has modified the Training Request Form to include some changes requested by the MAHB.

Host agency update: Elaine LaCoursiere

PHEP funds

PHEP funds have just been received and checks have just started being distributed to the Contractors.

PHER funds

A total of \$239,065 of unspent PHER funds were returned to the DPH.

Denise Phaneuf will keep an ongoing equipment list of purchases made by Coalition members including where they were purchased and the cost. A working group consisting of Leon Dumont, Mark Taylor, and Dennis Swift will assemble a list of items that can be purchased at the ending the fiscal year with any remaining funds

It was clarified that the \$1000 allotment to each community includes both training and equipment.

Alan Perry recognized Elaine LaCoursiere for the consistent exceptional work she does for the Coalition.

Contractors

Contracts have been signed by Contractors.

Training request form

Two additional trainings have been approved for Rehoboth and New Bedford.

EB status

The EB will vote for a Chair at the October meeting and the new chair will start in November.

Principles of Operation Jim Mooney

A copy of the Principles of Operation will be sent through email to Coalition members with EB recommended changes highlighted in red. Changes will include a quorum will be 13 voting members (majority) but any changes in the Principles of Operation will require 16 voting members for a quorum (2/3 members).

Voting members must be in good standing. Good standing will be determined at a later time.

LSAC AnneMarie Fleming

AnneMarie Fleming reviewed her written notes. Copies will be sent out to the Coalition. Deliverables should be finalized by the end of the week.

Contractor updates

Amy Palmer

Amy reported that she is working on quarterly call down drills and reminded the Coalition that the EDS Set up drill will be a required deliverable so please notify her of any flu clinics you will be holding at EDSs to accomplish this deliverable.

Dennis Swift

Dennis reported that all 4 MRC units have signed up with Mass Response which will reduce funding necessary for local databases and manage deployment information.

Coalition Training

Peter Stone and Margaret Round from the Bureau of Environmental Health gave a presentation on Climate Change and Public Health. There is a survey circulating electronically for local public health to complete so the BEH can understand the needs of the health departments to assist with issues that may arise from climate change, such as vector-borne disease.

Results from the survey will be reported at the upcoming MHOA conference.

They will apply for an additional grant to move forward with assisting locals in identified needs.

Diane will distribute the powerpoint presentation, along with other information to the Coalition.

DPH update: Diane Brown-Couture

Diane has compiled a list of best practices and lessons learned after Tropical Storm Irene. Diane asked that people please contact her with anything they would like to add to this list.

Three recommendations made at this meeting: communication should include local radio stations, hand crank radios/flashlights are very beneficial, waterbobs store water safely for people with wells during power outages.

Next meeting Tuesday October 18th.

Location to be determined: either at the Fall River fire station and if not, it will be at the Mansfield Town Hall again.

Motion made to close meeting at 3:30.

Respectfully submitted,
Amy Palmer