

Bristol Coalition Meeting
January 31, 2012

Attendance:

Acronyms:

DPH- Massachusetts Department of Public Health
EB- Executive Board
EPB- Emergency Preparedness Bureau
HHAN- Health and Homeland Alert Network
HSC- Homeland Security Council
LPHI-Local Public Health Institute
LSAC-Local State Advisory Committee
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness (Grant)
TTX- Tabletop Exercise

Decision Made	Action
More information will be gathered about online TTXs available	Course lists and more information will be gathered about online TTX available and be brought to the Coalition later in the spring when the financial status of the Coalition is better known.

Motion made and seconded	Vote
Accept December 13, 2011, meeting minutes	Unanimously approved
AnneMarie Fleming should tell the LSAC that Bristol Coalition wants to see a 2/3 majority vote in making decisions	Unanimously approved
Meeting adjourned at 4:00 pm	Unanimously approved

Documents sent out before the meeting:

- 01-31-12 EB Agenda
- 01-31-12 Coalition Agenda
- 12-13-11 Coalition meeting minutes
- 12-13-11 EB meeting minutes
- Bristol County Financial Report
- January-February Deliverables report
- LSAC meeting notes, January 23, 2012
- Local Public Health Institute letter to LSAC, January 26, 2012
- Training the Public Health Workforce Across MA, LPHI
- LSAC Operating Principles, draft

Coalition meeting called to order: 2:16pm

Voting communities were counted to determine if there is a quorum. There is a quorum.

Approve previous meeting minutes: Heather Gallant

A motion was made, seconded and unanimously approved to accept the December 13, 2011, meeting minutes as written.

Executive Board Announcements: Heather Gallant

Online training available-Denise Phaneuf

Denise explained that there is a company which offers online table top exercises available to public health groups for \$1000. Each course is approximately 2 hours long. More information will be gathered on courses which may be of interest to the Coalition and revisited in the spring when there is more information about the Coalition's financial status.

Training & Equipment requests- Elaine LaCoursiere

North Attleboro: MHOA membership was approved.

Mansfield: Purchase of routers was approved.

Both communities had funds in their \$1000 initial allotment available for these purchases.

Program Coordinator Updates: Denise Phaneuf

Deliverables

Denise is collecting information to meet Hazardous Vulnerability Assessment and Partnership Deliverables. She will be setting up appointments with the Health Departments and with the EMDs for the communities. If you know who your EMDs are and when they are available, please gather that information for Denise.

Denise has been trying to get Critical Incident Stress Management Training for the Coalition meeting. Dennis is able to teach that course at a Coalition meeting, tailoring it to public health. They will coordinate a time to bring this training to the Coalition.

Please continue to send any training you are interested in.

Denise is working on an EP handbook template for everybody based on the information found on the website. She will need community based information to tailor it to everybody's needs. The completed handbook will be on the web to be downloaded.

Planner Updates: Amy Palmer

Amy distributed current COOP annexes to be updated to meet the deliverable. Deb Revelle suggested waiting until later in the spring when town elections take place to review COOP. Amy noted that she will be in touch with the communities for any changes and make note of that for next year.

Amy conducted an online Call Down drill using the HHAN with Dartmouth's information. She can continue to conduct call down drills but it is useful to have access to the HHAN to create an alert in an emergency. Access can be gained by a quick email to Patrick Simon. Instructions are available and will be distributed to those interested. Initiating an alert only takes about 5 minutes with everything being ready to go, including the excel spreadsheet and language to use during the drill.

Coalition Training: Denise Phaneuf

Denise presented a HazMat Overview slide show to promote awareness of unknown situations.

Mark Taylor recommended people to get an 8 or 40 hour hazard materials training if they don't already have it. Dennis agreed that hazmat courses offer helpful knowledge since the BOH is usually called into environmental emergency situations.

MRC Update: Dennis Swift

The January 18th Hot Topic Presentation with Dr. Al DeMaria was a success with 40 participants.

On March 24th, there is a Region 5 MRC training day offering several trainings with 8-10 different courses in Duxbury.

On February 2nd, Bristol Norfolk and Greater Taunton MRCs will host a course on preventing and treating cold weather emergencies. CEUs are available to nurses and EMS.

On February 24th, there is a course on infection control, exposures at labs and health care facilities.

In May, there is an integrated summit in Nashville, TN. Courses offered are ICS300, ICS400, Basic and Intermediate Life Support, Burn Support, and others. If interested, contact your MRC coordinator. There are grants available, one per unit.

Alvin McMahon discussed the death from bat rabies down the Cape. Dr. Vaillancourt said that the protocol is to start treatment for children and debilitated people who were in a room with a bat since they may not know they have been bit.

Alvin also gave a quick demonstration on useful apps and gadgets for the current technology. Apps which allow file sharing between devices (computers, iPads, etc) are DropBox and SlideShark. They are free with a limited amount of storage. Other helpful devices were a wireless keyboard, a hotspot to connect to wireless cell phone towers (there is a subscription fee), micro-cloth to clean iPads, connector for iPad to projector and HDMI device (most televisions), and a USB connector (which only reads photos). Alvin distributed a list of these items to the group.

DPH Update: Diane Brown-Couture

Diane has been tracking deliverables and group deliverables

- Listing PIOs. Diane has been tracking this from the Call Down drills. Additionally, this deliverable collects data as to who has PIO training. Please inform Diane if you know of any PIOs who have attended either basic or advanced training. She is not requiring training certificates.
- ICS roster. Diane is working with Amy on this.
- ICS training spreadsheet. Diane only needs to list from people in the BOH. She believes that EMD should be taking the lead on tracking ICS courses taken by other departments.
 - The Deliverable states there should be a spreadsheet showing the BOH members and their completed ICS training, however anybody with Emergency response rolls should have ICS training, including all MRC and those who would be working EDS,
- 24/7 Call Down list. This is almost completed.

The Homeland Security Council is working on a project this calendar year based on a hospital shooting, developing security and response plans. Three TTX will be conducted and all hospitals will be invited.

The HSC has funded and supplied 3 medical response trailers which have arrived but are waiting for insurance. They will be kept in 3 towns but will be available to all 96 towns in Region 5 Homeland Security. Currently there are 3 mass care shelter trailers stationed in Holbrook Bridgewater and New Bedford. They are available on a first come-first serve basis.

Host Agency Update: Elaine LaCoursiere

PHEP Budget Report

The Coalition is on target in spending the funds. For communications, the checks will sent out the same way they were in the first quarter. Please let Elaine know if there were any changes.

Checks will be sent by the end of the week. \$8418 will be distributed this quarter throughout the Coalition.

Elaine asked that people please send equipment and training requests as soon as possible to either her or Denise.

Local State Advisory Committee Anne Marie Fleming

AnneMarie reported on the Meeting Notes distributed to the Coalition through email the previous week.

She did ask the Coalition for feedback on two different items:

Should the LSAC remain a committee or become an official organization? No Reponse.

Should the LSAC require a 2/3 majority or a simple majority vote for items such as concurrence or other important items? AnneMarie felt that, with the current voting structure of points given to different regions, the more people required to vote would strengthen the voice of the smaller coalition groups, such as Bristol County. A motion was made, seconded and unanimously approved for AnneMarie to tell the LSAC that Bristol County would like to see a 2/3 majority vote.

A few other items were highlighted:

- The MRC liability bill has been submitted to Senator Sanchez to give MRC volunteers liability coverage during trainings and not just incidents.
- The locals felt that the HVA deliverable is very time consuming and should be a state responsibility. Mike Coughlin felt that a strict template to fill in may lose information for community differences.
- During the next grant cycle, there will be a single stream of funding for local and hospitals but deliverables will stay separate. Hopefully, this will encourage more partnerships with local public health and hospitals. DPH will hear by the end of March and then DPH will have 60 days to respond.

Next meeting:

As voted at the previous meeting, there will be no meeting in February. The next meeting will be held on March 20th at Mansfield Town Hall.

Additional information:

Dr. Vaillancourt would like any electronic versions (either word or PDF) of any regulations or inspectional forms to use on his iPad.

Meeting Adjourned

Motion made, seconded and unanimously approved to adjourn at 4:00.

Respectfully submitted,
Amy Palmer