

Bristol Coalition Meeting  
March 20, 2012

**Attendance:**

**Acronyms:**

DEP- MA Department of Environmental Protection  
DPH- Massachusetts Department of Public Health  
DPW-Department of Public Works  
EB- Executive Board  
HHAN- Health and Homeland Alert Network  
MEMA- Massachusetts Emergency Management Agency  
MRC- Medical Reserve Corps  
REPC- Regional Emergency Planning Committee  
TTX- Tabletop Exercise

<b>Motion made and seconded</b>	<b>Vote</b>
Accept January 31, 2012, meeting minutes	Unanimously approved
The May Coalition meeting will be held on Wednesday May 16 <sup>th</sup> at 1pm after the Greater Attleboro REPC TTX at LaSalette Shrine in Attleboro	Unanimously approved
The next Coalition meeting will be held on April 10 <sup>th</sup>	Unanimously approved
Meeting adjourned at 3:45pm	Unanimously approved

Documents sent out before the meeting:

- 03-20-12 EB Agenda
- 03-20-12 Coalition Agenda
- 01-31-12 Coalition meeting minutes
- 01-31-12 EB meeting minutes
- Bristol County Financial Report
- March-April Deliverables report

**Coalition meeting called to order:** 2:17pm

Voting communities were counted to determine if there is a quorum. There is a quorum with 16 communities.

**Approve previous meeting minutes:** Heather Gallant

A motion was made, seconded and unanimously approved to accept the January 31, 2012, meeting minutes as written.

**Executive Board Announcements:** Heather Gallant

May Tabletop Exercise-Denise Phaneuf

Denise reported that the Greater Attleboro REPC will be holding a HazMat Tabletop exercise on Wednesday, May 16<sup>th</sup>, at LaSalette in Attleboro from 8am-12pm. In addition to public health, Police, Fire, Hospitals, Industries, Schools, DPW, and DEP will be included. Groups will be divided by the discipline so even if a community is not located in the Greater Attleboro REPC, they can participate in the exercise.

A motion was made to hold the May Coalition meeting after the TTX at 1pm at LaSalette Shrine to be confirmed by Jim Mooney. The motion was seconded and passed unanimously.

### **Program Coordinator Updates: Denise Phaneuf**

#### Coordination of TTX/update

Covered in previous discussion

#### Information on Online Training

Denise reported back with more information about the Disaster Resistant Communities Group online Tabletop exercises. The cost is \$1000 and the amount of participants is unlimited. There is an extensive list of topics that can be used such as hurricanes, floods, tornados, and pandemic flu. The exercises include injects, group discussion and some online inputting. With the online input, an AAR and IP and a Response report is generated. Exercises can last as little as 2 hours and as much as 4-5 hours depending on the intensity. The technological requirements can be tested beforehand to be sure the exercise will work.

Scott Leite mentioned that he would want to be sure that the TTX was appropriate for MA Environmental Health components. An exercise was done in Sturbridge so it was recommended to contact that Health Department directly for feedback.

Deb Revelle was concerned that having two tabletop exercises so close may be overwhelming. Denise said that this could be done during the next grant cycle.

Scott Leite mentioned that the Center for Domestic Preparedness is having a train the trainer course in MA at the beginning of April so he is hoping that the Environmental Health Course will be offered locally.

#### Emergency Preparedness Handbook

Denise displayed a Comprehensive Emergency Preparedness template. Each community can fill in town/city-specific information for their residents to print out before an emergency. It can be uploaded to the community website or the Coalition website through Denise and advertised on your local cable access television station, as being available to the community.

#### Mapping of Hazards and Resources

Denise has continued pursuing her goal of obtaining a regional hazards and resources map of Bristol County from MEMA, and is hopeful that it will come through soon.

### **Planner Updates: Amy Palmer**

#### Deliverables Update

A list of deliverables was sent out with the Coalition paperwork last week. It is a long list but Amy emphasized the most important one was the Facility Set Up Drill. Most of the other deliverables are minor and do not include many communities.

One additional deliverable this year is that all BOH staff and members who would be involved in an Emergency Response need to complete NIMS800. It is offered online and only should take a couple hours. The deliverable is ongoing and does not have a completion due date.

Amy will start working on the TAR soon. She is waiting for the CDC audit in Attleboro to be completed in case anything changes during the audit.

Denise is continuing to work on the HVA and Partnership deliverables, gathering information.

**MRC Update:** Dennis Swift

There is a Region 5 training day this Saturday in Duxbury. There are multiple courses- CPR, Social Media, Dropbox, Bioterrorism, Managing Conflict, Pet Handling, and Psych First Aid. Additionally, there is a free lunch. There is no cost, but registration is required and the form can be downloaded online.

MRC is continuing to transition into partnering with Mass Responds. Dennis is going to organize MRC Meet and Greets to promote volunteerism and continue with the required CORI checks to get people on the Mass Responds.

**Coalition Training- Critical Incident Stress Management:** Dennis Swift

**Host Agency Update:** Elaine LaCoursiere

Training/Equipment Request form approvals

Somerset - \$969.86 computer

Foxborough- \$116.86 camera

Westport- \$180.00 3G service (reimbursement for previous use)

Amy Palmer- \$269.44 office supplies

There was a discussion about whether or not 3G service can be prepaid using PHEP funds. According to Diane Brown-Couture, nothing can be prepaid. 3G service can be paid for by the communication money given to each community. All iPads purchased are AT&T iPads so only AT&T 3G service can be purchased.

The Executive Committee asked that all purchase requests be in to Elaine and copied to Denise before the next Executive Committee meeting. Any unspent money from the Communities will go into a large pot of funds and be divided among the Coalition. Leon and Dennis will compile a list of possibly useful equipment for members to purchase.

A motion was made, seconded and unanimously approved to hold the next Coalition meeting on April 10<sup>th</sup> instead of April 17<sup>th</sup>. Denise request that any documents for distribution be sent to her by Monday April 2<sup>nd</sup>.

**DPH Update:** Diane Brown-Couture

Diane reported that the Q2 deliverables were completed and thanked the group for their work.

TARs need to be to the CDC by June 29<sup>th</sup> so Diane needs them by June 15<sup>th</sup> at the latest. Diane is working closely with CDC reps and SNS group on the TAR. If you have any questions, contact Amy or Diane.

Please contact Diane or Denise if you are having any trouble gathering information for the HVA deliverable so they can help.

For the next grant year, a new grant combining hospitals and public health. In July, a new 5 year grant cycle will begin. It will build on the work done so far but there will be more

collaboration with hospitals. Diane doesn't have next year's deliverables but assumes they will be similar to this year. Right now, the DPH is working on submitting the grant to the CDC.

Scott Leite mentioned to Diane that on the Save the Date notice for the Statewide Hurricane Preparedness Conference, public health is still not mentioned. Diane thought this speaks to the perception of Public Health in Emergency Planning and will mention this to others at the DPH.

**Additional information:**

Scott Leite reported he was visited by a company promoting their Mobile inspectional services for iPads. This system doesn't take into account public records which can't reside on a private server. PH is mandated to keep records on paper. In Scott's professional opinion, the service was very expensive- \$3000 for 4 ipads- and did not recommend it.

Scott has the most recent version of iGovGIS- mapping application and will be holding a demonstration after the Coalition meeting.

Heather Gallant reported that because there is an abbreviated May meeting, the Coalition will be voting on concurrence for the next CDC grant at the April 10<sup>th</sup> meeting. Jim Mooney stated that similar to last year, they would be voting concurrence with little information.

Heather emphasized the date change for the next meeting to be held on April 10<sup>th</sup>.

**Meeting Adjourned**

Motion made, seconded and unanimously approved to adjourn at 3:45.

Respectfully submitted,  
Amy Palmer