

Bristol Coalition Meeting
April 10, 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

Decision Made	Action to be taken
Individual equipment purchase requests are required to be submitted by May 7 th	Each community must submit their equipment request forms by May 7 th to Elaine and Denise

Motion made and seconded	Vote
Accept March 20, 2012, meeting minutes	unanimous
Vote to concur with DPH deliverable for the next grant year	Unanimous
Meeting adjourned at 3:18pm	Unanimous

Documents sent out before the meeting:

- 04-10-12 EB Agenda
- 04-10-12 Coalition Agenda
- 03-20-12 Coalition meeting minutes
- 03-20-12 EB meeting minutes
- Bristol County Financial Report
- April-May Deliverables report

Coalition meeting called to order: 2:11pm

Approve previous meeting minutes: Heather Gallant

A motion was made, seconded and unanimously approved to accept the March 20, 2012, meeting minutes as written with no discussion.

Executive Board Announcements: Heather Gallant

Vote on Concurrence-

A Motion made, seconded and unanimously approved with no discussion to vote for concurrence of the DPH deliverables for the next grant year.

Recommendations for FY13 RFPs/ Budget Discussion for FY13- (the notes for this section were taken by Elaine LeCoursiere)

There were discussions of the three contract positions: planner, coordinator and MRC coordinator. RFP's for both the planner and coordinator will be posted this week by Marcia Benes. There will be no changes made to the planner position. There will be a line added to the coordinator's position to read: assist local MRC coordinators and track ongoing planning & progress of the Medical Reserve Corps. Both positions will have an application deadline of May 11th with an interview date of June 19th (the June regularly scheduled executive meeting). All resumes will be available at the next scheduled executive committee meeting on May 16th to review. Discussions were held regarding the MRC position and the number of hours that would be required. No decisions were made and further discussions will take place at the next coalition meeting. At that point the RFP will be done.

Spend Down Plan-

Individual spend down plans for funds granted during the current grant year will be extended for one month. Please send the requests for purchases to Elaine and Denise by May 7th. Also, if there will be no requests to spend down individual allocations, please let Elaine and Denise know so they can account for that in the Coalition budget.

Leon Dumont asked about the deadline for purchase requests and the spend down plan. Elaine clarified that, after today's EB meeting, there is about \$3000 left in the budget for the towns to spend. Leon and Mark Taylor will coordinate and develop a list of possible purchases on how the Coalition will be able to spend down remaining funds after all the requests have been submitted at the May meeting.

Local State Advisory Committee Update: Anne Marie Fleming

Anne Marie reported on both the March LSAC and April LSAC meetings.

The MRC liability bill is on hold but the house leadership is still trying to push this through to protect MRC volunteers.

The EDS database has had problems recently with accuracy and updates but that is being corrected. Mike Coughlin is working with Bob Paone to see if new EDSs can be added to the database.

This year's flu vaccine allocations will be based on last year's distribution but there will be no restrictions. There was some discussion about Medicare reimbursement and vaccine purchases for vaccine each community needs, rather than just flu vaccine.

CDC Concurrence must be reported back to the DPH by April 20. The next grant period will be July 1-June 30. It has been reported that the deliverables will be focused on regional response coordination, including state and locals to work together in conjunction with the hospitals.

At the April meeting, it was reported that MEMA is working on a sheltering project. They are looking for a sheltering template for the State. Western MA will release the work they have done.

A system for Electronic burial certificates is in the works. The goal is January 1st, 2013, for it to be in place. Some communities are against this because burial certificate fees are revenue for the communities. More information is to come.

Mary Clark stated that the deliverables will have flexibility for the Coalition as to what is accomplished since each community is at a different level.

Jim Mooney asked Anne Marie if she felt that the LSAC is better now that the DPH is more involved. Anne Marie said yes because the DPH is listening to what they have to say.

Dr. Vaillancourt asked that Anne Marie stress to the LSAC and the DPH that the new plan for Vaccine purchases and reimbursement needs seed money to purchase necessary vaccine so the Local Health Departments aren't burdened with the financial responsibility. He also asked her to stress his concern about breaches in security for electronic resources, such as death certificates.

There is a working group headed up by Donna Lasorak for vaccine management. Anybody, not just LSAC members, is invited to join the group.

Program Coordinator Updates: Denise Phaneuf

Deliverables/Individual Meetings- CEMP, HVA, IRAA, Partnership

Denise reported that she has met with about half of the coalition communities to complete this deliverable. She is grouping community meetings by location and hopes to have all the meetings completed before the summer months begin.

Tracking of Deliverables

Deliverables are being completed on schedule.

Online Training-Revisit next in August, September

Denise will follow up with the representative in the late summer to determine if the Coalition is interested in online training for next fall.

REPC Meeting- Planning Committee for TTX

Denise and Amy are coordinating with the Greater Attleboro REPC planning group and Colonel Gavigan to be involved in the development of the TTX so that Public Health is in integral part.

An Invitation has yet to be distributed but the TTX will be held on May 16th from 8:30am-12pm.

Reminder- Send Communication on new email

Denise requested that people please begin email correspondence with a new email rather than reply to an old email. Because of the email system she is using by replying to an old email, it causes the email to be categorized at a previous date and sometimes goes unnoticed.

Planner Updates: Amy Palmer

Deliverables Update

Amy continues working on the TAR.

Binder Updates

She circulated new Pandemic Preparedness plans and new EDS checklists for review. All plans have been uploaded on to the HHAN.

New Pandemic Influenza Plan

Amy will send out the new plan with detailed instruction on where exactly it should be located in the Binders.

MRC Update: Dennis Swift

Dennis was not in attendance.

Host Agency Update: Elaine LaCoursiere

Budget Reports/ Remaining funds for Communities/ Training/Equipment Request form approvals

All training and equipment was approved except the membership dues requested by New Bedford.

Elaine has each communities remaining allocations of fund and will share them when they are requested. Currently, from the community allocation, there is about \$4500 that has not been spent. Elaine will need the actual request by May 7th. She stressed that she also needs to know if money is not going to be spent.

Elaine stated that communication checks will be written by the end of the week.

There was a discussion on what can be paid for with respect to iPads and communication. 3G service can be paid for by communication funds. Prepaid cards can be bought to pay for apps. Pre-paid minutes can be bought but a \$200 prepaid VISA card for minutes could not be purchased.

Leon Dumont asked Elaine to check with Marcia to see if a prepaid app card from last year that was sent to a wrong address was ever recovered.

DPH Update: Diane Brown-Couture

Diane was not in attendance. She was at the Plymouth Coalition meeting.

Additional information:

Alvin reported that the MA Medical Society is having a training on sheltering called "Providing Medical Care in an Emergency Shelter Setting" from 6-9pm at on June 5th at the MMS Headquarters in Waltham, Winter St. The training is free to MRC members. When registering, Coalition members should use the Code "MSARMRC2012" for free registration. AnneMarie has the registration forms. Phone number- 800-843-6356, fax- 781-893-0413.

Meeting Adjourned

Motion made, seconded and unanimously approved to adjourn at 3:18pm.

Respectfully submitted,
Amy Palmer