

Bristol Coalition Meeting  
May 16, 2012

**Attendance:**

**Acronyms:**

DPH- Massachusetts Department of Public Health  
EB- Executive Board (sometimes referred to as EC-Executive Committee)  
MRC- Medical Reserve Corps  
REPC- Regional Emergency Planning Committee  
TTX- Tabletop Exercise

Decision Made	Action to be taken
A compilation of useful iPad apps will be distributed to the Coalition	Denise will send out an email asking for recommended iPad apps and distribute the completed list to the Coalition

Motion made and seconded	Vote
Accept April 10, 2012, meeting minutes	unanimous
Accept EB purchase of Shelter supplies	Unanimous
Meeting adjourned at 3:37pm	Unanimous

Documents sent out before the meeting:

- 05-16-12 EB Agenda
- 05-16-12 Coalition Agenda
- 04-10-12 Coalition meeting minutes
- 04-10-12 EB meeting minutes
- Bristol County Financial Report
- May-June Deliverables report

Documents distributed to the Coalition at the meeting

- MRC progress report April-May

**Coalition meeting called to order:** 2:35pm

**Approve previous meeting minutes:** Heather Gallant

A motion was made, seconded and unanimously approved to accept the April 10, 2012, meeting minutes as written with no discussion.

**Executive Board Announcements:** Heather Gallant

Vote on EB recommendations- Mass Care Shelter funds

Approximately a month ago, an email was sent out from the DPH offering a one-time only CDC grant of \$5900 to the Coalition to purchase necessary shelter supplies. The choices were very limited on what could be purchased.

The EB decided to get 24 medium sized shelter kits (1 per town) and 81 personal hygiene kits (3 per community).

A Motion made, seconded and unanimously approved with no discussion to accept purchases.

#### Review and discussion of RFPs received-

Three resumes were received by Marcia for the 2 contract RFP postings for Planner and Coordinator. Amy Palmer applied for the Planner position. Denise Phaneuf and Health Imperatives applied for the Coordinator position. MAHB will set up interviews at the EB meeting next month on June 19<sup>th</sup>.

#### Approval of EC recommendation on MRC RFP-

The MRC RFP will be posted soon. Contract salary will be reduced by 50% of current grant at 10 ½ months instead of 12 months. The closing for the application is June 15 and interviews will occur on June 19<sup>th</sup>.

#### Approval of EC recommendation on remaining Training & Equipment funds

All requests submitted by the May 7<sup>th</sup> deadline were approved with some exceptions. North Attleboro applied for 2 \$100 pre-paid AT&T cards that Diane needs to reconfirm as acceptable purchases. North Attleboro and Foxborough were denied funding for 3G service from their communication funds which is already being spent on other forms of communications. A set amount of money is put in each communication fund and can't be increased just for 3G service.

There will be additional money available when any unspent grant money is tallied and divided among the 24 communities. This money can be allocated to communications and spent on 3G service.

#### Approval of EC recommendation on unspent funds

All purchase requests needed to be submitted by May 7<sup>th</sup>. If requests came in after that, they were not considered. Elaine LaCoursiere will total all unspent funds and divide it among the 24 communities. This will give each community approximately \$250 each to be spent. There will be about a 30 day spending period but all purchases must be received by the end of the grant year- August 9<sup>th</sup>. If a community plans to not spend this money, please let Elaine know.

Dr. Vaillancourt recommended purchasing a hot spot for \$39 a month which gives 5 computers wireless access. Wendy Henderson mentioned that smartphones can carry a hotspot for an additional \$15 a month on top of the monthly phone charges.

Heather Gallant showed 2 new apps useful for EDSs and other emergencies. iTranslate app translates written phrases in writing and it can speak it. ASL emergency app gives phrases and shows a person using sign language to translate.

Denise will compile a list of apps recommended by Coalition members. She will send out an email to solicit recommendations.

To clarify, iTunes cards can be bought using equipment money which will include the extra money coming at the next Coalition money. Alvin warned people to not buy too many cards because most apps are not expensive.

Wendy Henderson asked if extra money in each community's individual communication budget could be spent on an iPad. It can. Separate from this, a hot spot would also be considered a communication expense.

#### **MAHB update:** Elaine LaCoursiere

Elaine requested that people please send receipts for all approved purchases.

The communication checks have been distributed to the proper accounts. If you have not received it yet, please contact Elaine.

Training, supplies, and equipment spend-downs are on schedule.

**Program Coordinator Updates:** Denise Phaneuf

The Greater Attleboro REPC TTX was cancelled. There is a possibility it will be rescheduled in the fall.

Denise continues to work on the CEMP, HVA, IRAA, and Partnership Deliverables. She has met with about half of the communities and continues to set up meetings.

Deliverables are on schedule.

Denise circulated printed Fairhaven EP Handbooks. Extra money could be used to have these printed. Unspent funds could also be used to print out the EDS brochure developed by the SNS. This is only available in Publisher so Diane can work with the SNS to personalize the brochures if anybody is interested in having them printed.

Denise asked that if you are sending her an email to please start with a new email rather than respond to a chain. Her email system categorizes emails by the original one which causes new emails to get lost.

**DPH Update:** Diane Brown-Couture

Homeland Security Council is also buying shelter kits, which may include wheelchairs, canes, crutches and medical cots. The caches will be positioned regionally. When it is all done, Diane will send out a summary and what is in them. They will be available through Emergency Management.

After having gone through two CDC audits, Diane learned that people should keep documentation on everything that has to do with Emergency Preparedness, especially training notices and who is trained and meeting agendas and sign in sheets. All of these can be put into a file throughout the year and then referenced during the TAR.

Diane has been tracking the deliverables. Everything is on track.

**Planner Updates:** Amy Palmer

Amy continues to work on the TARs. Emails will be sent out with questions to complete them.

Q3 call down drills have begun. According to the CDC recommendation, call down drills will proceed to be conducted every 3 months.

Amy is finishing up Facility Set Up drills.

**MRC Update:** Dennis Swift

Dennis reported that there are problems with iCORI system not connected to the Mass Response system. If CORIs are currently run using iCORI, they will need to be rerun for Mass Response. Dennis recommended that people not run CORIs until this bug is worked out and CORIs would only need to be run once.

Dennis is working with people at Otis to create a MRC orientation DVD that new volunteers

would be able to do own their own with a test to track training completion. There was a conversation about whether or not the National MRC Overview is acceptable. There was no test afterward for the National Overview so it's difficult to determine if it was completed. Deb Revelle and Dennis will look into that option further for clarification.

Dennis has been talking with RI MRC to coordinate sending MRC volunteers and coordinators to the RI Air Show.

Dennis has developed 3 new trainings- Coping with Life and Death as a Volunteer, Leadership Under Pressure, Lessons Learned in Emergency Preparedness.

Seven new volunteers have been recruited, 5 nurses, 1 EMT, 1 Administrator.

Dennis is attending the Nashville MRC conference next week.

**LSAC:** Alan Perry

(AnneMarie Fleming wasn't in attendance to report. Alan Perry reported on information he has heard about the LSAC).

Sandy Collins is stepping down from LSAC chair. She has been very active and it is a huge loss.

Alan heard that Region 4a voted to not concur with the CDC grant for the next fiscal year. It was discussed at the LSAC. It is unsure if this means one non-concurrence will hold up the whole state. Diane hasn't heard anything about Region 4a. All of Region 5 has concurred.

**Additional information:**

Mike Coughlin is transitioning out of his current position as Local Public Health Manager at the Emergency Preparedness Bureau into a position in the Commissioner's Office to oversee a couple projects.

Alan Perry reported on the Southeast Mosquito Control Committee. This is a group of 13 communities originally, but currently 12 communities, who came together in November 2011 to develop a list of 10 point bulleted request letter to the Commissioner on mosquito reporting protocols. Some of the requests involved asking for one annual adulticide spraying every year, some changes on how things are reported, eliminating the horse criteria, and new mapping. There was a meeting with the Commissioner in January but since then there has been some confusion about group representation, resulting in one member leaving. Alan, Leon Dumont and Karen Walega participated in a conference call with the Commissioner Representatives at the beginning of April. A panel was set up to discuss how the DPH should proceed with protocols. There was confusion about how things are proceeding. Alan thinks it's highly unlikely to get full compliance with the list of requests. The group was promised an answer by the end of April but nothing has come in yet.

Dr. Vaillancourt asked if people would be interested in having a 30-45 minute presentation on ipads to run through some applications and what you can do with it. Dropbox could also be covered during this.

Diane reported that she spoke with Scott recently about the GIS app and he said it's still in the works.

**Meeting Adjourned**

Motion made, seconded and unanimously approved to adjourn at 3:37pm.

Respectfully submitted,  
Amy Palmer