

Bristol Coalition Meeting
August 21, 2012

Attendance:

Acronyms:

DPH- Massachusetts Department of Public Health
EB- Executive Board (sometimes referred to as EC-Executive Committee)
EDS- Emergency Dispensing Site
EEE-Eastern Equine Encephalitis
HVA- Hazardous Vulnerability Assessment
MAHB- Massachusetts Association of Health Boards
MHOA-Massachusetts Health Officer Association
MRC- Medical Reserve Corps
TAR- Technical Assistance Review

Decision Made	Action to be taken
The EB is accepting volunteers for the EB starting in November.	Anybody interested should contact Denise before September 10 th .

Motion made and seconded	Vote
Meeting called to order at 2:05pm	unanimous
Accept minutes from July 17 th meeting as written	unanimous
Meeting was reconvened at 3:20, the time for the next meeting was determined to be on August 21 st at 2pm in Mansfield and the meeting was closed again.	All motions were proposed, seconded and passed unanimously with no discussion

Documents sent out before the meeting:

- 08-21-12 EB Agenda
- 08-21-12 Coalition Agenda
- 07-17-12 Coalition meeting minutes
- 07-17-12 EB meeting minutes
- Bristol County Financial Report FY12
- Bristol County Financial Report FY13
- Bristol Town Expenses BP-1 EC

Coalition meeting called to order: 2:06pm

Bob Aston took the role as Chair in Heather Gallant's absence. There is a quorum of 15 communities.

Approve previous meeting minutes: Bob Ashton

A motion was made and seconded to approve the minutes from the July meeting. There was no discussion and the motion was approved unanimously.

Executive Board Announcements: Bob Ashton

Vacant seats

There are two available seats on the Executive Board for this upcoming fiscal year. Jim and Ralph will be retiring midway through the year and would not be able to fulfill their terms. Anybody interested should contact Deni Phaneuf by September 10th. Replacements will be nominated and voted on in the **October** meeting. Positions will change in November.

Host Agency Update: Elaine LaCoursiere

There were two Fiscal Year spreadsheets were emailed out last week. One was for the last fiscal year, where all the funds were spent. The other is the Budget for this Fiscal year. A third spreadsheet was distributed tracking how much each community has requested and spent.

Dr. Vaillancourt explained that the remaining funds were used to purchase EMP (Electromagnetic Pulse) bags to protect electronics from solar flares and generators.

Bob Ashton explained to the group that the DPH funds have yet to be distributed to the Host Agent. Because there is a deadline of August 31st for a discounted registration fee for the MHOA conference in September, the MAHB is paying for the registration and will be reimbursed when the grant funding is deposited. The MAHB is expecting the funds any day now. The towns who have requested attendance are Attleboro, Foxborough, Lakeville, New Bedford, North Attleboro, Rehoboth, Seekonk, Stoughton, Taunton and Easton. This is just for the registration to the conference. Hotel reservations can be paid when grant funds are received.

Elaine reminded people that community allocations for Equipment and Training and Communications can be spent in any of the categories as each community sees fit.

Foxborough and Fall River equipment requests were approved.

Coordinator update: Denise Phaneuf

Denise explained there is training offered by UMass Medical "Active Planning for People with Disabilities". There are 2 3 hour sessions that will be offered at a location to be determined by the Coalition. Session 1 is for responders such as Police, Fire, Emergency Management, Public Health, etc. using an interactive scenario based approach for emergency planning for adults and children with disabilities. Session 2 is a community forum bringing together at the local level the disability community and the local responders to work together to assess plans and the gaps for people with disabilities, including creating a needs assessment. This will include workbooks, staffing leaders and free EP brochures. The Coalition will be responsible for providing space, the community forum, and commitment to participate in both forums. Please let Denise know if you are interested in this training. There was some concern about the time commitment. Denise is waiting on some details from the organizers and will send out the information as soon as she has them along with attachments detailing the training.

Denise talked about the online training discussed last spring. The EB is recommending postponing that training and focus on free training available through UMass Medical, LPHI, DeValle, and MEMA. Diane will create a monthly spreadsheet reviewing available training but she stressed the need for members to keep all the training emails for the registration attachments.

Denise announced the comprehensive HVA/GIS report was submitted to the DPH.

Contractor Update: Amy Palmer

Amy announced that there are no final deliverables but she is working on binder updates and quarterly call down drill.

Amy presented an Inventory Management Training. This is a power point presentation that satisfies the TAR requirement for Inventory Management Training. It can be disseminated to anybody who has been identified in the EDS ICS Roster as working in inventory management.

Contractor Update: Dennis

Dennis reported that he has been working on several grants for the MRC. One grant proposal is for \$250,000 from MEMA for agencies or organizations who are trying to build training programs to assist in Emergency Response. This will assist MRCs to credential nurses, EMTs, doctors and lay persons on trauma support and bring them to the MRC. The second part of the grant will be used to purchase equipment necessary for the training.

Dennis had also applied for a grant for Health Promotion to set up a MRC-run clinic but did not receive the grant.

Dennis is also working on providing Pre-Hospital Trauma Life Support courses for EMTs and nurses. This is an intense training that offers nurses and medical assistants CEUs and EMTs credits. For lay people, basic first aid is more appropriate.

Additionally, Dennis has been working with Maria Basques at UMD to incorporate nursing students in the MRC programs. This is on a volunteer basis and nursing students will assist with clinics such as blood pressure and diabetes screening and smoking cessation programs.

Dennis is going to be teaching Leadership under Pressure course at UMD, integrating MRC into the curriculum.

DPH Update: Diane Brown-Couture

Diane stressed the need for documenting all meetings involving Emergency Preparedness to satisfy TAR questions. Documenting meetings should include the date and time of the meeting, an agenda or minutes, a sign-in sheet and the department and organization represented, and what aspect of EP was discussed (EDS, IRAA, etc.). Informal meetings should be documented with a quick description of who was involved, what was discussed and any decisions made.

Diane asked that if any training is completed and a certificate awarded, to please send Diane an electronic copy for her records and keep the original certificates for your own files. If there is a training from a smaller group, a brief agenda or training notice should be kept to explain how this related to EP.

Diane is available to answer any questions based on documentation.

Shelter support supplies will be distributed at the end of the meeting. There will be 1 responder kit per community and 3 personal hygiene kits.

LSAC update- Anne Marie was not in attendance to report.

Other Business-

Scott Leite would like to see more applicable training on issues in EP that Health Departments deal with every day. He requested that there is 30 minutes per Coalition meeting of discussion or training on these topics. Some topics mentioned by the Coalition are: Environmental Health, PanFlu, Public Information, sewage treatment, food management, food security, infectious disease, flooding, power outages and EEE. Amy will look into previous Coalition minutes from several years ago to find information about prioritize EP topics, not necessarily about EDS.

Jim Mooney said that Sturdy Hospital in Attleboro has a quarterly forum including Health Departments to discuss current topics. Everybody is invited.

Meeting Adjourned

A motion was made, seconded and unanimously passed with no discussion. **Tuesday, September 18th at the Mansfield Town Hall at 2pm.**

Respectfully submitted,
Amy Palmer