

Bristol Coalition Meeting  
December 4, 2012

**Attendance:**

**Acronyms:**

DPH- Massachusetts Department of Public Health  
EB- Executive Board (sometimes referred to as EC-Executive Committee)  
EP- Emergency Preparedness  
EDS- Emergency Dispensing Site  
HHAN- Health and Homeland Alert Network  
LSAC- Local and State Advisory Committee  
MAHB- Massachusetts Association of Health Boards  
MRC- Medical Reserve Corps  
MYTEP- Multi-year Training and Exercise Plan  
PIO- Public Information Officer  
SNS- Strategic National Stockpile  
TAR- Technical Assistance Review

<b>Decision Made</b>	<b>Action to be taken</b>
Community members will be invited to attend January's PIO training session during the next Coalition meeting	Denise will send out an invitation for members to distribute among their colleagues who need PIO training
Any changes in individual budget line items such as the training or equipment funds should be noted to Elaine for her DPH mid-year report.	Denise will send out an email after the new year to ask for member input.

<b>Motion made and seconded</b>	<b>Vote</b>
Meeting called to order at 1:52pm	unanimous
Accept minutes from October 16, 2012, meeting as written	unanimous
In the Principles of Operation, under section 4.4 Coalition Coordinator, "the Coalition shall contract with an organization" will be changed to say "the Coalition shall contract with an organization or an individual".	unanimous
Accept the Principles of Operation as written with the change previously noted	unanimous
Meeting adjourned 3:31pm	Unanimous

Documents sent out before the meeting:

- 12-04-12 EB Agenda
- 12-04-12 Coalition Agenda
- 10-16-12 Coalition meeting minutes unapproved
- 10-16-12 EB meeting minutes unapproved
- Bristol County BP-1 Coalition Budget December
- Bristol County BP-1 Town Expenses December
- November/December-January Deliverables Report
- LSAC notes 11-19-12
- Principles of Operation Bristol 11-2011 Final

Documents distributed at meeting

- EDS training manual

**Coalition meeting called to order:** 1:52pm

Bob Ashton, ED chair, called the meeting to order.

**EDS Management Training:** Presented by Lisa Crowner and Katie Reilly from the DPH

This training is presented as a Train-the-Trainer. TAR credit can be obtained for the annual EDS training requirement for all of the key personnel listed. This EDS training is located on the HHAN, along with the speakers notes so it can be shown to the key personnel. All key personnel must view this training and sign off to get complete TAR credit.

Chase Hunter has sent out PIO training required for the Deliverables and also for the TAR. This training only takes about 1 hour. PIO training will also take place at the January meeting.

SNS Overview training is also available on the HHAN. This is a good training to share with other key partners who may not be familiar with the SNS.

EDS management and PIO training are also deliverables along with TAR training requirements.

Lisa noted that some guidelines have changed on distribution time table for an anthrax release. It is now anticipated that the first 24 hours should include ramping up and distributing meds to the first responders, MRC volunteers and their families. Medication distribution for the general public should take place during the 2<sup>nd</sup> 24 hours.

Lisa directed people to the SNS extranet which has a wealth of information

Lisa and Katie are available to answer and questions. Lisa Crowner, Health Educator, 508-984-0619, [Lisa.crowner@state.ma.us](mailto:Lisa.crowner@state.ma.us). Katie Reilly, Infectious Disease Response Nurse, 617-983-6833, [Catherine.reilly@state.ma.us](mailto:Catherine.reilly@state.ma.us).

**Approve previous months minutes:** Bob Ashton

A motion was made to approve the minutes as written, seconded, and approved unanimously with no discussion.

**Executive Board Announcements:** Bob Ashton

The Executive Board positions have rotated. Henry Vaillancourt is now the vice chair and Larry Perry, Joe Carvalho, and Leon Dumont are now on the board.

Community Innovation Challenge Grant submission for Region 5

The Plymouth EP Coalition is applying for a grant for software. This will help with planning and coordination.

Principles of Operation:

A motion was made to amend in the Principles of Operation under section 4.4 Coalition Coordinator where it says "the Coalition shall contract with an organization" to be changed to "the Coalition shall contract with an organization or an individual". The motion was seconded and unanimously approved with no discussion. A motion was made to accept the Principles of Operation as written with the change previously noted, seconded, and unanimously approved with no discussion.

### Purchases

When equipment is requested, the EB approves the equipment purchase but the cost may vary from the original request depending on what Marcia can buy.

### **Program Coordinator Update:** Denise Phaneuf

#### Invitation to January Basic PIO training

A basic PIO training will be offered at the January 15<sup>th</sup> meeting and will cover the deliverable. Denise will send out a sample invitation to invite community PIOs to the meeting. Denise asked that people RSVP with a list of all attendees in case room space becomes an issue. Online training can cover the deliverable but in person training may be more useful.

#### Multiyear Training and Exercise Plan (MYTEP), Rapid Dispensing Site and Expanded Partnership Deliverable

Denise is working on comprehensive drive-through rapid dispensing plans, which technically isn't a deliverable but would be extremely useful to have in the event of an anthrax release.

Denise is working on Expanded Partnership deliverable. She has sent out a tool for people to complete. Please send it back to Denise as soon as possible.

Denise is also working on the MYTEP deliverable. This does not require Coalition participation.

### **Contractor Update:** Amy Palmer

Amy has been working on call-down drills and set up drills. The Attleboro TAR audit is happening at the beginning of January. Once that is completed, she will proceed with the rest of the TARs.

Amy is now attending the LSAC meeting and notes were sent out with the Meeting documents. Next month's LSAC meeting will focus on sheltering.

### **MRC Update:** Dennis Swift

Dennis was not in attendance to give a MRC update.

### **Host Agency Update- MAHB:** Elaine LaCoursiere

#### Training and Equipment requests-Approvals

Equipment requests from Mansfield, Plainville, Raynham, and Westport and a software request from Amy were approved. North Attleboro's request for training was tabled because it is unclear if it meets EP requirements.

At the end of January, Elaine must submit a report to the DPH modifying any budget line items that need to be changed. Each member is allocated \$3200 total, \$1200 for training and \$2000 for equipment. Denise will send out an email after the new year asking people to evaluate if money should be moved in their account from training to equipment.

Mary-Ellen Power asked if there is a list of suggested purchases. Elaine reported she has seen iPads, office supplies including toner and freezer/refrigerators purchased. Other suggestions were mobile printer for the iPad, mobile copier and an LED projector that can attach to the iPad.

### **DPH Update:** Diane Brown-Couture

Diane will send out 24/7 contact list shortly. She asked that members look at all their community members on the list to confirm accuracy.

Diane is currently working on gathering a list of Behavioral Health and Substance abuse providers for Bristol and Plymouth.

Diane asked that people look at the new postings dealing with the TAR on the HHAN. To get to these documents, go to the HHAN main page, under BOH, then Main Groups folder and then the tab for SNS documents. There are folders for each section of the TAR with best practices and information to help improve the TAR scores.

**Other:**

Good luck wishes to Jim Mooney who will be retiring before the next Coalition meeting.

For people who have not attended the GIS app training, Scott has the url to log into for the iPad app.

A motion was made, seconded and unanimously passed with no discussion to adjourn the meeting at 3:31pm.

Next Meeting: Tuesday, January 15, 1:30pm at Mansfield Town Hall

Respectfully submitted,  
Amy Palmer