

## Executive Board Meeting Minutes - March 18, 2014

### Bristol County Public Health Emergency Preparedness Coalition

**March 18<sup>th</sup>, 2013**

**Attendance:** see attendance sheet

#### Acronyms:

BP1- Budget Period 1 (August 2012-June 2013)

BP2- Budget Period 2 (July 2013-June 2014)

CDC-Center for Disease Control and Prevention

DPH- Massachusetts Department of Public Health

EB- Executive Board (sometimes referred to as EC-Executive Committee)

EEE- Eastern Equine Encephalitis

EP- Emergency Preparedness

LSAC- Local and State Advisory Committee

MAHB- Massachusetts Association of Health Boards

MHOA- Massachusetts Health Officers Association

MRC- Medical Reserve Corps

MYTEP- Multi-Year Training and Exercise Plan

TAR-Technical Assistance

WNV- West Nile Virus

Decisions Made	Action to be taken
To approve December EB minutes as written. There were no minutes in January or February due to meeting cancellations (inclement weather).	Change unapproved December EB and special EB minutes to approved.
To affirm Principles of Operation at the May Coalition meeting.	Coordinator will disseminate Principles of Operation for coalition review prior to May meeting.
Reschedule Disability Training Part 2 to June. EB decided not to invite partners to training.	Coordinator will work with Shiver Center to reschedule Part 2 for June meeting.
EB decided to schedule an EB meeting in April prior to TTX. The April EB meeting will take place from 9-10AM.	Deni will send reminder to EB members prior to meeting date.
Approved Elaine's request to pay cell phone bill for Q3	Elaine will send in payment for Q3 cell phone bill for \$10,000.

Motion made and seconded	Vote
Meeting called to order at 11:30AM	Unanimous
Accept minutes from December 17 <sup>th</sup> , 2013 as written.	Unanimous
To pay Q3 cell phone bills.	Unanimous
To hold Disability Training at June Coalition meeting.	Unanimous
Executive Board Elections will be in April to replace Leon's position on the EB. Leon is retiring.	Unanimous
EB will vote on concurrence in April.	Unanimous

Interactive Palette domain renewal , 2 years, \$39.90	Unanimous
Plainville cots approved \$2250.	Unanimous
Portable generator, extension cord and surge outlet- was not approved; town must supply these.	Unanimous
Berkley-Bulk mailing of EP materials; \$1000.	Unanimous
Fairhaven-Reimbursement for MAHB Certificate Program; \$300.	Unanimous
Seekonk- Reimbursement for blankets; \$289.35	Unanimous
Amy Palmer-Printer, protection plan, ink;\$164.35	Unanimous
Amy Palmer- Refreshments for Anthrax Exercise; \$952.94.	Unanimous
Bristol Coalition-Rental of tables/tablecloths from Special Occasions of Mansfield; \$150.	Unanimous
Payment Q3 cell phones; \$10,000.	Unanimous
Swansea- cell phone payment Q2-\$322.58	Unanimous
Swansea-iPad(last one stored by MAHB)	Unanimous
Meeting adjourned 12:28PM	Unanimous

**Documents sent out before the meeting:**

- 03-18-14 EB Agenda
- 03-18-14 Coalition Agenda
- 11-19-13 Coalition meeting minutes unapproved
- 12-17-13 EB and Special EB meeting minutes and unapproved
- Bristol BP-2 EC –March 2014
- March April Deliverables report
- Requests for Payments March 2014

**Document distributed at meeting:**

Sign in sheet for Disability Training Part 1  
Disability Training Folders- 2 per community  
Certificates of Completion  
CEU Award letters  
Evaluations  
Attendance Sheet

**Executive Board meeting called to order: 11:30AM**

Dr. Henry Vaillancourt-Chairman called the meeting to order.

**Approve previous months minutes:**

Motion made, seconded and unanimously passed to approve December 17, 2013 EB meeting minutes as written. There was no January or February meeting minutes due to meeting cancellations because of inclement weather.

### **Deni Phaneuf- Coalition Coordinator/Planner**

Deni reminded the EB that the Principles of Operation still need to be affirmed. The EB decided to table this discussion until May meeting because of time constraints(trainings).

Disability Training Part 1 will take place today at 12:30PM. This training was rescheduled from January and February. Deni asked the EB when they would like to schedule Part 2. The EB decided on June. April will be the TTX and May will be put aside for the budget meeting. Deni asked EB to give final reminder to coalition members to register for TTX so they would receive any materials and instructions.

Deni requested an EB meeting prior to the Anthrax TTX to discuss any pending business. The EB decided on 9 to 10AM on Tuesday, April 15, 2014. Deni will send a reminder to EB regarding time change.

Concurrence must be voted on at this meeting by the EB. Deni will meet speakers at 8:30AM and be present to accept table rentals and for set up. Amy will order the food and refreshments for the meeting.

### **MAHB-Elaine LaCoursiere**

Elaine presented the financial spreadsheet for March. She discussed spending down funds as soon as possible. She said this would have to be finalized by next month and we would have to stick to the plan, with no changes after that. Deni suggested purchasing a generator for each of the MRC regions. They could be shared regionally on a first come first served basis when needed. Diane said there is also a huge shortage of medical cots. Deni will ask MRC coordinators about their ability to store this equipment. Diane said the cache can be stored in MRC or at health departments. Dr. Vaillancourt asked Deni to request that the MRC make a list of equipment needed such as medical cots and determine where it is able to be stored before the next EB meeting.

The following training and equipment requests were made:

Approved-Interactive Palette for 2 year domain renewal through 8/15 at a cost of \$39.90

Approved-Plainville's request for medical cots; \$2250. Denied-Request for portable generator, extension cord, outlet surge. Town must supply from their budget.

Approved-Berkley's request for bulk mailing of EP materials to all residents; \$1000.

Approved-Fairhaven's reimbursement for MAHB Certificate Program; \$297.

Approved-Seekonk's request for reimbursement for blankets; \$289.35

Approved-Amy Palmer's request for a printer, protection plan and ink; \$164.35

Approved-Coalition- Tables and tablecloth rental from Special Occasions for TTX in April; \$150.

Approved-Coalition-Refreshments/lunch for April TTX; \$952.94

Approved-Payment of 3<sup>rd</sup> quarter cell phones; \$10,000.

Approved-Swansea cell phone payment from Q2; \$322.58 and iPad from MAHB(last one stored)

Previously approved-MRC portion of confirmed trainings; \$1700.

Approved-MRC portion pending trainings; \$3600.

### **Diane Brown Couture-DPH**

Diane gave an update on the Capability Planning Guide(CPG). She will ask coalition members for any feedback before submitting it on behalf of Bristol County. Diane said she spent a considerable amount of time reviewing it with Deni and Amy.

Meeting adjourned at 12:28PM.

Respectfully submitted,

Denise Phaneuf

Coalition Coordinator/Planner

**Next EB Meeting- April 15, 2014 9AM**