

## Executive Board Meeting Minutes - April 15, 2014

### Bristol County Public Health Emergency Preparedness Coalition

**April 15, 2014**

**Attendance:** see attendance sheet

#### Acronyms:

BP2- Budget Period 2 (July 2013-June 2014)  
BP3-Budget Period 3 (July 2014- June 2015)  
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  
TTX-Table Top Exercise  
WNV- West Nile Virus

| Decisions Made   | Action to be taken  |
|--|---|
| To approve March EB minutes as written with noted revision pg.2 (table rentals increased from \$135. To \$150. Due to increase in table size). | Change unapproved March EB minutes to approved with noted change. |
| To affirm Principles of Operation at the May Coalition meeting.  | Deni will resend Principles of Operation for review.              |
| To order additional ipads up to \$2500.  | Elaine will ask Marcia Benes to order and store ipads at MAHB.    |
| To approve regional MRC supply request.  | Elaine will ask Marcia to order where applicable.                 |
| To vote for concurrence.   | None  |

| Motion made and seconded   | Vote      |
|--|-----------|
| Meeting called to order at 9:10AM  | Unanimous |
| Accept minutes from March 18, 2014 as written with noted revision (see above for details). | Unanimous |
| To approve all equipment requests presented by MAHB. (see details below)                   | Unanimous |
| EB election will be held at May meeting.   | Unanimous |
| EB voted on concurrence.   | Unanimous |
| Meeting adjourned at 10:00AM   | Unanimous |
|  |           |

**Documents sent out before the meeting:**

- 04-15-14 EB Agenda
- 04-15-14 Coalition Agenda
- 03-18-14 Coalition meeting minutes unapproved
- 03-18-14 EB meeting minutes unapproved
- Bristol BP-2 EC –April 2014
- April-May Deliverables report
- Budget Change Report Form

**Document distributed at meeting:**

TTX training documents  
Planners TTX documents  
Sign in sheet for TTX  
Certificates of Completion  
CEU Award letters  
Evaluations  
Attendance Sheet

**Executive Board meeting called to order: 10:00AM**

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

**Approve previous months minutes:**

Motion made, seconded and unanimously passed to approve March 18, 2014 EB meeting minutes as written, with noted change on page 2, Special Occasions Rentals. Change was made from \$135. to \$150. ( change from 4' table rentals to 5' table rentals).

**MAHB-Elaine LaCoursiere**

Elaine presented the financial spreadsheet for April. She discussed spending down funds as soon as possible. She said line item changes would have to be finalized by May 2, 2014 and we would have to stick to the plan, with no changes after that. Elaine received a list of requested supplies from Jacquie O'Brien on behalf of the entire MRC's. The list consisted of the following:

Honda Economy Series 5000Watt Generator Model EG5000CL-\$1700-\$1900 each  
Retractable Power Supply Reel with Triple Receptacle-\$74.99-\$80.39 each for use with generators  
Portable LED Sign with arrows for use at EDS or Shelters-\$2500 each with shipping  
Storage Container for centralizing Emergency Supplies 10'x20' from Eagle Leasing-\$4000.  
2-3 laptops

EB voted to approve the request from the 4 MRC regions and approved expenditures up to \$10,000. (it must be shared regionally). Marcia Benes will be requested to make the purchases with her MAHB discount where applicable.

Dr. Vaillancourt requested an order of additional 32g ipads, without SIM cards to be stored at MAHB, in the event that something happens to any of the ipads purchased previously. The EB voted to approve this expenditure up to \$2500.

The EB approved the following requests:

Berkley- \$156.for binders and office supplies

Acushnet- \$228.for EP aprons/smocks

Deni Phaneuf- \$550.for computer protection plan/office supplies

Regional MRC's- not to exceed \$10,000.The following was approved (equipment to be shared regionally):

Honda Economy Series 5000Watt Generator Model EG5000CL-\$1700-\$1900 each

Retractable Power Supply Reel with Triple Receptacle-\$74.99-\$80.39 each for use with generators

Portable LED Sign with arrows for use at EDS or Shelters-\$2500 each with shipping

Storage Container for centralizing Emergency Supplies 10'x20' from Eagle Leasing-\$4000.

2-3 laptops

Coalition ipads- up to \$2,500.to be stored with MAHB

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

Deni gave the EB the final registration count for the Anthrax TTX today. Seventeen communities registered, with 25 individuals expected to attend. There is expected to be 29 people attending, counting the 2 planners, regional coordinator and 2 trainers. She said the Anthrax TTX will focus on standing up, managing and demobilizing an EDS, based on an anthrax scenario.

Deni asked Amy to speak on concurrence. Amy presented both sides of concurrence from the LSAC meeting, voting for OR against concurrence. They were previously told that the coalitions/LPH would be level funded for BP3 and DPH is now proposing to cut 5% of our money to use for the HMCC. Dawn Sibor recommended against the vote for concurrence to send a strong message to DPH regarding the budget cut. Mary Clark, DPH EP Program Director, asked that the coalition's vote for concurrence and this would mean agreement in strategies only; she agreed to revisit the numbers for LPH before the final budget is given.The EB decided to vote for concurrence for BP3.

Deni reminded the EB that the Principles of Operation still need to be affirmed for this year. It will be on the May agenda. Also, she did not hear back from anyone wishing to be nominated to the EB. Deni will ask again at the coalition meeting this afternoon.

**Annual budget meeting will be on the May agenda, providing all the numbers are in to MAHB. We need at least 16 communities present at the May meeting to pass the budget for BP3.**

Regarding the budget line item changes, due by May 2, 2014 from Elaine-MAHB, the EB will ask the coalition this afternoon, to vote to have Dr. Vaillancourt, EB Chairman, to approve the final numbers on the budget change report. We are expected to have enough communities, 16, to take this vote.

Meeting adjourned at 10AM.

Respectfully submitted,

Denise Phaneuf

Coalition Coordinator/Planner

**Next EB Meeting- May 20, 2014 at 12:00PM**