

**Bristol County PHEP Coalition Meeting
December 15, 2015**

Attendance: See attached

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)
CERT- Community Emergency Response Team
DPH- Massachusetts Department of Public Health
EB- Executive Board
EC- Executive Committee
EDS- Emergency Dispensing Site
EP- Emergency Preparedness
HMCC- Health and Medical Coordinating Coalition
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MEMA- Massachusetts Emergency Management Agency
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness

Motion made and seconded	Vote
Meeting called to order at 1:40pm	Unanimous
November meeting minutes approved as written	Unanimous
Meeting was adjourned at 2:14pm	Unanimous

Documents sent out before the meeting:

- 12-15-15 Bristol EB Agenda
- 12-15-15 Bristol PHEP Coalition Agenda
- 11-17-15 EB meeting minutes unapproved
- 11-17-15 Coalition meeting minutes unapproved
- BP4_Coalition Deliverables_December
- Copy of Bristol BP4 Expenditures December

Coalition meeting called to order: 1:40pm

Joseph Carvalho-Chairman

A motion was made by Beth Collins to approve the November meeting minutes as written, Jaime Conlon seconded, and the motion unanimously passed.

There was a discussion about spending down PHEP funds. Elaine LaCoursiere explained that there is approximately \$22,000 to be spent before the end of the fiscal year. The EB has approved the request for supplies for the planners including binders, ink, flash drive and paper up to \$500 each planner. There were also iPad replacements approved by the EB for up to \$620 for Somerset, North Attleboro and Foxborough. The DPH is asking for justification for iPad replacements which Elaine will submit.

Elaine will notify these communities on what the DPH says. Rehoboth has been approved for a laptop up to \$750 including software and antiviral protection. Budget modifications to the DPH are due by January 28th. Joe Carvalho suggested putting together a finance subcommittee to make suggestions on how to spend down the funds by the next Coalition meeting on January 19th. The committee was assembled and consists of David Flaherty, Beth Collins, Joe Carvalho, Bob Ashton and Bob Davis.

Liisa Jackson was announced as the new MRC coordinator through June 30th. Liisa introduced herself and the work she plans to do over the next months. She will do a community by community needs assessment including sending out a survey to ask about sheltering and regional shelter supplies. She will be reaching out to response partners like CERTs, MEMA, and other potential partners. Liisa is working on the website development and design. She will work with the finance subcommittee on supply purchases. Liisa will work on coordinating efforts throughout the region and has sent out an email to all Region 5 leaders to schedule a meeting to get everybody together, share training and recognize common gaps. She will work on DPH and national deliverables. She will work with volunteers in public health outreach and any other possible opportunity for MRC to become involved since a more active, engaged MRC means they are more reliable in a disaster. Liisa will send out an overview of her work when she sends out the email to the group.

Monthly Updates

Coordinator/Planner update- Deni Phaneuf

Denise reported that she and Amy are working on the BP4 Project, finalizing plans and determining how they will change, including a grab and go binder.

The communities who work with Denise have all completed their site activation and staff notification call down drills. She will be submitting the project update. The facility set up drills are due at the end of March.

Denise explained for the BP4 project, the planners are looking at the Standard Operating Guides for both the EDS and the Risk Communication Plans, and how best to add these to the plans to develop a grab and go binder. Amy explained that she's met with 6 communities and is working on how to best organize the plans into a grab and go binder and a reference binder which would be useful for all hazards planning and emergency response.

MAHB - Financial Report- Elaine LaCoursiere

Elaine spoke at the beginning of the meeting.

Amy Palmer-LSAC

There is no LSAC meeting this month.

HMCC

Joe Carvalho talked about the HMCC meeting in Middleborough. The HMCC EC is working on developing the Principles of Operation which is still in draft form. Currently, the Public Health vote will alternate every 3-4 months between the 3 different Coalitions in Region 5. Terry Hayes from the Cape currently votes for public health. Joe Carvalho will be the next person to vote and then Janice from Plymouth. All parties will have input on the vote. Everybody is invited to attend these meetings.

The HMCC is not bound by open meeting laws, even though the Coalition is. Elaine is waiting for an explanation in writing from the DPH and will send it out to the Coalition.

HMCC meetings are held the first Friday of the month at Middleborough town hall which will be January 8th for the next meeting. The Stakeholder meeting will be held from 9-10:30am and the EC will be held from 11am-1pm. Everybody is invited to attend both meetings but are not allowed to vote. There is no money being voted on at the HMCC. Elaine explained that from the 5 HMCC disciplines (public health, long term care, hospitals, community health centers, and EMS), the MAHB as the sponsoring agency distributes the funding for public health and hospitals. The other 3 disciplines receive their funding from different sources. Elaine explained that the MAHB must reapply to be the sponsoring agency every year. From the HMCC meetings, the minutes get sent to the EC first along with everybody in attendance and then gets sent out to everybody in the HMCC.

The next Coalition Meeting will be held on January 19, 2015, where the subcommittee will come up with their spending plan/ recommendation since Elaine needs to report any budget line item changes to DPH. There will be a discussion and vote on the transfer and spending of funds.

The meeting adjourned at 2:14pm when a motion was made, seconded and unanimously approved.

Respectfully submitted,
Amy Palmer