

**Bristol County PHEP Coalition Meeting  
March 15, 2016**

**Attendance:** See attached

**Acronyms:**

BP4- Budget Period 4 (July 2015-June 2016)

BP5- Budget Period 5 (July 2016-June 2017)

CDC- Center for Disease Control and Prevention

CPG- Capabilities Planning Guide

DPH- Massachusetts Department of Public Health

EB- Executive Board

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

MAPHN- Massachusetts Association of Public Health Nurses

MCM- Medical Countermeasures

MRC- Medical Reserve Corps

NACCHO- National Association of County and City Health Officials

PHEP- Public Health Emergency Preparedness

TTX- Tabletop Exercise

| <b>Motion made and seconded</b>                        | <b>Vote</b>        |
|--|--------------------|
| Meeting called to order at 1:45pm                      | Unanimously passed |
| February Coalition meeting minutes approved as written | Unanimously passed |
| Support DPH Concurrence for BP5                        | Unanimously passed |
| Meeting was adjourned at 2:22pm                        | Unanimously passed |

Documents sent out before the meeting:

- 03-15-16 Bristol EB Agenda
- 03-15-16 Bristol PHEP Coalition Agenda
- 02-16-16 EB meeting minutes unapproved
- 02-16-16 Coalition meeting minutes unapproved
- BP4\_Coalition Deliverables\_March
- Copy of Bristol BP4 Expenditures March
- Announcing 2016 Foundations

**Coalition meeting called to order:** 1:45pm

**Joseph Carvalho-Chairman**

Attendance was counted and there is a quorum of 17 communities represented.

Approve previous month's minutes-January

A motion was made by David Flaherty and seconded by Beth Collins to approve the February Coalition meeting minutes as written. The motion unanimously passed.

#### Announcements

Joe announced that BP5 is level funded.

#### Vote on Concurrence

Amy attended the LSAC small group meeting, the larger group meeting and listened in to the conference call about BP5 funding. DPH is reporting that everything will be level funded at the local level and the deliverables will stay about the same. Alan Perry, who attended the LSAC meeting, reported that there was some discussion on spending practices. Amy elaborated saying that there was some controversy on how the DPH is managing purchasing practices. The LSAC group would like to see the list of approved purchases returned. A motion was made by Henry Vaillancourt, seconded by Mark Taylor and unanimously approved to support concurrence.

#### Monthly Updates

##### **Liisa Jackson- MRC Coordinator**

Liisa reported on the MRC training that has been going on. There was a Norton Sheltering TTX a couple weeks ago and there is a functional exercise March 19th. Liisa is available to assist with any training and TTXs that people are interested in.

Liisa has met with the Greater Fall River MRC to get the unit revitalized. They are also working on the MRC trailer inventory. There may be additional Region 5 MRC money available. Liisa is coordinating trainings throughout Region 5. The MRC website is up and running.

Last month, Liisa reported on the MRC application for \$30,000 from NACHHO- two \$15,000 grants. One for opiate prevention and one for shelter operations. She will know by March 24<sup>th</sup> if they are receiving those grants. She is working in the New Bedford area with a team of volunteers in developing a plan as to where volunteers may be able to fill in the gaps in opiate prevention.

Liisa is working on putting together a list of sheltering supplies.

Liisa added that it is a pleasure to work with the communities.

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

Denise reported that all EDS Assessment Tools have been submitted on behalf of the community. Region 5 had a 100% response rate. Denise also reported that all 3 EDS deliverables have been completed for the communities she works with. Amy reported that she is still working with her communities to get things completed. Also, because all MRC units are registered on Mass Responds, the Volunteer Management deliverable is satisfied. The CPGs were completed by Lisa Crowner with the help of Denise and Amy and were submitted on behalf of the Coalition.

Amy and Denise continue to work on revising the binders as the BP4 project.

##### **MAHB - Financial Report- Elaine LaCoursiere**

Elaine reported that all MAPHN requests were approved. Because there were a lot of people interested, the EB voted to budget up to \$3,000 for the MAPHN conference. Elaine asked that anybody else who would like to attend to please send requests to her.

Elaine is still waiting for DPH approval of the budget before any checks can be written. Any outstanding purchases should be prepaid for and Elaine will quickly send reimbursement as soon as she can.

The EB also approved the following items:

- Laptops up to \$800 for Dighton, Seekonk, and Somerset. A service contract must also be purchased.
- iPad up to \$800 for Somerset and Freetown
- Clipboards up to \$150 for New Bedford

More information is needed from Lakeville before the EB will approve a defibrillator.

Elaine will notify everybody once the DPH has officially approved these purchases. Items should not be purchased before this notification in case the DPH does not approve. If the DPH does not approve the purchases, they will not be funded.

Cell phone payments were made a couple weeks ago.

#### **Amy Palmer-LSAC**

Amy reported on LSAC during the discussion of the concurrence vote.

#### **Lisa Crowner –DPH**

Lisa reported that the CPGs and EDS Assessment are completed.

There was a WebEOC drill a couple weeks before satisfying the quarterly WebEOC drill. Everybody should've gotten a HHAN alert. In Bristol County, 9 communities responded correctly (Plainville, Raynham, Westport, New Bedford, Fall River, Acushnet, Swansea, Somerset and Taunton) and 1 community (Dartmouth) responded to the wrong incident. Some feedback Lisa has heard was there wasn't enough time to respond because it was only 2 hours or people were out in the field and it's difficult to respond. Lisa emphasized that the drill is done in real time to test a realistic response. Lisa said that there were about 3 drills conducted within a short time period. The others were for HMCC and Mass Responds. Patrick Simon told Lisa that this was planned to test the system's capacity. Donna Palmer and Kevin Bernardo reported that they hit "1" on their smart phones but it was not registering with the system. Jessica Horsman reported that she got a confirmation and took a screen shot in case there was a discrepancy. Seekonk was not reported as having responded. Lisa will help with troubleshooting. Lisa reminded the group that there is an email alert along with the phone call in case people need to reference what was said on the message. Lisa also said that when responding to the WebEOC drill, on the activity log, be sure to route the message sending it out to everybody to be sure it gets where it needs to be.

#### HMCC

Lisa reported that the planners were at the last HMCC meeting, which was very positive. The HMCCs are currently working on developing surveillance and MCM annexes. Amy attended the meeting about the annexes and reported that it was about determining the HMCC role in surveillance and MCM dispensing.

With respect to the HHAN, only 3 people from each local health departments should be registered on the HHAN. All 5 disciplines of the HMCC have representatives on the HHAN. Police and Fire are always welcome to the register on the HHAN.

Future trainings include a discussion on May 20<sup>th</sup> and a TTX on June 9<sup>th</sup> from 9am-12pm for Regions 2 and 5 about MCM and surveillance annexes.

Region 5 HMCC is off to a strong start with the approval of their mission statement and the Principles of Operation. Joe Carvalho agreed that the Region 5 HMCC is getting along well.

**Other**

Amy Palmer reported there is now a Greater Attleboro Regional dispensing subcommittee which consists of her as the chair, Pauline (Clifford) Zajdel, Chief Hatfield from Foxborough and Chief Partridge from Easton. They will be discussing the possibility of Gillette Stadium as a regional dispensing site at the next REPC meeting.

Joe Carvalho said there is a TTX being held in Randolph on April 26<sup>th</sup> 9-1:30, including breakfast and lunch. There is no registration fee. Contact Joe for more information.

**Next Coalition Meeting:** April 19, 2016 if no snow.

A motion was made, seconded and unanimously approved to close the meeting at 2:22pm

Respectfully submitted,  
Amy Palmer