

**Bristol County PHEP Coalition Meeting Minutes**  
**October 17, 2017**

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NORTON TOWN CLERK

2017 DEC 12 A 11: 24

**Attendance:** Christian Zahner IV, Henry Vaillancourt, Joe Carvalho, Heather Gallant, Crystal LaPine, Denise Phaneuf, Ali Novak, Liisa Jackson, Lisa Crowner.

**Acronyms:**

BP5- Budget Period 5 (July 2016-June 2017)  
BP1- Budget Period 1 (July 2017-2018)  
BP2- Budget Period 2 (July 2018-2019)  
CDC- Center for Disease Control and Prevention  
DPH- Massachusetts Department of Public Health  
EB- Executive Board (sometimes referred to as 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  
MHOA- Massachusetts Health Officers Association  
PHEP- Public Health Emergency Preparedness  
POD- Point of Dispensing  
Q1- Quarter 1(July-September)  
Q2-Quarter 2 (October-December)  
Q3- Quarter 3 (January-March)  
Q4- Quarter 4 (April-June)  
MAMAPP- Massachusetts Mutual Aid Plan

| Decision Made/ Problem to be solved                                                                                                                                                                        | Action to be taken                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Transferring \$1500. From unapproved Yankee Conference into Training line item for Closed POD Trainings; if additional funds remain from conferences, they will also be transferred to training line item. | Elaine LaCoursiere will transfer any unused conference funds into training line item. |
| November Coalition meeting will not be held.                                                                                                                                                               | Announce to members.                                                                  |

| Motion made and seconded                                                     | Vote               |
|------------------------------------------------------------------------------|--------------------|
| Meeting called to order at 1:30p.m.                                          | Unanimously passed |
| Approval of Coalition meeting minutes for September.<br>Approved as written. | Unanimously passed |
| To adjourn at 3:25p.m.                                                       | Unanimously passed |

Documents sent out before meeting:

- 10-23-17 Bristol PHEP EB Agenda
- 10-23-17 Bristol PHEP Coalition Agenda
- 9-19-17 Coalition meeting minutes unapproved
- 9-19-17 EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet-October

**Coalition meeting called to order by Christian Zahner, Acting Chair: 1:30 p.m.**

**Christian Zahner IV- Acting Chairperson Announcements**

All members were welcomed with introductions.

A motion was made by Bethany Collins and seconded by Joe Carvalho to open October Coalition meeting. Unanimously passed.

Beth made a motion to approve September meeting minutes as written. Pauline seconded. Passed.

Chris announced the recommendation of the Executive Board to transfer \$1500. in unused funds from the Yankee Conference (not approved by DPH) to the Training line item for the Closed POD Educational Trainings.

Discussion took place regarding the November meeting and a 3-day work week due to the Thanksgiving Holiday.

Members expressed that it would be difficult to take the time off for a Coalition meeting. Chris made an announcement that the November Coalition meeting will NOT be held. The **Executive Board** will meet in **Swansea** at the **Swansea Board of Health Office, 68 Stevens Road, Swansea on Tuesday, November 21, 2017 at 9:30 a.m.**

**Deni Phaneuf-Planner/Coordinator**

Deni discussed the deliverables summary for Q1 and work being done in Q2. Planners said communities are doing well with their drill deliverables. Stoughton and Norton did an excellent job completing their Facility Set Up drills with assembly. Please continue to let your planners know if you are holding flu clinics and combining your facility set up with assembly deliverable.

Additional discussion took place regarding the Q3 Closed POD Training at the Venus De Milo in Swansea and the Holiday Inn in Taunton. Deni mentioned that the State focus for this project is on LTC, however other facilities can attend. Any facility that has medical infrastructure can participate.

**Elaine LaCoursiere-MAHB (Unable to attend)**

**Liisa Jackson-MRC Coordinator**

Lisa said the MRC has held 75 events over the last 3 months, such as flu clinics, blood drives, opioid clinics. Forty-nine new members have joined the MRC over the last 3 months. Liisa mentioned it may be due to all the recent disasters; people seem to be more willing to step up and help following these events. Please read the MRC report for upcoming trainings and news.

**Lisa Crowner- Regional Coordinator DPH**

Lisa conducted a WebEoc Refresher overview to help communities that are new at WebEoc and remind all communities of the importance of responding to the Q2 after hours drill.

She offered technical assistance to anyone who needs additional help with the WebEoc drill, as one will be conducted in Q2. She asked everyone to please be prepared!

Lisa said that Bristol scored a 96% on the Q1 HHAN drill conducted by the state. Plymouth also scored a 96%, with the Cape and Islands scoring an 87%. Region 5 scored a 93%.

She mentioned that OPEM's website has changed and suggested going on the site and looking around would help. The EDS guidance from OPEM will be rolled out soon for the planners. It is a very lengthy document. Lisa said she will keep everyone informed.

Lisa mentioned that Patrick Simon will be deployed until the end of November. Dana will be taking his place until his return.

**Brian Gallant-MAHB (Unable to attend)**

Amy Palmer asked about the letter sent to OPEM requesting that conference requirements be made less restrictive. Lisa Crowner has not heard a response to date, but will address it this week while at OPEM.

A motion was made to adjourn the meeting by Mark Taylor and seconded by Amy Palmer. Passed.  
Meeting adjourned at 3:25p.m.

The next Coalition meeting will take place on **December 19, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.

**IMPORTANT REMINDER: THE NOVEMBER COALITION MEETING WILL NOT BE HELD.**



*WISHING EACH OF YOU A HAPPY THANKSGIVING!*

Respectfully submitted,

Deni Phaneuf