

**Bristol County PHEP Executive Board Meeting Minutes  
January 16, 2018**

**Attendance:** Kelly Pawluczzonek, Heather Gallant, Joe Carvalho, Elaine LaCoursiere, Brian Gallant, Denise Phaneuf, Lisa Crowner, Liisa Jackson.

**Acronyms:**

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  
Q1- Quarter 1(July-September)  
Q2-Quarter 2 (October-December)  
Q3- Quarter 3 (January-March)  
Q4- Quarter 4 (April-June)  
MassMap-Massachusetts Mutual Aid Plan

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Decision Made/ Problem to be solved	Action to be taken
To table approval of October and December meeting minutes until next EB meeting.	Present October and December EB meeting minutes for approval at next EB meeting.
Kelly and Lisa Crowner will request UMASS speaker to present at March Coalition meeting.	Kelly and Lisa will make request of speaker at next LSAC meeting.

Motion made and seconded	Vote
Executive Board meeting called to order at 12:14p.m.	Unanimously passed
To table October and December meeting minutes until next EB meeting.	Unanimously passed
To approve request made by Dartmouth to attend out of state conference. Request was denied.	Unanimously passed
To approve 1 new laptop with service plan (3year warranty with virus protection) for Seekonk in the amount of \$1,177.	Unanimously passed
To approve purchase of new cell phone for Rehoboth in the amount of \$850.	Unanimously passed
To approve request for 2 phone lines in Somerset.	Unanimously passed
To adjourn at 1:29 p.m.	Unanimously passed

Documents sent out before meeting:

- 1-16-18 Bristol PHEP EB Agenda
- 1-16-18 Bristol PHEP Coalition Agenda
- 12-19-17 Coalition meeting minutes unapproved
- 12-19-17 EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheets- January

**Executive Board meeting called to order by Chair, Kelly Pawluczzonek - 12:14p.m.**  
**Announcements**

Kelly recommended approving October and December EB meeting minutes at February or next EB meeting. The EB did have a quorum, however Kelly was not present at October EB meeting and one other member was not present at December meeting and therefore unable to approve minutes. A motion was made by Heather Gallant to table approval of October and December Executive Board meeting minutes until next EB meeting; Joe seconded. Motion passed.

Kelly announces that she is working with Lisa Crowner to confirm UMASS speaker for our March Coalition meeting. More details to follow, after next LSAC meeting.

**Elaine LaCoursirere-HMCC**

Elaine presented requests for approval to Executive Board. The following requests were made:

Dartmouth made a request to attend a large animal carcass management class in Maine in the amount of \$980. Discussion took place. EB denied request because it was noted that previous out-of-state conferences were not approved in the past. Joe made a motion to deny request; Heather seconded. Passed.

The EB said perhaps there may be a speaker on the topic locally. Liisa will check into a resource she knows of. A request was made by Seekonk for 2 laptops. Discussion took place as to when last laptops were purchased. A motion was made by Kelly to approve 1 new laptop in the amount of \$1,177. with a 3- year warranty, virus protection and service plan. Joe seconded. Motion passed.

A request was made by Jaime Conlon to purchase a new cell phone in the amount of \$850. Heather made a motion to approve request; Joe seconded. Passed.

A request was made by Tim Turner of Somerset to have 2 phone lines. Motion was made by Joe to approve; Heather seconded. Passed.

A request was made by Amy Palmer for 4 Stop the Bleed Kits for the Town of Mansfield. EB said purchases need to be regional. EB tabled discussion until they have more information from Amy and Regional Coordinator.

**Deni Phaneuf- Planner/Coordinator**

Deni discussed deliverables and talked about the ongoing SNS staff notification and site activation drills. She reported that many Bristol communities have completed their Facility set up drill with assembly.

The planners are working with these communities to complete this requirement by **March 1, 2018**. Most communities have completed this deliverable, however there are several outstanding. Facility set up drills are due by March 31, 2018; however, planners will need time to write an After Action/Improvement Plan, AAR/IP and submit them to the HMCC on behalf of the community by March 15, 2018. **Planners are asking that communities who have not completed this deliverable, make every attempt to complete this deliverable as soon as possible.**

The Bristol Closed POD project was discussed. **We are not able to move forward with invitations, printing, etc. until we get a final approval from DPH.**

Deni passed out a draft template letter of invitation for EB review. She said she cannot send it to members until she has DPH approval for the Bristol Closed POD Training. EB asked Deni to send it to them electronically. Deni discussed printing costs, if project is approved. Deni and Lisa Crowner will work on contents of presentation packets and Liisa Jackson offered to help with cost estimate.

**Lisa Crowner-MDPH**

Lisa gave an update on the December State WebEoc drill. She said results were not good. Bristol scored a 42%. She said many mistakes occurred because the request was either put in the wrong place or the individual did not respond within the 2- hour time frame. She will speak to everyone at the Coalition meeting this afternoon.

Lisa discussed Body Art and Microblading. She said the Local Public Health Institute is working on the topic and will roll out information soon.

**Liisa Jackson-MRC Coordinator**

Liisa reported out on shelters that were opened; she stated that they were a great help throughout Bristol. She also discussed homelessness and sheltering.

Lisa reported on the many MRC events and increase in volunteers (160+). Please check the MRC calendar of events for upcoming trainings. Lots of work is being done to assist in the Opioid crisis.

**Brian Gallant- HMCC**

HMCC is working on submitting deliverables. Brian said they are waiting on approval for projects from DPH. They are also working on outreach to healthcare organizations. They worked with the MACC during the storm and follow up following the storm with multi-agency organizations.

Brian announced **the next HMCC meeting** will take place on **Friday, February 2, 2018 at 9a.m. at the Middleborough Town Hall.**

A motion was made to adjourn at 1:29 p.m. by Heather Gallant; seconded by Joe Carvalho. Passed.

**Next EB meeting will take place on February 20, 2018 at the Norton Media Center.**