

**Bristol County PHEP Coalition Meeting Minutes
May 15, 2018**

Attendance: Kelly Pawluczzonek, Christian Zahner, Henry Vaillancourt, Joe Carvalho, Heather Gallant, Brian Gallant, Denise Phaneuf, Ali Novak, Liisa Jackson.

Acronyms:

BP1X- Budget Period 1X (July 2018-2019)
BP1- Budget Period 1 (July 2017-2018)
SNS-Strategic National Stockpile
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
MEHA- Massachusetts Environmental Health Association
MAHB- Massachusetts Association of Health Boards
MEMA- Massachusetts Emergency Management Agency
MHOA- Massachusetts Health Officers Association
MOU-Memorandum of Understanding
MRC- Medical Reserve Corps
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)
MassMAP- Massachusetts Mutual Aid Plan

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| Motion made and seconded | Vote |
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| Meeting called to order at 1:36p.m. | Unanimously passed |
| To approve Coalition meeting minutes from March (An April Coalition meeting did not take place; there are no meeting minutes from April). Approved as written. | Unanimously passed |
| To accept BP1X budget as recommended and outlined by Executive Board. | Unanimously passed |
| To give Elaine and Kelly the ability to make necessary changes to budget before submittal if needed. | Unanimously passed |
| To adjourn at 3:15 p.m. | Unanimously passed |

Documents sent out before meeting:

- 4-15-18 Bristol PHEP EB Agenda
- 4-15-18 Bristol PHEP Coalition Agenda
- 4-17-18 EB meeting minutes UNAPPRD
- 3-20-18 Coalition meeting minutes unapproved
- 4-17-18 Coalition meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet-May

Coalition meeting called to order by Kelly Pawluczonek, Chair: 1:36 p.m.

Announcements

All members were welcomed.

A motion was made by Beth and seconded by Kevin to open the May Coalition meeting. Unanimously passed.

Emily made a motion to approve coalition meeting minutes for March and April as written. Beth seconded. Passed.

Deni Phaneuf- Planner/Coordinator

Deni reported out on the measurable outcome of the Region 5 Joint Closed POD Workshop that took place on April 26, 2018 at the Mass Maritime Academy in Bourne. Representative Muratore from Plymouth; James Garrow of R. Phillips Associates and Lisa Crowner-DPH Regional Coordinator presented at the workshop. Sixty-five people were in attendance, comprised of two attendees from the Mashpee Wampanoag Tribe; Rachel Fleck from MEMA; Martha's Vineyard BOH agent from Tisbury; a total of 19 Board of Health agents/directors; UMASS Dartmouth staff person; Massasoit Community College representative; Tabor Academy representative; fourteen healthcare partners; six panel members including Chase Hunter from DPH SNS; Chris Michaud-Dartmouth Health Director; UMASS Dartmouth Health & Safety Officer; three Emergency Planners from Region 5.

All planners in Region 5 have been working with Lisa Crowner, Regional Coordinator on the Joint Closed POD Workshop Project deliverable for the last several months. All felt the workshop, with a focus on long term care and access and functional needs, was a successful event. Evaluations were very positive.

Deni also reported on SNS drill deliverables. Planners continue to assist communities with drills. Facility set up drills went very well and created a more cohesive environment among those that attended. As a direct result, local EP planning and response meetings have increased.

Westport plans to have a health agent very soon and will help with EP deliverables. A new public health nurse will be starting in a couple of weeks. She will work on MAVEN and emergency preparedness, according to a BOH member that was present at the meeting. Deni and Lisa will provide technical assistance. In Q4, the planners will assist with COOP updates for each community, the 24/7 contact list, update the Q4 workplan and other deliverables.

Elaine LaCoursiere -HMCC (Unable to attend)

Lisa Crowner DPH (Unable to attend)

A motion was made to adjourn by Dr. Vaillancourt and seconded by Chris Michaud at 3:15 p.m. Passed.

The next Coalition meeting will take place on **June 19, 2018** at the **Norton Media Center**, 184 West Main Street, Norton.

Respectfully submitted,

Denise Phaneuf