

Bristol Coalition Minutes meeting  
March 15, 2011

**Attendance:**

**Acronyms:**

DPH- Massachusetts Department of Public Health  
EB- Executive Board  
EDS-Emergency Dispensing Site  
LSAC-Local State Advisory Council  
MAHB- Massachusetts Association of Health Boards  
MEHA- Massachusetts Environmental Health Association  
MRC- Medical Reserve Corps  
PHEP- Public Health Emergency Preparedness (Grant)  
PHER- Public Health Emergency Response (Grant)  
POD- Point of Dispensing  
SNS-Strategic National Stockpile  
TAR-Technical Assistance Review

Decisions Made	Actions to be Taken
A committee consisting of Scott Leite, Leon Dumont, Mark Taylor, and Heather Gallant will review iPad expense, use, and options.	The group will meet and bring recommendations back to the April meeting.

Motion made and seconded	Vote
Accept minutes from February 15th meeting	Accepted unanimously
Coalition requests 51 iPads with accessories from DPH for approval and once approved, the Coalition purchase the iPads	Accepted unanimously
Meeting adjourned at 3:47pm	Accepted unanimously

Documents Available at the meeting:

- February 15th meeting minutes
- Status on Equipment and Training Funding Requests
- Deliverable Progress Report
- Annual Evaluations 2010E: MAHB, Amy Palmer, Health Imperatives

**Coalition meeting called to order:** 2:13pm

**Approve previous meeting minutes:** Jim Mooney

Motion made to approve minutes as is and seconded. The motion passed unanimously with no discussion

**Executive Board Announcements:** Jim Mooney

**Planner introduction:**

Dennis Swift was introduced as the new Planner. Jim Mooney said that Dennis will bring training and exercises to the Coalition meetings to assist with completing deliverables. Dennis explained his work history with the military in conducting both large and small scale exercises and planning, disaster preparedness and response. Dennis's experience with the MRC comes from working

and attending conferences with Cheryl Bushnell. Dennis is a RN who has worked in the Emergency Room at MGH and continues his position there on a part-time basis. He is looking forward to working with the communities on activations, badging, exercises and wherever else he is needed.

#### **Update on website design:**

Louise is working with the website designer, Kevin McNally of Interactive Palette, by answering a questionnaire on what the Coalition is all about and what the Coalition expects from the website- that it is informative, educational, and useful to the Coalition members and the general public. It is an ongoing process but it is moving forward.

#### **Second quarter Deliverables status delivered to MAHB:**

The status was delivered on time to MAHB who sent it to DPH.

#### **Executive Board funding Allocations:**

Funding requests approved with some minor concerns. People will be contacted by Elaine for further information if it is necessary.

There was much discussion about PHER spending and the approach that the Coalition will take with the remaining funds. The main points and decisions made are the following:

All requested supplies from each community have been compiled into a "Wish List". Louise Gorham is no longer taking requests.

iPads will be purchased as a group purchase so only one justification will need to be written to the DPH for approval.

Currently, there is approximately \$78,000 of unclaimed PHER funds in the Coalition's account. There was discussion about when the MAHB should request the money to be returned from the communities and how long it may take for city and town treasurers to return the money. The deadline to return the money to the DPH is July 30<sup>th</sup>. Alan Perry from Raynham voiced concerned about returning the money to the MAHB when there is no spending plan. He felt that the previous instructions on returning money by certain deadlines have been inconsistent from the DPH and does not want to lose possession of his PHER funds in case something changes.

PHER funding can now only be used for purchases that are justified by a H1N1 AAR, either from a local H1N1 clinic or the Coalition wide AAR.

It was discussed how many iPads each community could request. There was some confusion as to whether it was 2 or 6. During the discussion, the coalition members tried to determine what would be the appropriate number of iPads necessary for each EDS to include all key positions.

Leon Dumont of Norton expressed frustration on how this process has been conducted.

Scott Leite advocated for iPad use for day to day operations so people will be familiar with the technology, especially during an emergency. Diane is concerned that the iPads are only for Emergency Operations and should not be given out to other departments for day to day use.

51 iPads (2 per community (48) + 1 for each contractor (3)) and their accessories can be ordered, once approved by the DPH, using unclaimed PHER funds currently accessible by the MAHB. There was discussion on when to request 4 additional iPads per community from the DPH, and when to request the funds back from the communities to pay for those iPads. A committee

will be formed to discuss options on buying additional iPads and will come back with a recommendation at the April meeting.

A motion was made that the Coalition requests 51 iPads with accessories from DPH for approval and once approved, the Coalition purchase the iPads. The motion was seconded. Bob Ashton from Rehoboth noted that not every community wants an iPad. Those iPads can be used by other communities. Motion passed unanimously.

A committee was established to review iPad expense, use, and options consisting of Scott Leite, Leon Dumont, Mark Taylor, and Heather Gallant.

**Status on Equipment and Training Funding requests:**

In theory, everything has been approved. People will be contacted on an individual basis if more information is necessary.

Jim Mooney explained the why the 6 phones ordered by Attleboro were so expensive. There was a need for communication upgrades within city hall and it required fiber optic phones which use the computer as a base. These phones can travel with the computer to offsite emergencies.

**PHEP/PHER update:** Elaine LeCoursiere

Elaine LeCourseire from the MAHB reported that she is waiting for all purchases to be paid for before determining what funds remain. There is still a fair amount of money that will need to be spent from the PHEP account.

Cell phones are being paid for 3<sup>rd</sup> quarter.

**DPH update:** Diane Brown-Couture

Diane is working on a project to reach out to border states to collaborate in Emergency Preparedness, which began with just Rhode Island but has expanded to other states.

The CDC is supporting use of the postal service for medication distribution, which is currently being practiced by Boston. Let Diane know if you want to talk to local post office, which would be the first step in this process.

CDC is encouraging closed PODs, such as colleges and universities. There was a question if nursing homes could be considered a closed POD. Diane reported that the large nursing homes are being handled by the DPH but she is unsure of the small nursing homes. She is working on getting that information.

This year's TAR has been released and next week, there is a planning meeting with SNS team and the contractors. Although the content is the same as last year, there is a different format and different scoring.

Diane reminded the group that on March 21, there is a public health regional dialog scheduled with the Commissioner of Public Health.

**LSAC:** Anne Marie Fleming

AnneMarie did not attend the meeting but read from the minutes.

Alan Perry said that he heard at the MEHA EB meeting that at the last LSAC meeting, it was reported that the White House recommended a complete cut of funding for Emergency Preparedness. Sandy Collins at the LSAC confirmed this report.

**Local Public Health Institute Advisory Board:** Heather Gallant

There has not been a meeting recently. The next meeting is in a couple weeks.

**Deliverables:** Amy Palmer

There are 2 deliverables due at the end of the month: Site Activation call down drill and EDS Set up drill.

Third quarter call down drills should be conducted soon. Amy will send a reminder email out soon. People should contact Amy directly to move forward.

**Contractor evaluations and Vote: Host Agent, planner, coordinator:** Jim Mooney

Jim feels performance evaluations are all graded high which must indicate that the Coalition is happy with the performance of the contractors.

A motion was made to approve the MAHB as the host agency for the upcoming grant year, seconded, and unanimously approved with no discussion. The DPH will be told that the Coalition plans to continue with the MAHB as its Host Agency.

Performance evaluations for Amy Palmer and Health Imperatives were quickly discussed. Their contracts are up for renewal at the end of the grant year.

**New business**

Scott Leite said that another use of iPads can use GIS to identify IRAAs. The town of Mansfield is willing to use their MIS manager and their GIS system to develop an application using the Massachusetts GIS maps and share this information with the Coalition. The cost is approximately \$20,000 for that application. Scott will submit a proposal to the EB but the consensus was that Mansfield should proceed with the project.

There was a question from Dr. Vaillancourt if Dennis Swift was able to conduct ICS 300/400 training. He is specifically looking for a 2 day training spread out over a couple weeks rather than 2 days in a row. Dennis will look into this training and all that it entails.

**Motion to adjourn** 3:45pm

Motion made, seconded and unanimously approved with no discussion.

Respectfully submitted,  
Amy Palmer