

Bristol Coalition Minutes meeting
April 19, 2011

Attendance:

Acronyms:

DPH- Massachusetts Department of Public Health
EB- Executive Board
LSAC-Local State Advisory Council
MAHB- Massachusetts Association of Health Boards
PHEP- Public Health Emergency Preparedness (Grant)
PHER- Public Health Emergency Response (Grant)
TAR-Technical Assistance Review

Decisions Made	Actions to be Taken
All communities must return their remaining PHER funds to the MAHB for processing as soon as possible	All communities must return their remaining PHER funds to the MAHB for processing as soon as possible
Scott Leite will attend the next LSAC meeting to discuss the use of iPads in emergency preparedness	Louise will contact the LSAC to put Scott on the agenda. Scott Leite will attend the next meeting.
An ICS300 course will be offered in June, 1 day a week for 2 weeks	Dennis will organize this and send an email out with details

Motion made and seconded	Vote
Accept minutes from March 15 th , 2011, meeting	Accepted unanimously
An additional \$1500 be transferred from the Equipment budget to the Communications budget	Accepted unanimously
Move forward to change the current binder system into a uniform, coalition wide system	Accepted with one opposed
Spend \$21000 for CDM to develop a GIS application pending DPH approval of the iPad purchase	Accepted unanimously
Meeting adjourned at 3:20pm	Accepted unanimously

Documents Available at the meeting:

- March 15th meeting minutes
- Attendance
- Equipment requests
- Deliverables /contractor update
- Web site map
- Web site sample home pages
- Ongoing calendar for agenda

Coalition meeting called to order: 2:02 pm

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

PHER funds

The Executive Board is asking that all communities return their PHER funds as soon as possible to the MAHB. The DPH will no longer allow for equipment to be purchased using PHER funds. The MAHB will be keeping the funds in case of an emergency until the end of July. The work necessary to process the return of funds is extensive.

It was asked if this money can be used to buy vaccine. Diane Brown-Couture answered no because the ordering date for vaccine is after the last spending date for the funds.

PHEP funds

Westport is requesting 3 phones through PHEP. The EB approved of the phones but it requires an additional \$1500 to be transferred from the Equipment budget to the Communications budget so that every community's 4th quarter communication allotment is the same as it was before these phones were approved. By transferring the additional \$1500, the 4th quarter communications budget will be \$9000. Currently, each line (either cell phone or fax) receives the same payment.

A question was asked on why Westport needs 3 phones. Jim Walsh, Westport Health Agent, stated that Westport has 3 health agents and that's why they need 3 phones. At one time, they had cell phones through the coalition but the financial structure in Westport was incompatible with the previous system. With the new communication reimbursement system, Westport is able to work through the Coalition to fund their cell phone lines.

A motion was made and seconded to transfer \$1500 from equipment fund to communication fund for the 4th quarter. The motion passes unanimously with no discussion.

Marcia asked that communities please transfer their system of cell phone payment where the MAHB pays for the cell phones directly to the provider to the new system where the communities are reimbursed through the MAHB for their communications bills. Alan Perry expressed concern that through the new system, local governments are involved in the process. Marcia stated this new system is important so people take ownership of their communications. It is also an issue with basic accountability and auditing.

There was discussion that it will be advantageous for the Coalition to prepay as much as possible toward communications because the funding for FY13 will be slim to none. This would allow for phones to continue to be funded in FY13.

Update on website development:

The Website developer provided the Coalition with a list of topics that the Coalition would cover. The website manager was asked to link other webpages to the Coalition site to keep the information as up to date as possible. The goal is to make the site user friendly.

There was some discussion on whether or not the Coalition should continue to pay the approximate \$8600 to develop and host the site if there will be no more funding for FY13. Marcia Benes stated that the MAHB is contractually obligated to follow through with the project.

Provided in the packet were 3 different home pages for the site. It was decided to go with the page on page 16 in the packet. Scott Leite from Mansfield suggested that the Coalition

communities are listed at the top of the page rather than the bottom so it is obvious which communities are in the Coalition.

Status on Equipment and Training Funding Requests:

All requests listed in the packet were granted. This includes: Attleboro, Easton, Foxboro, and Taunton. Additionally, a printing request from Health Imperatives was approved and a Binder request was approved for Amy on behalf of the Coalition.

Jim Mooney said that there will be no more equipment purchases granted. Amy asked about a reimbursement request she had submitted last week for binders she had purchased for Fall River. That will be considered next month at the EB meeting.

It was asked that the EB are notified of any training requests that will be made during this fiscal year so it can be budgeted for. Any money left over from the Training budget will go into the communications account to prepay for cell phones.

Monthly Reports

DPH update: Diane Brown-Couture

The TAR is available and Amy has started working on them. It is substantially the same as previous years with a few new questions and a new format. There is a new scoring system which will cause this year's scores to be lower than previous years. There is a conversion that Amy has to compare the two years. Please assist Amy as necessary.

When all TARs are completed, Diane will work with the aggregate data. That should be available late in July.

LSAC: Anne Marie Fleming

AnneMarie was not able to attend the Coalition meeting.

Local Public Health Institute Advisory Board: Heather Gallant

The group met at the end of March. They reported that the Foundation in Public Health courses went well. They are working on online modules. Other topics are under development such as Food inspection, housing inspection, etc. in conjunction with other agencies.

The next meeting is in June.

Their website is MassLocalInstitute.org.

Deliverables Progress Report: Amy Palmer

Q3 Call Down Drills should be completed by the end of April so anybody interested should contact Amy as soon as possible.

Amy has been working on a TTX using a hurricane scenario with the help of Scott Leite focusing on local public health and environmental health recovery in that emergency. The tentative date is Tuesday, June 21st.

Amy explained that it would be best if the Coalition had a uniform binder system so that in the case of mutual aid, everybody would know what each other's plans are and with orange binders, they would be easy to find. After some discussion a motion was made and seconded to move forward to change the current binder system into a uniform, coalition wide system. The motion passed with one opposed.

New business

Old Business

Ipads : Scott Leite

Scott has been working on proposals to the DPH for iPad approval. Currently, the original 51 iPads request has been decreased to possibly 24- 1 per community. This would be a Pilot program, and this request is being held to a different standard than other iPad requests. Information Technology (IT) will have to support them, each user will have to sign a waiver saying won't use them for games, and only approved applications can be used.

Scott also proposed to the DPH the development of a GIS application for the iPad. The cost is approximately \$21,000. Camp Dresser and McKee has been working on this and is willing to put \$12,500 of their own money for the research. To show CDM that the Coalition is dedicated to the project if the iPads are approved, a motion was made to spend \$21000 for CDM to develop a GIS application pending DPH approval of the iPad purchase. It was seconded and unanimously approved with no further discussion.

Diane Brown-Couture suggested that a representative from the Coalition attend the next LSAC meeting to attempt to sway the DPH decision in favor of the purchase. It was asked that Scott attend the meeting. They will need to get on the agenda.

ICS 300, 400

Dennis has spoken with instructors about the ICS 300 and 400 trainings. It is a 2 day course and it is possible to break up the course over a couple weeks (1 day per week).

The group seemed to be most interested in ICS300 first, 1 class per week for 2 weeks. Dennis will schedule a course in June and will open it up for all of region 5. The only cost will be lunch, which will need to be divided up among the group. Dennis will send out an email about this.

Motion to adjourn 3:20pm

Motion made, seconded and unanimously approved with no discussion.

Respectfully submitted,
Amy Palmer