

Bristol Coalition Meeting
October 18, 2011

Attendance:

Acronyms:

CERT- Community Emergency Response Team
CORI-Criminal Offender Record Information
DHS- Department of Homeland Security
DPH- Massachusetts Department of Public Health
EB- Executive Board
EEE- Eastern Equine Encephalitis
GIS- Geographic information system
HHAN- Health and Homeland Alert Network
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness (Grant)
SRPEDD-Southeast Regional Planning and Economic Development District
TAR- Technical Assistance Review
WNV-West Nile Virus

Motion made and seconded	Vote
Accept the coalition meeting minutes from September 20, 2011	Accepted unanimously
Table the discussion and the vote to accept the changes in the current Principles of Operations	Accepted unanimously
Meeting closed at 3:45pm	Accepted unanimously

Documents sent out before the meeting:

- 10-18-11 Coalition meeting agenda
- 10-18-11 Executive Board meeting agenda
- Coalition 09-20-11 meeting minutes unapproved
- Executive Board 09-20-11 meeting minutes unapproved
- Budget FY12
- October-November Deliverables to be accomplished
- Bristol County Public Health Emergency Preparedness Coalition Principles of Operations, October 27, 2010
- LSAC notes from 10/17/11 meeting

Coalition meeting called to order: 2:10pm

Voting communities were counted to determine if there is a quorum. Seventeen voting members were in attendance.

Emails were circulated with necessary documents to print out. Some extra copies were available for those who needed them.

Next month's meeting will be held in Mansfield.

Approve previous meeting minutes: Jim Mooney

September meeting minutes

A motion was made, seconded and unanimously approved to accept the meeting minutes as written.

Executive Board Announcements

Towns not in Good Standing: Jim Mooney

The EB has yet to come to a decision on specific details that qualify a town to not be in Good Standing. There is a paragraph currently written in the draft Principles of Operation that states if the community fails to meet their deliverables on a quarterly basis, they are not in good standing. What "not in good standing" means will be addressed at next month's meeting. Currently Berkley and Swansea are considered not in good standing but the Coalition is working to getting them back in good standing.

Principles of Operation: Henry Vaillancourt

Dr. Vaillancourt reviewed the changes that were noted in the Principles of Operation. The Principles of Operation were sent electronically to the coalition members prior to the meeting.

Pg 4, 2nd bullet under Membership- It was added that only communities in good standing have voting rights. Next month, the EB will decide specifically what good standing means.

Pg 4, 3rd bullet under Membership- Communities must make good faith efforts along with submit financial records to the host agent.

Pg 4, 10th bullet under membership- Rather than state "return used funds", it should be changed to say "return unused funds".

Pg 5, 1st full paragraph will no bullet- A section was added about how member communities would be notified if they were not in good standing. Each community's status will be reviewed every quarter.

Pg 5, Meeting Guidelines- It was determined that a quorum will be a majority of members in good standing. This was to exclude non-voting members (those not in good standing) from determining the quorum.

Pg 5, Voting at Coalition meetings- Language was added to indicate that only members in good standing can vote. New language was also added requiring a 2/3 majority to vote on EB appointments and the annual budget.

Pg 6, Executive Board Duties, 2nd bullet- The EB is given the power to vote on the DPH PHEP Cooperative Agreement in case the Coalition is unable to get a quorum to vote.

Pg 6, Section 3.2, 3rd bullet- There was some discussion on what constitutes an emergency to give the EB the ability to make budget reallocations. It was decided that an emergency is a Governor's declaration of a state of emergency. The language will be changed from "In an emergency" to "In the event of a state declared emergency".

Pg 6, Section 3.1, 4th bullet- It was decided to change "Member" to "member community" even though each member is the community, not an individual.

Pg 10, Section 6- The time period to submit proposed amendments to the Principles of Operations was changed from 30 days to 14 days prior to the next regularly scheduled meeting.

The definition for a member in good standing was revisited. If communities are not in good standing their financial allotments are still held for them in case they return to good standing.

They are not allowed to spend it until they are in good standing. It was suggested that these changes are accepted now and "Good Standing" is defined later.

The paragraph on page 5 was discussed further. There was concern that if somebody falls behind during one quarter, they lose their voting rights for the entire next quarter because they are determined to not be in good standing. One suggestion was that there was a 14 day notice before the community falls out of good standing. Diane Brown-Couture stated that the DPH deliverable is that every quarter the host agent needs to report that the people getting support (equipment, phones, etc.) are in compliance with the deliverables. Another suggestion would be to change wording from "is no longer in good standing" to "at risk of not being in good standing and needs to be completed by the next quarter. " The question was asked that if people are unable to meet their deliverables, how can the Coalition keep them involved? A 3rd suggestion was to state "good standing" as "one that contributes to the success of the Coalition". It was decided that was not specific enough. A final suggestion was to change the last sentence of the paragraph on Good Standing so that members not in good standing do not have to wait until the next quarter but instead can be reinstated in good standing as soon as they complete the tasks required.

Jim Mooney stated that too much time has been spent on this. He asked that a motion be made to table the discussion until the next month. A motion was made, seconded and unanimously accepted.

New Chair and Vice Chair of the Executive Board: Jim Mooney
EB has elected Heather Gallant as the chair and Bob as the Vice Chair of the EB.

HHAN drill: Diane Brown-Couture
Diane will be conducting the HHAN drill next month

There was some discussion about missing links on HHAN alerts. It was reported that these links are determined by the person who initiates the message. Diane will send that message to the DPH but is not expecting a change.

Coalition Meeting Training- Plan for November: Jim Mooney
Denise is organizing a training plan with the help of the other coordinators. The hope is that there will be 20-30 minutes per Coalition meeting dedicated to training. A schedule will be put together for the next 6 months or so.

Program Coordinator Update: Denise Phaneuf
If you have any documents for Coalition meetings, Denise requested that they are sent to her the week before the Coalition meeting.

Denise built on Jim's discussion on Coalition meeting training. She will send out an informal coalition poll listing some possible topics of interest. If you have any particular training you are interested in, please contact Denise.

Denise asked that people who are holding Flu clinics to please let her know so contractors can assist in completing deliverables related to the clinics.

The website is up and running. The address is Website BristolEP.com. It is still in a transition phase.

Denise also reported that she and Amy attended a meeting with the Department of Homeland Security about regionalizing training and closing some of the gaps.

Planner Update: Amy Palmer

Amy expanded on Denise's report on the DHS/SRPEDD training stating their attendance was to bring Public Health representation to these events and to include public health in regional training events.

Also, if a flu clinic is being held at a smaller location, the contractors can work with the communities to set it up as an EDS so it will meet the set up drill requirement.

Quarterly call downs are being conducted and although they are not a required deliverable, they are a TAR requirement and are very helpful in measuring communications between departments.

MRC/Planner Update: Dennis Swift

All 4 regions are on mass response. There is a Mass response training tentatively scheduled for Dec 6th.

There was some discussion about the need for volunteers to be re-CORI checked to be listed on Mass Response. Some communities felt that their volunteers would be upset about that policy. The MRC is working on a uniform policy on how often CORI checks should be done (annually, biannually, etc.). Dennis will look into this and report back to the Coalition.

Dennis held a Social Networking Training the night before. He will be holding another Social Networking training on the 25th at the Star in Fall River.

Jim Mooney asked that Dennis have a hard copy of upcoming trainings for the next Coalition meeting.

It was mentioned that there is an upcoming Risk Communication training in November in Attleboro.

Dennis will send inform to Denise about anything that needs to be discussed

DPH Update: Diane Brown-Couture**Best Practices**

From Tropical Storm Irene some common best practices and lessons learned were determined.

- It is imperative to deploy people before the emergency hits if there is a chance of power loss. During the loss of power, it was difficult to reach staff and volunteers.
- There was a need for wellness checks for at home people with medical issues during an emergency. Several groups assisted with this task: MRCs, CERT, Fire departments. There was a lot of partnering between departments.
- There was a need for service centers such as charge stations for equipment and cell phones for people at risk and those with complicated health issues.
- There was less interest in Mass Care shelters because of the weather and the time of the year. Most likely, priorities would've been different if it was in the winter.

EEE/WNV

Diane reported that HHAN alerts have been going out weekly. These diseases occur every summer and are cyclical.

Leon from Norton felt that there was a lack of information coming from the DPH. He said he heard more information on the tv and radio. Nothing official was coming from the DPH. Diane

felt her experience was similar. Although, they were still getting weekly updates, this year was the worst so far on getting information out.

Alan Perry from Raynham stated the information coming from the DPH about EEE was deplorable. He had several examples on how misinformation was coming from the DPH. The Department of Public Health in Missouri, where the EEE patient who was infected in Raynham lived, was much more helpful. Alan felt his communication with the DPH was actually a stall tactic to prevent aerial spraying for both environmental and financial reasons. He felt that he received no support from the DPH.

Bob Davis from North Attleboro, a member of the Bristol County Mosquito Control Project, reported that there is a political headwind against mosquito control aerial spraying. The DPH is reluctant to go back to aerial spraying. Environmental groups state the Clean Water Act and disruption of swamp habitats in the argument against spraying. This is an ongoing debate with all nine mosquito control projects in Massachusetts.

Raynham, Middleboro, Rehoboth, Mansfield, Taunton and 6 other Plymouth communities have formed a local group of towns affected by EEE and WNV to build consensus in an attempt to get the DPH's support in ways that the local health department need. If you are interested in joining, please contact Alan Perry.

Vaccine allocation

Diane reported that there is now more vaccine and people can get additional doses through the vaccine unit. Requests can be made and some is currently available but additional doses will not be released until the governor signs on for additional funding for more vaccine.

HHAN drill

Diane will be conducting a HHAN drill measuring the response rate for those registered on the HHAN within the next couple of weeks. One of the deliverables requires at least 2 people from each community registered on the HHAN. Amy will follow-up and send the HHAN phone number out so people can program it into their cell phones for Caller ID. Dennis announced the phone number in the coalition meeting- 617-401-8658.

Training request form: Jim Mooney

Two requests for funding were approved.

LSAC: AnneMarie Fleming

AnneMarie Fleming reviewed her written notes which were sent to the Coalition members on the previous day.

AnneMarie noted that the DPH is still accepting comments about the Deliverables because there were some ill feelings that the Deliverables were distributed without time for comments from the local health departments. This does not mean that changes will be made because if any changes are made in the deliverables, the DPH and CDC need to sign a new contract.

GIS: Scott Leite

Scott reported that the Beta version for GIS is available which means they are still working out the bugs. At next meeting, Scott can give a demonstration.

Next meeting

Tuesday November 15th at the Mansfield Town Hall.
Scott will confirm with Denise that the room is available.

It was decided that because of the Christmas holiday, the December meeting will be held on December 13th rather than December 20th. Location to be determined.

Motion made to close the meeting at 3:45. Seconded and passed unanimously.

Respectfully submitted,
Amy Palmer