

Bristol Coalition Meeting
January 15, 2013

Attendance:

Acronyms:

DMORT- Disaster Mortuary Operational Response Team
DMAT- Disaster Medical Assistance Team
DPH- Massachusetts Department of Public Health
EB- Executive Board (sometimes referred to as EC-Executive Committee)
EP- Emergency Preparedness
EDS- Emergency Dispensing Site
HHAN- Health and Homeland Alert Network
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MRC- Medical Reserve Corps
MYTEP-Multi-year Training and Exercise Plan
PIO- Public Information Officer
PHEP-Public Health Emergency Preparedness
SNS-Strategic National Stockpile
TAR- Technical Assistance Review
UMD- University of Massachusetts in Dartmouth

Decision Made	Action to be taken
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Motion made and seconded	Vote
Meeting called to order at 1:45pm	unanimous
Accept minutes from December 4, 2012, meeting as written	unanimous
Meeting adjourned 3:51pm	Unanimous

Documents sent out before the meeting:

- 01-15-13 EB Agenda
- 01-15-13 Coalition Agenda
- 12-04-12 Coalition meeting minutes unapproved
- 12-04-12 EB meeting minutes unapproved
- Bristol County BP-1 Coalition Budget January
- Bristol County BP-1 Town Expenses January
- Bristol County BP-1 Communication Lines
- January-February Deliverables Report
- LSAC notes 12-17-12, 01-14-13

Coalition meeting called to order: 1:45pm
Bob Ashton, ED chair, called the meeting to order.

Approve previous months minutes: Bob Ashton
A motion was made to approve the minutes as written, seconded, and approved unanimously with no discussion.

Other announcements:

Alan Perry, the current health agent in Raynham will be replacing Jim Mooney as the Health Agent in Attleboro.

Bob Ashton asked if there was any conflict with the scheduled date of the February meeting. It is the day after a Monday holiday and is during school vacation week. There were no conflicts expressed. The February meeting will take place on Feb 19th at the Mansfield Town Hall.

PIO Training David A. Denneno, Lisa McCluskie, Sturdy Memorial Hospital, Attleboro, MA

Host Agency Update- MAHB- Elaine LaCoursiere

Training and Equipment requests

The following requests were approved: Acushnet (58.07 at Staples, 72.62 at WB Mason, 655.96 shipping not included for 2 flat panels monitor and sound bars)), Westport (375.00 for maintenance contract for generator), Swansea (250.00 for iPad data plan), Norton (510.00 at AED Superstore)

The following requests were denied because they are not related to Emergency Preparedness Planning: New Bedford (300.00 for MA Public Health Inspector training, food certificate program), North Attleboro (60.00 for training)

Elaine stressed that all trainings must be completed by the end of the grant year (June 30) and must be EP classes. Diane Brown-Couture will send out an email about what professional memberships are covered.

Tammy LaMothe in Somerset said that she thought the money could be used for any public health training and asked that her previous request to transfer equipment budget line funds to training be reversed to keep the money in the equipment budget line.

At the next meeting, there will be a budget vote to move all training to equipment and supplies.

Diane stressed these funding limitations are coming from the CDC who is tightening up the requirements for use. Amy Palmer said that this was discussed a couple months ago at the LSAC meeting. It was stated that if a conference or training only covers 1 day of a 3 day conference, then only 1/3 of the registration fee can come from PHEP funds.

Training and Equipment Line Items

Elaine reported that we are now half way through the grant year, so please start spending down your allocated funds. Elaine also reported that she will be paying cell phone in the next couple of days.

Bob Davis asked about 3G service. It was reported that this can come out of communications or training/equipment money. In next year's budget, the line item will state "Communications" instead of "Cell phone/Fax" to cover new communications technology. Covered in this could be 3G service and hot spots.

Program Coordinator Update- Denise Phaneuf

Basic PIO Training

The training that occurred earlier in the meeting satisfies the DPH requirement for PIO training.

Deliverables

Denise reported she submitted the Multiyear Training and Exercise Plan (MYTEP) and Expanded Partnership Deliverables on the due date of December 31st. Either Denise or Diane will send out

the MYTEP to the group. Amy Palmer reported that she has uploaded the new MYTEP on the HHAN in everybody's plans. It will be included in the plan updates that will distribute once the TARs and plan changes based on the TAR are completed.

Denise reported that 2/3 of the coalition responded to her questionnaire for the Partnership deliverable. She noted that 2 pages are left blank at the end of the report because this is the first part of the deliverable. The second part will include more information and is due on March 29th. Denise will be in contact when more information is needed.

Amy Palmer

TAR

Amy reported that the Attleboro CDC audit occurred earlier this month and it went well. There were some changes to be made to the plans but most of the recommended improvements will need to be worked on this spring. Jacquie O'Brien stressed that the CDC is really looking for plans to be specific to each community rather than written in general terms. Amy will complete the draft TARs and contact communities for any specific information needed.

Set up drills

Amy also reported she is scheduling set up drills that are due by the end of March. Diane asked that they be done at least 1 week before the March 29th due date because of the reporting she must do before sending things to Boston. Amy also reported she will be unavailable March 2-9th so she is trying to get as much done as possible before the first week of March.

LSAC

Amy reported that the December meeting was with Kurt Schwartz of MEMA to discuss sheltering planning and expectations. The January meeting discussed feedback from the December meeting where several people expressed feelings that there was not one unified message coming from MEMA on who is in charge of sheltering planning and operations. Henry Vaillancourt stated that public health has not been vocal enough to say that sheltering is not a public health responsibility but instead it should be an EMA responsibility.

Amy also said that the DPH was not able to fill the Local Public Health Coordinator position during the last search. They are planning on reposting the position but are trying to widen the pool of applicants before reposting. The main criterion is good communication skills, a people-person, and understands local public health in MA. Anybody interested should contact Mary Clark.

Dennis Swift (MRC)

Dennis reported that he has been traveling for military. In November, he attended a vigilant guard exercise in RI working with their MRC and DMORT. Through his work, he's been bridging MRC with the military. He's been working at getting the MRC more involved by rewriting policies and submitting them to the Bureau in Washington DC. Dennis is attempting to get a unified response.

The question was asked if there is a difference between RI MRC and MA MRC. Dennis said that RI MRC has only one unit with one coordinator and they work closely with DMAT and are based more around emergency response. In MA, there are approximately 40 MRC units and they support more public health efforts.

Dennis did report he was ready to deploy to NJ/NY during hurricane Sandy but they were only accepting teams of 10 and he could not gather a large enough team.

There have been 10 new MRC volunteers credentialed and badged. Dennis has recruited 3 people for the MRCs and provided necessary training.

Upcoming basic shelter operation training:

Jan 17th- Norton

Jan 24th Fall River

MRC was in action regionally during Hurricane Sandy.

Recent training included Effective Triage during Mass Casualty and Cold Weather emergencies.

Dennis is working with UMD in creating a mentoring program to get more people to help with community nursing and to run health promotion clinics. Dennis is also teaching a senior level class as UMD, Leadership under Pressure, and promoting the MRC.

He has also been working closely with the New Bedford EMA to keep them more involved with the MRC.

The Bristol County MRC collaborative is working on planning a large sheltering exercise which includes both staffing and role playing for MRC volunteers.

DPH Update Diane Brown-Couture

Diane expanded on what Denise has already reported about the MYTEP. This is the first year in a five year grant cycle so training and exercise calendars will be added to the MYTEP in upcoming years. The final product will have all 5 years of trainings and exercises calendars. Diane will circulate the Deliverables submitted by Denise at the end of December soon.

Diane asked that people please continue to complete the EDS and SNS online training and to circulate it to staff and MRCs. All necessary documents can be downloaded with the sign off sheets. The sign off sheets are essential for TAR credit.

Diane stressed that deliverable due dates are the dates she must have them to Roberta Crawford at the DPH after she reviews them herself. Please have things completed before the last possible minute. Diane can only guarantee credit for metrics submitted before the due date.

Other:

This is Tammy LaMothe's last Coalition meeting. She is retiring but is still keeping involved in the MRC on a volunteer basis.

Next Meeting: Tuesday, February 19th, 1:30pm at Mansfield Town Hall

Respectfully submitted,
Amy Palmer