

Bristol Coalition Meeting
March 19, 2013

Attendance:

Acronyms:

DPH- Massachusetts Department of Public Health
EB- Executive Board (sometimes referred to as EC-Executive Committee)
EP- Emergency Preparedness
EDS- Emergency Dispensing Site
HVA- Hazard Vulnerability Assessment
LPHI- Local Public Health Institute
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness
TAR- Technical Assistance Review
TTX- Tabletop exercise

Decision Made	Action to be taken
A work plan for BP2 PHEP grant will be available for review on April 9 th . Concurrence must be voted on before April 24 th	A vote must occur at the April 16 th Coalition meeting

Motion made and seconded	Vote
Meeting called to order at 1:42pm	unanimous
Accept minutes from February 19, 2013, meeting as written	unanimous
Meeting adjourned 2:54pm	Unanimous

Documents sent out before the meeting:

- 03-19-13 EB Agenda
- 03-19-13 Coalition Agenda
- 02-19-13 Coalition meeting minutes unapproved
- 02-19-13 EB meeting minutes unapproved
- Bristol County BP-1 Coalition Budget 03/05/13
- Bristol County BP-1 Town Expenses 03/05/13
- March-April Deliverables report

Coalition meeting called to order: 1:47pm

Bob Ashton, EB chair, called the meeting to order. There is a quorum.

Approve previous months minutes: Bob Ashton

A motion was made to approve February minutes as written, seconded, and approved unanimously with no discussion.

HVA presentation by John Snow Institute Lewis Holmes lholmes@jsi.com

Lewis Holmes gave a presentation on the HVA pilot program conducted in MA DPH regions 3, 4 and 5C and some southern NH counties. This program focused on assessing health, behavioral health and public health using a multi-discipline approach in defining risk for public health hazards such as hurricane, flood, winter storm, earthquake, influenza pandemic, heat wave, and radiological emergency. From this, a risk mitigation plan was developed after assessing risk and current preparedness.

The slides from this presentation will be distributed.

This presentation satisfies the HVA required training deliverable for this coalition. Coalition members have the option to do additional projects with hazard vulnerability but it is not required.

Executive Board Announcements Bob Ashton

Training and Equipment Approval

Everything was approved with a couple exceptions. New Bedford's request for test strips and a thermometer was not approved because those supplies would need to be designated only for emergency situations and could not be used for inspections. North Attleboro request exceeded their existing available funds so they were approved up to their limit of \$1884.

The following requested items were approved: (This was not discussed during the Coalition meeting but instead this list was obtained from Elaine LaCoursiere after the meeting)

- Attleboro: \$1,300.82 for office supplies and CDC TAR audit
- Dighton: \$2,955 for cargo trailer
- Fairhaven: \$478.99 for projector and adaptor
- New Bedford: \$2,054.49 for vests, laptop, projector, and office supplies
- North Attleboro: \$1884 for 3G coverage for 3 iPads, printers and ID badge and case
- Raynham: \$1473.78 for office supplies, copier/ fax machine and computer monitors
- Somerset: \$1,023 for mini iPads with wifi printer and cartridges
- Swansea: \$2,003.90 for printer, software and 2 laptops
- Taunton: \$1,149.96 for printer, laptop, cartridges
- Westport: \$282.34 for generator repair

Bob announced that due to the fast approaching end of the Budget Period, all final requests to use individual allocations must be to Elaine by April 9th, 7 days before the next Coalition meeting. After the April meeting, Elaine will determine how much money remains in the budget. The remaining funds will be totaled and divided by the 24 communities. Each community must have purchasing requests using the additional funds by May 14th, 7 days before the May meeting.

Communities that will not be spending their remaining funds should let Elaine know. Alvin McMahon recommended purchasing a freezer alarm but Dr. Vaillancourt warned people to check with their IT department first to be sure it is compatible with their municipal phone system.

Program Coordinator Update Amy Palmer for Denise Phaneuf

Amy reported that Denise would like to remind people to complete the Partnership Deliverable tool that was distributed with the Public Posting documents and to send it back to her as soon as possible. This information will be incorporated in the existing partnership deliverable.

Planner Update Amy Palmer

LSAC update

Amy began with an update from the LSAC meeting held on March 18th. There is a written report that will be circulated with post- meeting notes.

Amy reported that Mike Colonti from Boston has language that they use in city employee contracts to designate people as possible emergency responders.

The LSAC will now be the advisory board to the Local Public Health Institute. Heather Gallant expressed concern as the previous LPHI representative. She felt that as a Health Director, she would have more comprehensive knowledge for all the different types of trainings that would be useful. Amy said that there was some concern at the LSAC meeting that since some LSAC representatives only deal with emergency preparedness and would not be knowledgeable in Environmental Health or other aspects of local public health. Amy said she would bring Heather's concerns to the LSAC group and would notify her when the LPHI updates would be occurring.

Tracy Rogers in Region 1 drafted a letter to Mary Clark asking to eliminate the annual facility set-up drill as a deliverable. Amy said she will bring this letter to the group if they would like to do something similar.

Amy highlighted some key points with the Funding Opportunity Announcement. The Coalition should anticipate a 15% reduction in funds. The deliverables including the TAR will be changing. The BP2 performance measures will be released in June. Concurrence will need to be voted on before April 24th even though there is no definite budget and the deliverables will not be known. The work plan will be available on April 9th for the Coalitions to review and the Coalition will have to vote for Concurrence at the next coalition meeting.

The Local Public Health Coordinator position has still not been filled but they are now on the second round of interviews.

Deliverables

Amy reported that TARs and Facility Set Up drills are due at the end of March and is working on getting those done.

Quarterly call down drills have also been being conducted and she will get the paperwork to people as soon as the deliverables are completed.

MRC update Dennis Swift

Dennis handed out his monthly training report.

Dennis reported that the Regional MRC day is this weekend and focuses on the importance of training and getting qualified volunteers and in the organization.

There will be a Shelter Exercise at the Elizabeth Pole School on May 18th centered around the basics of sheltering such as job action sheets, job roles, setting up the cots, etc. A sheltering TTX will take place at the end of April before the exercise.

DPH Update Diane Brown-CoutureUpdate

Diane reported that most deliverables have been completed and submitted. Only a few set up drills have not been done.

Diane is currently updating 24-7 call down list. This list would be used to contact the towns in an emergency. It lists 3-5 names but if it were an emergency, Diane would only need voice contact 1 person and then the town is responsible for internal town contacts. Depending on the type of emergency, the health agent/director would be called first; the public health nurse would be second.

In the next week, Diane will be conducting a 24/7 contact drill using the HHAN and the 24/7 call down list.

Diane asked that people send her any EDS and PIO training sheets they have available. Amy said she has many from different communities and will forward them along to Diane. Diane will be forwarding them along to the DPH.

New members

There are two new Coalition members: Kelly Andre from Somerset and Dave Flaherty from Raynham.

Meeting Adjourned.

A motion was made to adjourn at 2:54pm and approved unanimously with no discussion.

Next meeting- April 16th, 1:30, Mansfield Town Hall

Respectfully submitted,
Amy Palmer