

Bristol Coalition Meeting
April 16, 2013

Attendance:

Acronyms:

DPH- Massachusetts Department of Public Health
EB- Executive Board (sometimes referred to as EC-Executive Committee)
EDS- Emergency Dispensing Site
HSEEP- Homeland Security Exercise and Evaluation Program
LSAC- Local and State Advisory Committee
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness
TAR- Technical Assistance Review
TTX- Tabletop exercise

Decision Made	Action to be taken
There is \$959.00 for each community to spend on training and equipment.	All requests MUST be submitted to Elaine LaCoursiere by NO LATER THAN MAY 10 th .

Motion made and seconded	Vote
Meeting called to order at 2:01pm	Unanimous
Accept minutes from March 16, 2013, meeting as written	Unanimous
Transfer all remaining funds after May 10 th into the communications budget	Unanimous
Move all remaining funds in the training line items to the equipment line item	Unanimous
Bob Ashton will sign a letter requesting a change in deliverables to Mary Clark on behalf of the Coalition	Unanimous
Meeting adjourned 2:51pm	Unanimous

Documents sent out before the meeting:

- 04-16-13 EB Agenda
- 04-16-13 Coalition Agenda
- 03-19-13 Coalition meeting minutes unapproved
- 03-19-13 EB meeting minutes unapproved
- Bristol BP-1 EC-April 2013
- Bristol Town Expenses BP-1 EC-April 2013
- April-May Deliverables report
- Requested change in Deliverables letter
- HPP-PHEP Budget Period 2 Continuation Guidance-Funding Opportunity Announcement
 - 040413_LPHCall_transcript
 - BP2workPlanCAP_DRAFT
 - Contract_summaries_BP2
 - Historic_Funding_of_Projects_with_Shared_Capabilities_040313
 - LPH Concurrence Call 04-04-13

- LPH Match Funding 04-03-13
- Tables 04-02-13 for LPH Con Call

Coalition meeting called to order: 2:01pm

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 March minutes as written, seconded, and approved unanimously with no discussion.

Executive Board Announcements: Bob Ashton

Discuss Concurrence

The EB Board approved Concurrence for the BP2 PHEP grant. The Coalition Principals of Operation allow for the EB to vote on Concurrence.

Training and Equipment Approvals

All requests were approved with the exception of the out-of-state training request from Plainville. The Coalition does not pay for out-of-state training.

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)

- Acushnet: \$1,997.12 for laptop, flash drive, anti-virus software, mouse, mouse pad, iPad case and keyboard, disinfecting wipes, and some office supplies
- Attleboro: \$521.28 for cot , pillow and storage bag
- Berkley: \$2,330.00 for laptop, case, mouse, MS office, printer, mobile pedestal 3 drawers, and computer table
- Dartmouth: up to \$2,000.12 for channelizer cones, 16 lb. base, and iPad mini
- Fairhaven: \$328.98 for printer, ink, and warranty
- Lakeville: \$1,685.20 for storage cabinet, tones, iPad cover and laptop
- Mansfield: up to \$2,615.97 for laptop, case, interactive whiteboard, and mouse
- Norton: \$1,796.00 for iPads (there is not enough funds, Leon is aware of this)
- Plainville: \$99 for iPad cover
- Rehoboth: \$985.34 for iPad chargers, iPad , iPad covers, and ink
- Somerset: \$245.00 for printer
- Seekonk: \$1535.70 for thermal blankets and emergency cots

After all the purchase, the Coalition has a balance of \$23, 029.22. That money is now divided among all 24 communities so each community has \$959 to spend. Elaine will be accepting requests to Elaine through May 10th. No requests will be accepted after May 10th.

Discuss Training and Equipment line item change

The Coalition unanimously voted with no discussion to transfer all remaining funds after May 10th into the Communications budget.

The Coalition unanimously voted with no discussion to move all remaining funds in the training line item into the equipment line item.

Requested changes in deliverables letter

A letter from Tracy Rogers from Region 1 to Mary Clark was modified for the Bristol Coalition asking for an HSEEP approach to the setting up the EDS rather than requiring a facility set up drill annually. Mark Taylor stated he did not find the facility set up drill useful. Diane Brown-Couture agreed that following an HSEEP approach would allow for more flexibility and a wider variety of options to accomplish the Facility Set up drill. The Coalition unanimously voted with no discussion to have Bob Ashton to sign the letter on behalf of the Coalition to send to Mary Clark.

Program Coordinator Update: Denise Phaneuf**Expanded Partnership deliverable report**

Denise completed the Expanded Partnership Deliverable with the information gathered from the communities and submitted to Diane before the due date. She will send out the report after the meeting.

Update: Amy Palmer**Continuity of Operations Plan-** update

Amy had printed copies of COOP annexes that need to be updated annually. She passed them out to the appropriate communities and asked people to update at the Coalition meeting and give them back. She will update the plans with this information.

The TARs have been completed and submitted to Diane. Amy said she took an informal poll before the meeting to determine if people were interested in going through the TAR power point explaining what is in the plans. The general feel was that it would be better for Amy to send it out through email for review rather than present it at the Coalition meeting. Amy stated if there are questions about the TAR, please contact her.

Amy also said that the TAR is starting to focus on very specific details, individual for each community. This will require more plan updates. Amy and Denise will be working together to incorporate this into the existing plans. This will require local participation.

Update: Dennis Swift (MRC)

Dennis was not available due to the response to the Marathon Bombing.

Bob Ashton explained that since Dennis will not be reapplying for the MRC Coordinator position, and because of expected budget cuts, the EB decided to not continue with this position. Anne Marie Fleming expressed concern about this decision because the local MRCs will really suffer without this position because of the training that Dennis has offered. Even though the MRC is level funded, she didn't feel that the \$2000 per quarter that each MRC gets will be sufficient to pay for additional training. When there is more information about the budget, there may be some additional money for MRC training.

The EB has decided to not send out a RFP for the contractor positions currently held by Denise Phaneuf and Amy Palmer. They will be offered their current positions for BP2. There will be a better idea on the funding available for compensation and training and equipment budgets.

DPH Update: Diane Brown-Couture

Diane said that the TAR specific details are coming.

Diane spoke about training in Region 5. She said she sends to all members any training she sees available throughout the state, although she understands that many people are not able to attend if the training is too far away. She is always trying to get the training in Region 5. There are plans to bring the upcoming sheltering training to Region 5.

Other

Scott Leite feels that HHAN messages tend to be forwarded by several people so it is very repetitive. Diane said this may be because of being listed in several HHAN groups.

Ralph Urban is retiring in a few weeks so this was his last coalition meeting. The Coalition wished him luck.

Leon Dumont announced that Donna Palmer was recognized as a TB hero and was acknowledged at a formal ceremony at the State House.

Kelly Pawluczzonek asked if since Plainville's request for out of state training was denied, would she have more time to spend that money. The EB said no, that money has gone back into the pool of money for the whole Coalition. Kelly suggested that a list of acceptable training be assembled so there is no confusion. Bob Ashton stated that any in-state Emergency Preparedness training is acceptable. Henry Vaillancourt said that the CDC has tightened up what is acceptable use for Coalition funds. The EB would like to develop a list of acceptable trainings based on feedback. Diane reminded the group that there is federal training available at the Center for Domestic Preparedness free of cost. The conversation continued with Anne Marie Fleming asking for a list of acceptable equipment purchases. Diane said she may be able to get an old list of acceptable purchases and circulate it. Diane stated that the DPH is discouraging purchases that should be taken care of at a local level, such as office supplies. Computers and laptops are acceptable purchases. Other coalitions are hiring consultants to assist with specific tasks, such as running TTX or helping with regional sheltering plans. Jacquie O'Brien said that Dennis is currently organizing two exercises based around sheltering plans, which is why she feels a MRC coordinator is a value to the Coalition.

Scott Leite suggested that the EPB offer a list of recommended trainings and the consultants who run the trainings for the Coalitions to hire with their PHEP funds. This would allow for each coalition to pay for the training that they want to allow for more local access to the training and consistent training throughout the state. Amy will bring the training suggestion back to the LSAC.

Meeting Adjourned

A motion was made to adjourn at 2:51pm and approved unanimously with no discussion. MAY 10th is the due date for any spending requests with the remaining funds.

Next meeting- May 21st, 1:30, Mansfield Town Hall

Respectfully submitted,
Amy Palmer