

## Bristol Coalition Meeting

August 20<sup>th</sup>, 2013

### Attendance:

### Acronyms:

BP1- Budget Period 1 (August 2012-June 2013)  
BP2- Budget Period 2 (July 2013-June 2014)  
CDC-Center for Disease Control and Prevention  
DPH- Massachusetts Department of Public Health  
EB- Executive Board (sometimes referred to as EC-Executive Committee)  
EEE- Eastern Equine Encephalitis  
EP- Emergency Preparedness  
LSAC- Local and State Advisory Committee  
MAHB- Massachusetts Association of Health Boards  
MHOA- Massachusetts Health Officers Association  
MRC- Medical Reserve Corps  
MYTEP- Multi-Year Training and Exercise Plan  
TAR-Technical Assistance  
WNV- West Nile Virus

Decision Made	Action to be taken
Two separate trainings will take place during the September Coalition meeting- WebEOC and Health and Medical Coordination Coalition	iPads should be brought to the September meeting to actively participate in the WebEOC training.

Motion made and seconded	Vote
Meeting called to order at 1:37pm	Unanimous
Accept minutes from July 16 <sup>th</sup> , 2013, meeting with noted change.	Unanimous
Meeting adjourned 3:15pm	Unanimous

Documents sent out before the meeting:

- 08-20-13 EB Agenda
- 08-20-13 Coalition Agenda
- 07-16-13 Coalition meeting minutes unapproved
- 07-16-13 EB meeting minutes unapproved
- Bristol BP-2 EC August 2013
- August-September Deliverables report

**Coalition meeting called to order:** 1:37pm

Bob Ashton called the meeting to order.

### **Sprint** Nate Meyl

Nate Meyl from Sprint discussed the services that Sprint offers. A representative from Apple (Chris) also explained several functions and apps that may be useful in public health. There was some interested in

electronic forms that can be developed working with Axoff. Additionally, old iPads can be exchanged for credit toward a newer model. Nate Meyl can assist Coalition members with anything to do with available services, service disruptions, or contracts. His contact information is: Nate Meyl, Public Sector Account Manager, Sprint Nextel, Wireless- (617) 963-4080, Fax- (617) 507-6336, Nathaniel.meyl@sprint.com.

**Approve previous months minutes:** Bob Ashton

Motion made, seconded and unanimously passed to approve July 16, 2013, meeting minutes as written.

**Executive Board Announcements** Bob Ashton

The Executive Board approved all training requests except for the Medical Marijuana Training class requested from Acushnet. The EB also voted to issue a blanket approval for the Yankee and MHOA conferences. When PHEP funds are used to pay for these conferences, at least 50% of the seminars attended must be related to EP. Attendees must sign a form stating that they are in compliance with this guidance. If it is found that 50% of the courses were not attended, the community will need to reimburse the Coalition. Overnight stays are only approved if the conference is 60 miles away from the office.

(The following list of approvals was obtained from Elaine LaCoursiere but was not presented at the Coalition meeting: MHOA conference- Easton, Lakeville, Norton, Rehoboth, and Seekonk; Yankee conference- Attleboro and Taunton; Mass Maritime Academy hazardous waste management in emergency response- Lakeville.)

In BP2, it is strongly encouraged that equipment purchases are available to be shared on a regional level. Marcia Benes is asking if anybody has available storage space for such equipment to contact her.

Dr. Vaillancourt stated that because equipment purchases are limited to items which can only be used in an emergency and can be shared throughout the region, it was decided that there would not be individual budget allocations but instead a Coalition pool to spend on equipment and training. Heather Gallant asked if there is a list under the new guidance on acceptable purchases. Diane Brown-Couture said she has requested a list but has yet to receive one. Alan Perry asked about revitalizing the current Bristol County EP Website. Denise suggested using a consultant that Region 2 uses to keep their website up to date. Scott Leite was unavailable to discuss the original purpose of the website so it was decided to not make a decision about it until it was discussed with Scott.

Joe Carvalho began a discussion about communicating with the schools about outdoor activities during EEE and WNV season. The school wants the BOH to advise when it is okay to resume evening activities. A coalition member said that the Bristol County Mosquito Control stated that it takes 3 days of a good hard frost before it is safe to resume evening activities. Dr. Vaillancourt said that there will always be pockets in a city or town with varying temperatures. Several people nodded in agreement that the schools need to determine on their own when they are ready to begin evening activities again.

**Denise Phaneuf -Program Coordinator/Planner Update**

National Preparedness Month

Deni strongly encouraged communities to participate in National Preparedness Month activities by sharing the information provided by the DPH throughout their community media channels.

MYTEP workshop

Deni explained the purpose of the MYTEP and her role in annually updating the plan with training, exercises and drills available to the Coalition throughout the year.

Deni read through a comprehensive list of trainings and exercises available that will be listed in the MYTEP including **two trainings offered in September on WebEOC and Health and Medical Coordination Coalition** which will satisfy 2 separate deliverables. It is strongly recommended that **people bring their iPads** so they will be able to work through WebEOC during the training.

Deni asked if people had any suggestions on trainings or exercises they would like to see offered. Jacquie O'Brien asked if there was anything on Rapid Dispensing. Diane suggested a TTX on decision making with 2-3 broad objectives promoting in-depth multi-discipline discussion at a community level, meeting the needs of both larger and smaller communities. There were many nods of agreement that this would be a viable option. Deni, Amy and Diane will look into this for early to mid- spring.

Diane stressed the need for Health and Medical Coalition input once the meetings begin and Jacquie or Dr. Vaillancourt report back to the group.

Anne Marie Fleming mentioned training available on ADA in sheltering offered through the Stoughton-Holbrook-Avon-Randolph MRC. She will forward that information along. Diane mentioned training on access disabilities presented by Patrick Gleeson from the Shriver Center. It was asked if people were interested in training on substance abuse, or mental or behavioral health and there was little response.

Amy Palmer asked if equipment to assist with deaf and hard of hearing would be an acceptable purchase using PHEP funds. Diane said it would be as long as it was shared on a regional level.

Deni will be creating a 2013 MYTEP incorporating all available trainings to be submitted to the DPH. It will be reviewed at a future meeting before it is submitted. Deni asked that people please contact her if they have any suggestions.

#### Training and Equipment Planning

Deni reiterated the need for a storage depot for shared equipment so if anybody has a safe, secure, and dry location, please contact Marcia.

#### **Amy Palmer-Planner/LSAC**

##### August-September deliverables

Many of the upcoming deliverables were covered in Deni's presentation on the MYTEP. Amy read the National Preparedness Month Deliverable: The Bristol County EP Coalition plan is to defer to the DPH to disseminate the National Preparedness Month information in main media venues. Some communities may choose to disseminate information provided by the DPH at a local level through the following means: local cable access television, local websites, local papers, local radio stations, online news sources, postings at community buildings, school departments, libraries, Council on Aging, faith-based groups and community events.

##### LSAC update

There was no August meeting.

#### **Host Agency Update- MAHB- Elaine LaCoursiere**

#### BP2 Bristol Spreadsheet

Elaine asked to send any training or equipment requests to her. For training, there will be a form to attest that EP is covered in the training.

#### **Diane Brown-Couture (DPH Regional Coordinator)**

Diane asked that people please contact her or Amy to notify them of any National Preparedness Month activity they are participating in so they can track it and report back to the DPH.

Diane reminded the group to get CDC credit for drills and exercises they must be completed before the CDC deadline. Diane also said that WebEOC will be a way to share information during events and once the training is completed throughout the Coalitions, it will be active. This is a public health WebEOC and not the same WebEOC that MEMA uses. This will be discussed during the training.

Diane will be giving a summary of BP1 TAR results at the October meeting, focusing on the strengths and weaknesses throughout the Coalition.

#### **Meeting adjourned**

A motion was made to adjourn at 3:15pm, seconded and unanimously approved with no discussion.

Next meeting September 17<sup>th</sup>, 2013, at 1:30 at the Mansfield Town Hall. Bring your iPad for the WebEOC training.

Respectfully submitted,  
Amy Palmer