

Executive Board Meeting Minutes - December 17, 2013

Bristol County Public Health Emergency Preparedness Coalition

December 17th, 2013

Attendance: see attendance sheet

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
To approve November EB minutes as written, with noted change on page 3 from ipad to iphone.	Deni will revise wording on page 3 from ipad to iphone; no other revisions.
To approve purchase of 44 workbooks for Disability Training in January at a cost of \$25. Each.	Coordinator will order workbooks from the training facility, The Shiver Center.
To discussed recommended changes to Principles of Operation with coalition today.	To present revised Principles of Operation to coalition members at December meeting for affirmation, if a quorum is present.
To approve Disability Training Part 2 at a cost of \$1500.; purpose is to identify regional gaps and a plan to address gaps. This will also fulfill a deliverable.	Coordinator will contract with The Shiver Center to schedule Disability Training Part 2 on February 18, 2014.
Approved contracting with Disaster Resistant Communities for Anthrax Table Top Exercise on April 15, 2014.	Coordinator will schedule and confirm training with Disaster Resistant Communities for April 15, 2014.
To approve change in travel policy to include New England States and New York.	Present to coalition members at meeting.

Motion made and seconded	Vote
Meeting called to order at 12:15pm	Unanimous
Accept minutes from Nov. 19 th , 2013withnoted	Unanimous

revision.	
To approve purchase of 44 Disability Training Workbooks at a cost of \$25. each	Unanimous
To hold Disability Training Part 2 at February Coalition meeting.	Unanimous
To contract with Disaster Resistant Communities at a cost of \$4,950., to conduct Anthrax Table Top Exercise on April 15, 2014.	Unanimous
To approve Plainville's request for Shelter Cart Kit at \$2,250.; portable generator at a cost of \$1,410.; 20 ft. extension cord at a cost of \$22.	Put on hold by EB to gain more information regarding weight cots support and regional sharing of equipment
To approve Amy Palmer's request for a new laptop computer.	Unanimous
To approve change in travel policy to include travel throughout New England States, including New York. This does not include flights.	Unanimous
Meeting adjourned 1:35pm	Unanimous

Documents sent out before the meeting:

- 12-17-13 EB Agenda
- 12-17-13 Coalition Agenda
- 11-19-13 Coalition meeting minutes unapproved
- 11-19-13 EB meeting minutes unapproved
- Bristol BP-2 EC December 2013
- December/January Deliverables report

Document distributed at meeting:

- MRC Training Proposal documents
- Attendance sheet
- Updated financial spreadsheet

Executive Board meeting called to order: 12:15pm

Dr. Henry Vaillancourt -Chairman called the meeting to order.

Approve previous months minutes: Dr. Henry Vaillancourt

Motion made, seconded and unanimously passed to approve November 19, 2013, EB meeting minutes with one revision on page 3; to change wording from ipad to iphone.

Deni Phaneuf- Coalition Coordinator/Planner

Principles of Operation

Deni distributed revised Principles of Operation following November meeting. Principles of Operation will need to be presented at coalition meeting today for affirmation, providing there are no other revisions. A quorum is needed.

Multiyear Training and Exercise Plan-MYTEP

The MYTEP is an annual deliverable. Deni held the MYTEP Workshop at the August Coalition meeting and submitted data to Diane Brown-Couture. She updated the MYTEP trainings in December for quarter 3 and quarter 4 and will present training opportunities today to coalition members and submit final MYTEP to Diane Brown-Couture on behalf of Bristol County PHEP Coalition.

Disability Training

Deni presented EB with additional information on Disability Training. She has confirmed Patrick Gleason as the trainer, as requested. Part I will include Disability awareness and needs, as well as dealing with the disabled as a community, such as in sheltering, evacuation, transporting and HazMat.

The EB approved 44 workbooks for the training at a cost of \$25.each. Deni will order the workbooks from The Shiver Center.

Part 2 was discussed and will include identifying problems common to all communities; identifying and prioritizing the top regional gaps and a creating a plan to address those gaps.

The EB unanimously approved Part 2 as coalition training for the February meeting at a cost of \$1500.

Deni will follow up with The Shiver Center and contract with them for this training. A change in the coalition meeting start time was discussed with the EB. The trainer suggested a 3 hour time frame. The EB will discuss this with coalition members at the December meeting.

Anthrax Table Top Exercise

The Coordinator presented a proposal from Disaster Resistant Communities at a cost of \$4,950.to design, conduct and evaluate an Anthrax Table Top Exercise in April. She presented referrals from Region 2 PHEP Coalition and others who have used this group. Information was disseminated regarding their scope of work, timeline and experience. The EB recommended discussing start time with coalition members at meeting today. The EB unanimously approved contracting with Disaster Resistant Communities for an Anthrax TTX. April 15, 2014 will be requested as the training date. Lunch will be included. Deni will inform the EB of the availability of the group, as well as the space availability. A virtual planning conference will be initiated after the holidays to draft a mission statement, a timeline, a scenario, capabilities list, task assignments, and exercise logo. The Bristol County coalition planners, as well as our regional coordinator, Diane Brown-Couture, and Roberta Crawford, DPH, will undertake this task. **Anyone who wishes to be part of the planning process is asked to email Deni in the near future.** A mid-term and final planning conference will also be scheduled to review and approve final exercise details. Following the exercise, an After Action Conference will be conducted.

MAHB-Elaine LaCoursiere

Elaine received two requests for approval. The first request was from Plainville for a Shelter Cart Kit at a cost of \$2,250. The EB and regional Coordinator discussed the contents of the cart. It was determined that more information was needed regarding the quality of the cots, within the cart. Plainville also requested a portable generator at a cost of \$1,410. and a 20 foot extension cord for \$22. It was also noted that the Town of Plainville would have to agree to share these resources regionally, if approved, in the future. It was unanimously decided to put this request on hold to determine quality of the cots.

i.e. How much weight would each cot support. The second request was from Amy Palmer for a new laptop computer. The EB unanimously approved the request to purchase a computer comparable to the laptop purchased for coordinator, through Marcia Benes.

She also discussed funds left for training and strongly encouraged the EB to plan for spending.

Diane Brown-Couture-DPH

Due to time constraints, Diane Brown-Couture will present updates at coalition meeting today.

Meeting adjourned at 1:35pm.

Respectfully submitted, with a wish to all for a **Merry Christmas and Happy, Healthy New Year!**

Denise Phaneuf
Bristol Coalition Coordinator/Planner

Please note change in time for next meeting and mark your calendar!

NEXT EB MEETING: January 21, 2014 at 11:00AM in Mansfield