

Bristol Coalition Meeting  
December 16, 2014

**Attendance:**

**Acronyms:**

BP-3- Budget Period 3 (July 2014-June 2015)  
DPH- Massachusetts Department of Public Health  
EB- Executive Board (sometimes referred to as EC-Executive Committee)  
EDS- Emergency Dispensing Site  
EH- Environmental Health  
LPHI- Local Public Health Institute  
LSAC- Local and State Advisory Committee  
MAHB- Massachusetts Association of Health Boards  
MRC- Medical Reserve Corps

Decision Made	Action to be taken

Motion made and seconded	Vote
Meeting called to order at 1:35pm	Unanimous
October meeting minutes approved as written	Unanimous

Documents sent out before the meeting:

- 12-16-14 EB Agenda
- 12-16-14 Coalition Agenda
- 11-18-14 EB meeting minutes unapproved
- 11-18-14 Coalition meeting minutes unapproved
- Bristol BP-3 EC December 2014
- Deliverables Report, December 2014

**Coalition meeting called to order:** 1:40pm

**Approve November minutes:** chair

A motion was made, seconded and unanimously approved to accept the November coalition meeting minutes as written.

**Executive Board Announcements:** Joe Carvalho

Joe announced that the December EB meeting was cancelled due to lack of a quorum.

Handouts were disseminated to the coalition for Diane's training on Volunteer Management Plans and Procedures.

**Denise Phaneuf** Planner/Coordinator

Denise reminded the group of the upcoming EDS deliverables due at the end of December. Three of the following drills must be completed: staff call down, site activation, facility set up drills, EDS throughput, or RealOpt modeling.

The deliverables Progress Reports on Access and Functional Needs Resource list and Drive through dispensing sites will be submitted by the planners by due date of 12/31/14.

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

Elaine was unable to attend.

**Diane Brown-Couture DPH**

Diane reviewed handouts on protocols for requesting assistance from the state and provided a recap of how to request volunteers. She said the need for volunteers will likely start locally. Major emergencies for MRC call out would come from state EOC, if operational.

**Diane conducted training on Volunteer Plans and Procedures, a BP3 deliverable.** Please refer to slides on resource and volunteer request protocol and communication protocol for coordination of volunteers. **Handouts can be found with post meeting documents.**

Diane discussed upcoming **WebEoc drill**. She requested at least 2 communities volunteer for this drill. Norton, Swansea and Attleboro offered to participate in the WebEoc drill.

Diane spoke about the Wareham mapping project and unrolled the large maps for everyone to see. She said if anyone wants more information on this project to reach out to her.

**Amy Palmer Planner/ LSAC**

Amy was unable to attend.

**Next Meeting- January 20th 2015, at Mansfield Town Hall**

The Coalition meeting adjourned at 2:35pm.

Respectfully submitted,  
Denise Phaneuf  
Coordinator/Planner