

**Bristol County PHEP Coalition Meeting
January 19, 2015**

Attendance: See attached

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)
CERT- Community Emergency Response Team
DPH- Massachusetts Department of Public Health
EB- Executive Board
EDS- Emergency Dispensing Site
EMA- Emergency Management Agency
EMS- Emergency Medical Services
HMCC- Health and Medical Coordinating Coalition
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MEMA- Massachusetts Emergency Management Agency
MHOA- Massachusetts Health Officer Association
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness

Decision Made	Action to be taken
The Finance Committee will further develop a list of potential purchases	The Finance Committee will continue to meet, taking into consideration suggestions made by the Coalition members while developing a list of recommended purchases
The EB would like to see a sample of the flip-top Earthquake preparedness booklet that the Bristol-Norfolk MRC would like to order	The Bristol-Norfolk MRC will get a sample

Motion made and seconded	Vote
Meeting called to order at 1:36pm	Unanimously passed
December meeting minutes approved as written	Unanimously passed
Table any budget changes (later updated by a new motion)	Unanimously passed
Move any excess funds from the MRC Coordinator position and the Training and Exercise line items for the MHOA and MAHB conferences to the Equipment and Supplies	Unanimously passed
Meeting was adjourned at 3:00pm	Unanimously passed

Documents sent out before the meeting:

- 01-19-16 Bristol EB Agenda
- 01-19-16 Bristol PHEP Coalition Agenda
- 12-15-15 EB meeting minutes unapproved
- 12-15-15 Coalition meeting minutes unapproved
- BP4_Coalition Deliverables-January
- Copy of Bristol BP4 Expenditures January

Coalition meeting called to order: 1:36pm

Joseph Carvalho-Chairman

Attendance was counted and there is a quorum.

Approve previous month's minutes-December

A motion was made by David Flaherty to approve the December meeting minutes as written, Heather Gallant seconded, and the motion unanimously passed.

Discuss Finance Committee Report -Vote on purchases/budget changes

Liisa Jackson started the conversation asking the Coalition members what their responsibilities are in a sheltering situation. Although it varies from community to community, the general consensus was the Health Departments offer support but in general, EMA is in charge of sheltering. Liisa gave a presentation listing suggested purchases that the finance committee developed. The group discussed possibilities based on the list. Generators were mentioned but Jacquie O'Brien said that she had 3 mobile generators for use by any Coalition members purchased by the Coalition currently residing in Attleboro. Heather Gallant mentioned propane conversion kits for generators. Storage trailers were discussed. Mobile trailers would need registration and housing by a community. This may be difficult. Stationary pod trailers may be the best option. It was suggested that neighboring communities set up conversations to discuss purchases they could use regionally.

The Finance Committee will meet to determine potential purchase. Nothing was voted on for purchasing at the Coalition meeting. There was some confusion if there needed to be purchases determined ahead of time to be able to transfer money from one line item into the equipment and supplies line item so a text was sent to Elaine.

A motion was made to table any budget changes by Alan Perry and seconded by Bob Ashton. It was unanimously approved.

The following purchases were approved by the EB at the EB meeting:

Dave Flaherty of Raynham: laptop

Denise Phaneuf: Tech support renewal

Anne Marie Fleming and Bob Davis of North Attleboro: MHOA membership

Jaime Conlon of Rehoboth: MHOA membership

Michelle Borrello of New Bedford: iPad

The Bristol-Norfolk MRC requested earthquake preparedness booklets but that was tabled at the EB meeting until additional information was gathered. The EB needed to check to see if it's an acceptable expense from the DPH, check with MEMA if there are any free resources and the EB would like to see a

copy of the preparedness booklet. Jacquie O'Brien described the booklet and said she will have Anne Marie Fleming order a sample for the EB. It is also over \$1000 so it needs to be cleared by the state.

Coordinator/Planner update- Deni Phaneuf

Denise said that all completed drill metrics have been submitted along with the Project update. The RealOpt/ facility set up drills are due on March 31st. The DPH quarterly drill for HHAN/ WebEOC will be conducted by March 31st.

EDS review forms need to be completed by each community or with assistance by a planner by February 28th. That will produce a gap analysis on what each community needs to work on.

Amy and Denise are working on plan revisions for the BP4 project with Amy taking the lead. She has created a draft and she and Denise will be working together moving forward in making a universal template for the Coalition.

MAHB - Financial Report- Elaine LaCoursiere (Elaine is unable to attend)

Elaine was unable to attend the meeting but through text notified the coalition that they should move money from the MRC coordinator position and the Training and Exercise line items in the budget to the Equipment and Supplies line item. A motion was made by Dr. Valliancourt to move any excess funds from the MRC Coordinator position and the Training and Exercise line items for the MHOA and MAHB conferences to the Equipment and Supplies and seconded by David Flaherty. It passed unanimously.

MRC update

Liisa has been working on several aspects of the MRC. She has created a template for a new MRC website and has been working on database collating and organization, determining with the local coordinators who are active volunteers. Liisa is also working with Norton on a sheltering TTX and a functional drill. She will be sending training information throughout the region. Additionally, she is organizing a volunteer appreciation event and the Region 5 MRC meeting on January 26th which will include Brian Gallant from the MAHB to talk about HMCCs and Jennifer Frenette, Region 1 MRC Coordinator. Liisa continues to work on MRC recruitment.

Liisa is building partnerships throughout the region and if anybody knows of a group, like CERT, faith based organization, or Red Cross, for her to reach out to, please contact her.

Staff updates

Denise announced that Beth Hallal has left the Seekonk Health Department to take a position in the Medway Health Department. Denise also introduced Michelle Borrello, who is now the public health nurse in New Bedford.

Amy Palmer-LSAC

Amy will send the notes out with the post-meeting documents.

Amy highlighted several concerns that the LSAC had brought to the DPH.

- Local public health should have voting control over the PHEP funds and voting on PHEP funds should not include the other HMCC partners. This should be long term, not just for next year.
- It is not a reasonable expectation for the HMCCs to have the regional response plan in place by the end of June.

- Ways to enhance the local public health commitment should be explored. People are feeling disenfranchised.
- There is no longer a list of pre-approved equipment purchases.
- The hiring practices for contractors and staffing at the HMCC is unclear.
- The DPH is assessing approximate work hours per week for independent contractors hired by individual coalitions and not allowing for over 40 hours per week. This is inconsistent with contracting for jobs, not hours per week.

Alan Perry asked about Region 5 Planners not participating in the HMCC as stated in the LSAC draft minutes. Amy said at the LSAC meeting she was asked how things were going with the HMCC in Region 5 and she said how the planners have not been included in the HMCC planning. Several people at the Coalition meeting agreed that this guidance was not coming from the MAHB but instead the DPH. Amy said at the LSAC meeting, Region 1 planners said that they are involved in the HMCC and one of the planners had it in writing that they could be involved. Amy has asked that planner for the letter stating that they can participate and is waiting for it. The conversation continued with what the role of the planners should be with the HMCC. The Coalition members supported the planners' involvement in HMCC meetings to pass along the information to the Coalition and to support the deliverables.

HMCC update

Joe Carvalho and Heather Gallant reported on the last HMCC meeting. Terry Hayes, Health Director from Dennis, is the HMCC chair and Dave Faunce from EMS is the vice chair. At the meeting, they talked about resources and partners and are working on define each discipline's role in the HMCC and identify gaps.

There was some discussion about information coming from the DPH about the HMCC because Amy Palmer said at the LSAC meeting, they learned that in Region 2, they have 2 representatives per discipline with the option of an alternate. Amy said that she heard from Kerin Milesky at that meeting that each HMCC can determine how many representatives they can have in the HMCC as long as it is equal across all disciplines. This is not what Region 5 heard. Region 5 was told they could only have one representative per discipline. At this stage, Joe Carvalho stated he has no problem with the one vote since in Region 5 public health, everybody has the same goal and interest and Plymouth, Bristol and the Cape work well together.

Lisa Crowner –DPH

Lisa Crowner was unable to attend due to illness.

Meeting adjourned at 3:00pm

Bob Ashton made a motion to adjourn at 3:00pm and Larry Perry seconded the motion. It passed unanimously with no discussion.

Next Coalition Meeting: February 16, 2016

Respectfully submitted,
Amy Palmer