

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

Attendance: See attached

Acronyms:

BP3- Budget Period 3 (July 2014-June 2015)
BP4- Budget Period 4 (July 2015-June 2016)
CDP- Center for Domestic Preparedness
COOP- Continuity of Operations Plan
DPH- Massachusetts Department of Public Health
EB- Executive Board (sometimes referred to as EC-Executive Committee)
EDS- Emergency Dispensing Site
EMS- Emergency Medical Services
EP- Emergency Preparedness
HHAN- Health and Homeland Alert Network
HMCC- Health and Medical Coordinating Coalition
LSAC- Local and State Advisory Committee
LTC- Long Term Care Facility
MAHB- Massachusetts Association of Health Boards
MCM- Medical Countermeasures
PHEP- Public Health Emergency Preparedness
Q4- Quarter 4 (April 1-June 30)

Decision Made	Action to be taken
Coalition members will contact their planners with the names of organizations who work with people with Access and Functional Needs.	Amy will send out the database registration form and the current access and functional needs database for people to review.

Motion made and seconded	Vote
Meeting called to order at 1:53pm	Unanimous
March meeting minutes approved as written	Unanimous
Meeting was adjourned at 2:19pm	Unanimous

Meeting called to order at 1:53pm

There are 13 people in attendance which makes a quorum.

A motion is made by Mark Taylor to approve the meeting minutes from March as written, seconded by Beth Collins and unanimously approved.

Coordinator Update- Deni Phaneuf

Denise updated the group on end of the year deliverables and Q4 including the COOP annexes, access and functional needs database and drive through dispensing plans. COOP annexes will be sent out by the planners for any changes. A written report will be submitted for BP3 projects.

Denise also mentioned the upcoming WebEOC drill which Diane sent out a detailed email yesterday about. That drill will happen some time between now and the end of the year. In Diane's email, she also resent instructions on how to log in to WebEOC. Denise asked that communities send their WebEOC password on to planners so they can check the accuracy of the EDS database listed in WebEOC.

MAHB - Financial Report- Elaine LaCoursiere

Elaine reported that the final budget numbers are still waiting for final DPH approval. This should happen within the week. She will pay for the cell phones as soon as she gets the approval. Elaine will contact communities with approved purchases once she gets her okay from DPH.

Amy Palmer-LSAC

Amy will include LSAC notes in the post meeting emails.

Amy mentioned that she would like to conduct a call down HHAN drill for the organizations listed in the Access and Functional Needs database sometime within the next couple of weeks. She asked that people please send her any additional organizations. Kelly asked who is listed and Amy said she would forward along the database as it is now and the form she's been using for people to sign up.

Environmental Health Training in Emergency Response Scott Leite

Scott gave a presentation on some key points he learned at the CDP EHTER training in February.

DPH - Diane Brown-Couture

Diane announced there is a Mass Dispensing workshop tomorrow using the HMCC model to discuss MCM (medical Countermeasure). This will include LTC, EMS, Community Health Centers, and hospitals.

Diane talked about the HHAN/WebEOC drill. It will be initiated by somebody at the DPH in Boston and will happen before June 30th. First a HHAN message will go out notifying people to log onto WebEOC to request something specific. Diane encouraged everybody to bookmark the WebEOC page as a favorite on your computer so it is easily accessible. Kerry Evans at DPH can help reset the password if it's been forgotten. Diane asked that people at least please respond to the HHAN drill. Diane offered hands on WebEOC tutorial for anybody who needs it. They just need to call her at the office.

Diane mentioned that there is a climate change mini-grant, up to \$10,000 made available by Department of Local and Regional Health due by May 22nd.

A Motion was made to adjourn, seconded and unanimously approved at 2:19pm

Next Coalition Meeting: Tuesday, June 16th, 2015

This meeting will be voting on the upcoming budget for BP4.

Respectfully submitted,
Amy Palmer