

**Bristol County PHEP Coalition Meeting  
September 15, 2015**

**Attendance:** See attached

**Acronyms:**

BP4- Budget Period 4 (July 2015-June 2016)  
DPH- Massachusetts Department of Public Health  
EB- Executive Board (sometimes referred to as EC-Executive Committee)  
EDS- Emergency Dispensing Site  
EP- Emergency Preparedness  
HMCC- Health and Medical Coordinating Coalition  
LSAC- Local and State Advisory Committee  
MAHB- Massachusetts Association of Health Boards  
MAPHN- Massachusetts Public Health Nurses  
MEHA- Massachusetts Environmental Health Association  
MEMA- Massachusetts Emergency Management Agency  
MRC- Medical Reserve Corps  
MHOA- Massachusetts Health Officers Association  
OPEM- Office of Preparedness and Emergency Management  
PHEP- Public Health Emergency Preparedness

<b>Motion made and seconded</b>	<b>Vote</b>
Meeting called to order at 1:50pm	Unanimous
August meeting minutes approved as written	Unanimous
Meeting was adjourned at 2:22pm	Unanimous

Documents sent out before the meeting:

- 09-15-15 EB Agenda
- 09-15-15 Coalition Agenda
- 08-18-15 EB meeting minutes unapproved
- 08-18-15 Coalition meeting minutes unapproved
- Attendance Sheet 2015-2016 BP4
- BP4\_Coalition Deliverables\_September
- Bristol Training Request Form 2015
- Copy of Bristol BP4 Expenditures September

**Coalition meeting called to order:** 1:50pm

**Joseph Carvalho-Chairman**

A motion was made, seconded and unanimously passed to approve the August minutes from the Coalition meeting as written.

Joe introduced Kerin Melisky from the DPH.

Joe announced that the MRC Coordinator position has been posted and they are looking to appoint volunteers for a hiring committee. Elaine LaCoursiere explained that this position was approved at the last June meeting for \$38,000. All the resumes are going to Jacquie O'Brien and AnneMarie Fleming. The job will continue to be posted for 7-10 more days. Joe said the Executive Board will review the top two recommendations (first and second choices) and will approve the appointment.

Elaine spoke of the upcoming trainings. The MHOA conference is in October and there is still an allotted \$3000 for anybody interested in attending. The MEHA conference begins tomorrow and nobody has signed up for it yet. Requests can still be sent to Elaine. The MAHB conference is in November and that is an approved expense. The MAPHN conference is in the spring and it is unknown if it will qualify for coalition funding. It will be discussed again closer to the event dates.

### **Monthly Updates**

#### **Coordinator/Planner update- Deni Phaneuf**

Denise spoke of the BP4 deliverables. It was discussed with the EB that since most of the required deliverables trainings are HMCC based and provided by the DPH, Coalition meeting trainings should be put on hold.

Denise and Amy continue to meet with communities either regionally or individually. They will continue to work on the BP4 project focusing on making the plans more user-friendly.

For the 24/7 call down drill, Kerin said that she will be conducting the drill for Region 5 using a list compiled by Elaine.

Kerin clarified that ICS and NIMS certificates for BOH members and staff that has a role in EP should be collected and sent to Kerin. Kerin is planning on sending out a reminder email in October.

#### **Amy Palmer-LSAC**

Amy reported that the LSAC meeting is next week. She will send out notes to the Coalition after the meeting.

#### **MAHB - Financial Report- Elaine LaCoursiere**

Elaine reported that iPad replacements are an approved expense if you have an outdated iPad. Norton and Fairhaven iPad replacements have been approved. The EB denied the purchase of a fax machine to Attleboro even though it is a DPH acceptable expense.

Elaine confirmed with Kerin that according to the Open meeting law, the HMCC does not have to post but the Coalition still needs to post. Denise will continue the public postings for the monthly meetings.

Denise mentioned that as a deliverable each coalition will send their Principles of Operation to the HMCC and the HMCC will use that to develop their own Principles. Kerin clarified that each coalition can decide if they want to meet and continue to have their own Principles of Operation moving forward.

Elaine talked about the HMCC meeting on September 29<sup>th</sup>. After that meeting, it will be decided if Bristol will continue to meet on a monthly basis. Elaine asked if anybody had questions and polled the group to see who will be in attendance.

**Kerin Milesky-DPH**

During this time of transition without a Regional Coordinator, Kerin will be offering the Coalition support. She will try to attend the Coalition meetings.

Kerin is currently the Deputy Director of OPEM since August 10<sup>th</sup>. Before that she was the Senior Planning and Logistics Coordinator so she is very familiar with the deliverables and what the obligations are with the federal government. The Public Health Manager's position (previously held by Katie Kemen) is still vacant after they were unable to fill it after one round of posting. They hope to fill it this fall. After the early retirement package was offered, the DPH lost about 60 people, 4 were in OPEM. Two of the positions, the Region 5 Public Health Coordinator (Diane Brown-Couture's position) and the Region 3 Hospital Coordinator, will be posted.

September is National Preparedness month. There are signs on the highway and two 30 second advertisements being played on the tv. In August, information was sent out about the online resources for EP. Kerin also said that there are 200 free reusable shopping bags available for any Coalition for however they choose. The DPH and MEMA are tweeting about preparedness and have social media templates for anybody who is interested.

The first quarterly call down for the WebEOC happened last Tuesday. This is a no notice drill. Bob Ashton said he was unable to open WebEOC remotely. Kerin suggested a possible training at a Coalition meeting where people log on remotely since it is different than logging on using a computer. Kerin also suggested that people may want to log on during a big event (weather, marathon or July 4<sup>th</sup>) to see how WebEOC is used in action.

Kerin said that Bristol's BP4 Coalition project has DPH approval.

Kerin gave some background about the HMCC. Region 4ab will continue with host agents for this year, expecting an HMCC Sponsoring Agency will be appointed for BP5. Region 1 has had their first HMCC meeting and will continue to meet monthly to develop their Principles of Operation.

The MAHB did receive a contract amendment to continue working with the MRC.

**The next Coalition Meeting** will be held on October 20, 2015. The meeting adjourned at 2:22pm when a motion was made, seconded and unanimously approved.

Respectfully submitted,  
Amy Palmer