

**Bristol County PHEP Executive Board Meeting Minutes  
November 17, 2015**

**Attendance:** Joe Carvalho, Dr. Henry Vaillancourt, Kelly Pawluczzonek, Larry Perry, Bob Ashton, Elaine LaCoursiere, Amy Palmer, Denise Phaneuf

**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  
MEMA- Massachusetts Emergency Management Agency  
MRC- Medical Reserve Corps  
MHOA- Massachusetts Health Officers Association  
PHEP- Public Health Emergency Preparedness  
REPC- Regional Emergency Planning Committee

<b>Motion made and seconded</b>	<b>Vote</b>
Meeting called to order at 12:30pm	Unanimous
September meeting minutes approved as written	Unanimous
Joe Carvalho to remain as Chairman of EB Kelly Pawluczzonek to remain Vice Chair of EB	Unanimous
Meeting adjourned at 2:20pm	Unanimous

Documents sent out before the meeting:

- 11-17-15 EB Agenda
- 11-17-15 Coalition Agenda
- 09-15-15 EB meeting minutes unapproved
- 09-15-15 Coalition meeting minutes unapproved
- BP4\_Coalition Deliverables November
- Copy of Bristol BP4 Expenditures November
- Principles of Operation Bristol June 2014

**EB meeting called to order:** 12:30p.m.

**Joseph Carvalho-Chairman**

A motion was made by Bob Ashton, seconded by Larry Perry and unanimously passed to approve the September minutes from the EB meeting as written.



During the Executive Board meeting, it was voted to keep Joe Carvalho on as Chair, Kelly Pawluczzonek as Vice Chair and other members to remain on the EB. Bob made the motion, Larry seconded the motion and it was unanimously approved. Both nominees accepted.

### **Monthly Updates**

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

Deni gave an update on BP4 deliverables. All of her communities have completed their Q2 EDS Call down drills (staff notification and site activation drills) as well as Q2 Site visits with the exception of Westport. Jim Walsh had to reschedule. Deni will work with Amy to get the BP4 project progress report in before due date of December 31<sup>st</sup>. RealOpt will be completed by the planners by March 31, 2016. Deni scheduled WebEoc Training at the November Coalition meeting, in response to need from locals for refresher course. Kerry Evans and Lisa Crowner of DPH will conduct a brief training this afternoon.

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

Elaine reported that at the December meeting, the EB should think about how to spend down remaining funds from training line that were not used: \$7,230. If transferred to equipment, DPH will need to know exactly what equipment will be purchased with the funds before they will allow the transfer.

**Approved requests:** The following expenses were approved: a replacement computer for Amy Palmer- \$796.85; binder tabs for Seekonk- \$31.82; food and refreshments for a REPC meeting to be held in Raynham-\$50. Elaine said the refreshments may not be approved by the DPH.

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

Amy will report out at coalition meeting.

#### **HMCC**

Joe Carvalho talked about the HMCC meeting taking place on November 18<sup>th</sup>. There will be a facilitator to help with the discussion. At the MHOA conference, Joe heard that Region 2 (Central MA) had 2 public health representatives whereas DPH has been saying that Region 5 can only have 1 public health representative. Ideally, Region 5 public health would be happy with 3 reps and 1 vote. Bob Ashton and Joe Carvalho are scheduled to attend the meeting in Plymouth to try to figure out representation. Joe will report this information to the Coalition members.

**The next Coalition Meeting** will be held on **December 15, 2015**. Chairman Joe Carvalho said there are essential budget items to cover.

The meeting adjourned at 1:20p.m. when a motion was made by Dr. Vaillancourt, seconded by Bob Ashton and unanimously approved.

Respectfully submitted,  
Denise Phaneuf