

**Bristol County PHEP Coalition Meeting
November 17, 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
MEMA- Massachusetts Emergency Management Agency
MRC- Medical Reserve Corps
MHOA- Massachusetts Health Officers Association
PHEP- Public Health Emergency Preparedness
REPC- Regional Emergency Planning Committee

Motion made and seconded	Vote
Meeting called to order at 1:43pm	Unanimous
September meeting minutes approved as written	Unanimous
Meeting was adjourned at 2:57pm	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

Coalition meeting called to order: 1:43pm

There is a quorum at the meeting.

Joseph Carvalho-Chairman

A motion was made by David Flaherty, seconded by Beth Collins and unanimously passed to approve the September minutes from the Coalition meeting as written.

During the Executive Board meeting, it was voted to keep Joe Carvalho on as Chair, Kelly Pawluczzonek as Vice Chair and everybody else to stay on. Beth Collins moved to accept the EB appointments, David Flaherty seconded the motion and it was unanimously approved.

Beth Hallal introduced Jessica Horsman as the Seekonk public health nurse. Joe Carvalho introduced Emily LaChance as the Somerset and Swansea public health nurse.

Monthly Updates

Coordinator/Planner update- Deni Phaneuf

Denise gave a quick update on deliverables. She reported that her communities have completed their EDS call down drill deliverables. She has also completed her quarterly site visits with her communities except for Westport, which she is rescheduling with Jim Walsh. Amy and Denise will work together to get the project update in before December 31st. By March 31st, the facility set up drill or Realopt analysis will be completed.

Denise also reminded the group that a WebEOC drill will be happening soon.

MAHB - Financial Report- Elaine LaCoursiere

Elaine reported that at the December meeting, there will need to be a conversation about spending down the \$7200 extra funding that was never used for training that occurred in the fall. The DPH will need to know exactly what equipment will be purchased with those funds before they will allow the transfer.

At the EB meeting, the following expenses were approved: a replacement computer for Amy Palmer, binder tabs for Seekonk, and food and refreshments for a REPC meeting about EDSs to be held in Raynham. The refreshments may not be approved by the DPH. Elaine will work with David Flaherty directly if it is approved.

Lisa Crowner/Kerry Evans-DPH

Kerry Evans and Lisa Crowner conducted a step-by-step WebEOC training. Lisa and Kerry are available at any point to answer questions or even visit offices for personal training sessions.

Amy Palmer-LSAC

Amy reported back from LSAC that there is an EDS review deliverable due at the end of February. This will be disseminated through email in the form of a survey monkey directly to the cities and towns. Planners will assist where necessary.

Amy talked about a MEMA conference call that will happen on Monday November 23rd for local officials about the Highly Pathogenic Avian Influenza virus. She said there was some concern from local health officials at LSAC because they will be getting the phone calls. Amy said there is a Frequently Asked Questions link and Donna Palmer said that she received it today so it has been sent to the DPH listserv.

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

HMCC

Joe Carvalho talked about the HMCC meeting in Plymouth happening the next day. At this meeting, 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 where the 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.

The next Coalition Meeting will be held on December 15, 2015, where there are essential budget items to cover.

The meeting adjourned at 2:57pm when a motion was made, seconded and unanimously approved.

Respectfully submitted,
Amy Palmer