

**Bristol County PHEP Executive Board Meeting Minutes  
March 15, 2016**

**Attendance:** Joe Carvalho, Dr. Henry Vaillancourt, Dr. H Bob Ashton, Elaine LaCoursiere, Amy Palmer, Denise Phaneuf, Liisa Jackson, Lisa Crowner.

**Acronyms:**

BP4- Budget Period 4 (July 2015-June 2016)  
BP5- Budget Period 5 (July 2016-June 2017)  
CDC- Center for Disease Control and Prevention  
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  
Q3- Quarter 3 (January-March)  
Q4- Quarter 4 (April-June)

<b>Decision Made/ Problem to be solved</b>	<b>Action to be taken</b>
Lisa Crowner will check with coalition communities that had difficulty with March WebEoc drill to determine cause and provide assistance.	Lisa will ask members at coalition meeting and work with individuals before next drill. Lisa will hand out laminated Quick Reference Guide.

<b>Motion made and seconded</b>	<b>Vote</b>
Meeting called to order at 12:20p.m.	Unanimously passed
February EB meeting minutes approved with noted revision.	Unanimously passed
Funds to attend MAPHN Conference approved up to \$2,000.	Unanimously passed
Amended funds to attend MAPH Conference up to \$3,000.	Unanimously passed
Replacement cell phone for Foxborough \$265.91	Unanimously passed
Laptops, including warranty and maintenance contracts, for Dighton, Somerset, Freetown and Seekonk pending DPH approval, up to \$800.	Unanimously passed
Portable defibrillator for EDS Site in Lakeville up to \$1,500.	Unanimously passed
Purchase of clipboards for EDS Site Volunteer staff, \$150.	Unanimously passed
Supplies needed for BP4 project and plan revisions; up to \$2,000. 00 for planners.	Unanimously passed

Meeting was adjourned at 1:30p.m.	Unanimously passed
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Documents sent out before the meeting:

- 03-16-16 Bristol PHEP EB Agenda
- 03-16-16 Bristol PHEP Coalition Agenda
- 02-16-16 EB meeting minutes unapproved
- 02-16-16 Coalition meeting minutes unapproved
- BP4\_Coalition Deliverables-March
- Copy of Bristol BP4 Expenditures- March
- Foundations Course

**EB meeting called to order:** 12:20p.m.

#### **Joseph Carvalho-Chairman**

A motion was made by Bob Ashton, seconded by Dr. Vaillancourt and unanimously passed to approve the February EB minutes as written, with noted change under DPH Update on last page, last paragraph. Lisa Crowner asked Amy to omit the last sentence.

EB discussed concurrence. The Coalition will vote on Concurrence today. Joe said that the other EB's in the region will need to meet to vote on concurrence because their Coalition meeting falls after the date the concurrence vote is due to DPH.

#### **Financial Report**

Elaine LaCoursiere presented the spreadsheet and requests that came in for approval. She mentioned that some had come in after the spreadsheet was completed. The following requests were presented to the EB for approval: Bob made a motion to grant funds for nurses to attend the MAPRN Conference in Brewster MA and if it exceeds the 60 mile radius, they will be granted conference plus lodging up to \$2,000. Discussion followed. The motion was amended to \$3,000. by Bob Ashton, seconded by Dr. Vaillancourt and unanimously passed.

Replacement cell phone for Foxborough-\$265.91; Laptop-Dighton-\$620.00; Seekonk laptop-\$750.00; Somerset laptop-\$620.00; Freetown ipad-\$709.87; Lakeville defibrillator for EDS Site-\$1,500.; New Bedford clipboards for volunteer staff at EDS Site; Planners-Supplies for plan revisions and BP4 project, up to \$2,000. Elaine explained to the EB that funds for warranty and maintenance plans have to be added to the amount of the requests for ipads and laptops, as required by DPH. Lisa Crowner confirmed this. A motion was made by Dr. Vaillancourt to provide up to \$800. for each community purchasing a laptop or ipad(Dighton, Seekonk, Somerset, Freetown). This amount would include the required warranty and maintenance contract. All approved purchases will require DPH approval. The motion was seconded by Joe Carvalho and unanimously passed. Lakeville requested a defibrillator station-\$1,500. It was discussed and decided that the defibrillator should be portable so it can be used at any EDS Site. The motion passed unanimously. Larry Perry was not present. New Bedford requested \$250. for clipboards for volunteer staff at the EDS(2 with calculators, 15 without). Bob made a motion to approve up to \$150., Dr. Vaillancourt seconded. Passed. A request was made by the planners for additional funds for supplies for plan revisions and the BP4 project. The project is much larger and expenses are much higher than originally anticipated. Dr. Vaillancourt made a motion to allocate up to \$2,000. to revise existing binders and for the BP4 project. Planners will share the total amount as needed. Bob seconded the motion. Motion passed.

#### **HMCC update**

Joe thanked the planners for being present at the March HMCC meeting. He said he is happy to report that the Executive Board members in the entire region are working well together.

**Coordinator/Planner update-**

Deni reported that the BP4 deliverables are on track. She said 100% of Bristol communities completed the EDS Assessment Tools with their planners and the deliverable was submitted on time. Lisa Crowner said she was very pleased and knows how hard it is to get 100% compliance. She thanked the planners and will thank the communities at the coalition meeting this afternoon.

Deni said all of her communities have completed the 3 required drills and all metrics and AAR/IP reports have been submitted to DPH. Amy said she is still working with some of her communities to complete this deliverable.

Amy and Deni are working on the BP4 project of creating 3 new binders for each city/town: A new Introduction, EDS and Resource binder. They will be working with the communities on town-specific updates once the binders are completed.

Deni reported that the planners worked with Lisa Crowner in March to complete the Capability Planning Guide for Bristol, which is a deliverable. It was completed by the group and the BP5 CPG's were submitted to DPH by Lisa Crowner.

Deni reported that Capability 15(f), under Section 3 of the deliverables, is satisfied in that Liisa Jackson reported that all units are on MA Responds, therefore no documentation is required.

**Liisa Jackson-MRC**

Liisa spoke about the upcoming functional sheltering drill in Norton this Saturday from 9am-1pm at the Middle school; she said all are welcome. The MRC has been running about 4 trainings across the region a month. She said they are looking to get the MRC more involved in opiate prevention and if anybody has ideas on how we can help please let her know. They are having a volunteer appreciation dinner in Mansfield on May 19<sup>th</sup> at the Holiday Inn. Greater New Bedford and Greater Fall River MRC's are working towards a partnership. She spoke about the \$30K she wrote in NACCHO grants, she will know if they are awarded any of the grants by the end of March. She talked about the Shelter Operations supply list and list of web links to purchase sheltering items or a trailer. She said she received a scholarship to go to the National Preparedness Conference and will be representing all of our units in Dallas from April 17<sup>th</sup>-23<sup>rd</sup>.

Also, if anyone wants to have a HSEEP compliant drill in their community Liisa can help plan and facilitate the drill.

**DPH Update- Lisa Crowner, Regional Coordinator for Region 5**

Lisa Crowner thanked the planners for their representation at the HMCC meeting in Middleboro.

She discussed the results of the WebEoc drill with the EB. Lisa said she will be investigating the problems that occurred and offering assistance to the communities that had difficulties. She said Deni had requested that she bring additional laminated WebEoc Quick Reference Cards for any community that may not have been present when they were handed out at the training. Lisa said they will be available today for anyone that may need one. Lisa asked Amy if she will continue to sign for concurrence once the vote has been taken. Amy agreed to continue to sign off for the Bristol coalition on concurrence.

Lisa announced the good news that the PHEP Coalition funding is level-funded for BP5. She said the deliverables are similar to this year and should be out before the start of the new grant year, BP5.

**Amy Palmer/LSAC**

Amy said she will report out at the Coalition meeting today.

**The next Coalition Meeting will be held on April 19, 2016**

The meeting adjourned at 1:30p.m. when a motion was made by Bob Ashton, seconded by Dr. Vaillancourt and unanimously approved.

Respectfully submitted,  
Denise Phaneuf