

**Bristol County PHEP Coalition Meeting Minutes
May 16, 2017**

Attendance: Joe Carvalho, Kelly Pawluczzonek, Henry Vaillancourt, Heather Gallant, Elaine LaCoursiere, Brian Gallant, Crystal LaPine, Denise Phaneuf, Liisa Jackson, Lisa Crowner.

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)
BP5- Budget Period 5 (July 2016-June 2017)
BP1- Budget Period 1 (July 2017-2018)
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
Q1- Quarter 1(July-September)
Q2-Quarter 2 (October-December)
Q3- Quarter 3 (January-March)
Q4- Quarter 4 (April-June)

Motion made and seconded	Vote
Meeting called to order at 1:45p.m..	Unanimously passed
Approval of coalition meeting minutes for March. Approved as written.	Unanimously passed
To allow Joe to work with Elaine on communications line item/budget and to approve budget to be submitted	Unanimously passed
To approve budget as recommended by Executive Board	Unanimously passed
To adjourn at 3:20p.m.	Unanimously passed

Documents sent out before meeting:

- 5-16-17 Bristol PHEP EB Agenda
- 5-16-17 Bristol PHEP Coalition Agenda
- 3-21-17 Coalition meeting minutes unapproved
- 3-21-17 EB meeting minutes unapproved
- Copy of Bristol BP5 Spreadsheet-May

Coalition meeting called to order: 1:45p.m.

Joseph Carvalho-Chairman - Announcements

A motion was made by Heather Gallant and seconded by Bethany Collins and seconded to approve March Coalition meeting minutes as written. Unanimously passed.

Elaine discussed new proposed budget. She explained that she and Joe will be speaking outside of meeting, as voted on by EB.

Dr. Vaillancourt outlined the recommended budget. Bob Davis made a motion to allow Joe to continue working on the communications line item with Elaine and to approve the budget to be submitted. Bethany Collins seconded. Passed.

Beth Collins made a motion to approve budget as recommended by Executive Board. Bob Davis seconded. Passed.

Andy Robinson was introduced as speaker from the **Bureau of Substance Abuse Services (BSAS)**. Andy spoke on a variety of topics and presented many great resources to the group. A robust discussion took place among the members. Andy presented his contact information and PowerPoint slides to the group to view.

Deni spoke on the Bristol Coalition Project, Closed PODS. To date, the planners have worked with communities and have established many new closed pods. Deni has 9 new signed MOU's in her communities. Ali was unable to attend and will give an update on her communities at the June meeting. Deni conducted a training for long term care administrators in Fall River recently. It was conducted in conjunction with the Fall River Health Department and Emergency Management Services at the Fire Department Headquarters. The training was well attended; 2 new MOU'S were signed and delivered at the training. Deni thanked Lisa Crowner for sharing her expertise and technical assistance at the training. The planners will be conducting additional regional trainings in BP1.

Deni mentioned that the planners will be sending out the usual end of year COOP plans to be updated: The Order of Succession, Job Function Analysis, Personnel Responsibilities during an Emergency, and the Call Down List. Please review and update with any changes for the COOP (Continuity of Operations) Binder 2 and copy your planners on any changes.

Lisa Crowner mentioned that work plans and budgets are being written by planners, regional coordinator and HMCC. Deni submitted the draft BP1 budget to HMCC today.

Lisa reminded everyone that individuals must be on the 24/7 contact list if they receive cell phone reimbursements. She mentioned the Bristol Closed POD was going very well and that the Joint Coalition Project for BP1 has yet to be decided.

Liisa Jackson spoke of the many MRC activities in the area. Liisa said she will continue to send members reports of all that is happening, especially around trainings.

In closing, Dr. Vaillancourt reminded everyone that syringes must be disposed of in red sharps containers.

A motion was made for meeting to adjourn at 3:20pm by Bethany Collins and seconded by Bob Davis. Passed

The next Coalition Meeting will be held on **June 20, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.

Respectfully submitted,

Deni Phaneuf M.S.
BC Emergency Planner/Coordinator

