

Bristol County PHEP Coalition Meeting Minutes
August 15, 2017

Attendance: Kelly Pawluczzonek, Christian Zahner IV, Henry Vaillancourt, Heather Gallant, 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)

Decision Made/ Problem to be solved	Action to be taken
Send survey monkey to determine area of expertise/topics for monthly discussions	Coordinator will send out survey monkey to members to gather information

Motion made and seconded	Vote
Meeting called to order at 1:30p.m.	Unanimously passed
Approval of Coalition meeting minutes for June. Approved as written with one noted revision.	Unanimously passed
To continue Closed POD Project in BP1 with primary focus on long term care.	Unanimously passed
To adjourn at 3:30p.m.	Unanimously passed

Documents sent out before meeting:

- 8-15-17 Bristol PHEP EB Agenda
- 8-15-17 Bristol PHEP Coalition Agenda
- 6-20-17 Coalition meeting minutes unapproved
- 6-20-17 EB meeting minutes unapproved

- Copy of Bristol BP1 Spreadsheets

Coalition meeting called to order by EB Chair Kelly Pawluczzonek: 1:30p.m.

Kelly Pawluczzonek-Chairperson Announcements

A motion was made by Michelle Borello and seconded by Bethany Collins to open August Coalition meeting. Unanimously passed.

The meeting began with introduction of members, as there were many changes.

Elaine LaCoursiere-MAHB

Elaine talked about the spending of BP5 funds. She thanked everyone for their hard work in spending down of funds. The amount returned to DPH was \$1,496.56.

Information is not out yet on MHOA conference in November. A reminder was given that 50% of courses must be in EP track to qualify for reimbursement. You must be over 60 miles to be reimbursed for overnight stay, as well.

Deni Phaneuf-Planner/Coordinator

Deni discussed the success of Phase 1 of the Closed POD Project in BP5. A discussion took place regarding continuation of this project. Lisa Crowner said it was written into the workplan in advance and approved by DPH, because it was due in July. The planners and regional coordinator were required to get a plan in place prior to the August meeting. Lisa said the Closed POD Project was a success in Bristol with 17 closed pods with signed MOU's, mainly in long term care. She mentioned that the State focus for this project is in LTC. Brian mentioned that Bristol had the greatest amount of Closed PODS in the region.

Amy Palmer mentioned, as a future potential project, to set up a model regional EDS. Members felt it would be helpful.

Kevin Bernardo made a motion to continue the Closed POD Project as the Bristol Coalition Project for BP1, Dr. Vaillancourt seconded. Passed.

Lisa Crowner, DPH discussed the Joint Coalition Project that is expected to be conducted as a workshop in Q3. The regions coalition planners met last Friday, August 11th to discuss the workshop. The proposed workshop would be a 4-hour training on Closed PODS to increase the knowledge base for long term care facilities and help educate on what closed pods are and how they can be useful. A subject matter expert panel was recommended.

The previous project in conjunction with the Mass Maritime Academy was not approved by OPEM because regional plans are not in place across Region 5 to exercise.

Deni Phaneuf- Planner/Coordinator- Deni gave an update on Q1 deliverables as well as a summary of the BP5 Closed POD Project. Planners will continue to help communities completed their SNS drills and facility set up drills with assembly. Quarterly drills are still recommended. Two SNS drills must be conducted by December 31, 2017. Deni mentioned that the facility set up drill requires assembly this year, according to deliverables, to be completed by March 31st. Please let your planner know if you are conducting a flu clinic at your primary EDS, so this deliverable can be bundled with others.

Discussion took place around the assembly deliverable. Amy Palmer made a motion expressing that the Bristol Coalition feels the assembly and facility set up drill, due to lack of resources at a local level and logistically, are both unrealistic and unattainable. Michelle Borello seconded. Passed.

The Q1 24/7 contact list has been completed for Deni's communities and will be sent to Ali for any changes to her communities and submitted to Elaine with Q1 updates.

Deni encouraged everyone to order free supplies as soon as possible from the Clearing House for National Preparedness month in September. Lisa Crowner showed members several resources and passed them around.

Deni mentioned that the state WebEoc drill will be coming up before the end of September. Please contact your planner if you need assistance.

Members were encouraged to participate in the HMCC meetings every other month, Starting in September. The HMCC meetings take place on the first Friday of every other month. September's HMCC meeting was scheduled on 9/8/17 from 9a.m.-10:30a.m. at the Middleboro Town Hall, due to the Labor Day Holiday weekend on the first. She hopes to see coalition members attend.

Brian Gallant-MAHB

Brian explained that 6 disciplines attend the HMCC meetings and there is much to be gained by attending: Public Health- Emergency Management-Community Health Centers-Emergency Medical Services-Hospitals-Long Term Care. Brian mentioned that it is great to network together as we are moving towards regionalization. There have been several great presentations from various disciplines. Brian hopes to see increased participation.

Liisa Jackson-MRC Coordinator- Liisa reported on the many MRC activities and trainings. Liisa sent around a report of recent activities during the meeting. The MRC website is available to view all listed trainings and activities. Liisa will send members an updated training calendar.

Lisa Crowner-DPH

Lisa spoke of upcoming WebEoc drill and offered assistance to any members. Next State drill will be in August or September. Areas to pay special attention to: Update EDS Site Identification Form, Resource requests, responding to a directive. She recommended having the site uploaded and ready on devices. Lisa is available for technical assistance if anyone needs help!

Lisa highlighted National Preparedness month and brought many items to share with members and encouraged ordering items from Clearing House right away.

Hurricane season is expected to be severe. She recommended sending Hurricane Preparedness to your communities, especially coastal communities. This can be done at a school open house or PTA meetings as well. Lisa spoke of the drill deliverables. Quarterly drills will continue to be done. The SNS Site Activation drill as well as the Staff Notification drill, facility set-up **including assembly**. RealOpt drills have been eliminated and are no longer valid. Coalition members may bundle some of these drills for efficiency. Please let your planners know if you are conducting a flu clinic in the fall at your EDS Site.

Dr. Vaillancourt discussed feasts and festivals with animals. A discussion took place about vet certificates, animal diseases, auctions, and health of animals.

A motion was made to adjourn the meeting by Amy Palmer and seconded by Michelle Borello. Passed.
Meeting adjourned at 3:09pm.

The next Coalition meeting will take place on **September 19, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.

Respectfully submitted,

Denise Phaneuf