

**Bristol County PHEP Executive Board Meeting Minutes
October 17, 2017**

Attendance: Christian Zahner IV, Henry Vaillancourt, Joe Carvalho, Heather Gallant, Chrystal LaPine, Denise Phaneuf, Ali Novak, Lisa Crowner, Liisa Jackson.

Acronyms:

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)

MAMAPP-Massachusetts Mutual Aid Plan

Decision Made/ Problem to be solved	Action to be taken
No Executive Session will take place	None

Motion made and seconded	Vote
Executive Board meeting called to order at 12:05p.m.	Unanimously passed
To approve September meeting minutes	Unanimously passed
To move \$1500. from Yankee Conference to Training Line item for Bristol Closed POD Educational Trainings as well as any used funds from conferences. To be determined by Elaine.	Unanimously passed
To adjourn at 1:19p.m.	Unanimously passed

Documents sent out before meeting:

- 10-17-17 Bristol PHEP EB Agenda
- 10-17-17 Bristol PHEP Coalition Agenda
- 9-19-17 Coalition meeting minutes unapproved
- 9-19-17 EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheets- October

Executive Board meeting called to order by Christian Zahner- Acting Chair - 12:05p.m.

Christian - Announcements

Joe Carvalho made a motion to open the meeting; it was seconded by Dr. Vaillancourt to approve September Executive Board meeting minutes as written. Unanimously passed.

Deni Phaneuf- Planner/Coordinator

Deni discussed deliverables and talked about the SNS staff notification and site activation drills. She reported on behalf of her communities that 100% had completed the required staff activation and site activation drills due by December 31, 2017. Ali reported that most of her communities have completed their drills and the few remaining communities will be completed by due date of December 31, 2017.

The planners are working with their communities on the Facility Set Up drills with assembly. Deni reported that Stoughton did an outstanding job on their recent facility set up drill with assembly at their fall flu clinic at their primary dispensing site. Everyone on the Stoughton ICS call down roster reported for assembly, reviewed and signed their job action sheets. Ali added that Norton also completed the facility set up drill with assembly and did a great job as well. Facility set up drills are due by March 31, 2018; however planners will need time to write an After Action/Improvement Plan, AAR/IP and submit it on your behalf by mid-March 2018.

Some communities continue to ask for clarification of what "assembly" means and what exact actions are needed to fulfill this requirement. Lisa Crowner will bring these questions back to OPEM.

Ali mentioned that she will be conducting a TTX on Hepatitis A at UMASS Dartmouth on October 26, 2017.

Discussion took place regarding the Closed POD educational training in Q3. The EB discussed and recommended moving funds, budgeted for the Yankee Conference which was not approved by OPEM, to the training line item for the Closed POD educational trainings in Bristol. They also recommended moving any funds left over from MHOA Conference to the training line item. Dr. Vaillancourt made a motion to move the \$1500. left from the Yankee Conference to the Closed POD Training. Joe seconded. All were in favor.

Liisa Jackson-MRC Coordinator

Liisa reported that there have been over 75 events in the last 3 months; flu clinics, blood drives, opioid clinics and more. See the MRC newsletter for more information.

Forty-nine new members have been added over the last 3 months. Liisa said many individuals came forward and wanted to sign on after the many recent disasters. Great job Liisa!

Lisa Crowner-MDPH

Lisa reported on the recent state HHAN drill. She said Region 5 received a 93%; Bristol scored 96%, Plymouth 96% and the Cape and Island scored 87%. This was a very simple drill in which communities had to confirm only. She said we should be much better prepared for the Q2 state drill that is likely to take place after hours and be more difficult.

Lisa asked everyone to review the new OPEM website, as it has a new look.

Discussion took place around the November EB and Coalition meetings. EB will ask for feedback from the Coalition members today. EB said it may need to meet independently in November to make budget changes, as Elaine will need them before December 1, 2017.

A motion was made to adjourn at 1:19 p.m. by Joe Carvalho and seconded by Heather Gallant. Passed.

Next EB meeting November 21st at Swansea Heath Department.