

**Bristol County PHEP Coalition Meeting Minutes
February 20, 2018**

Attendance: Kelly Pawluczzonek, Henry Vaillancourt, Heather Gallant, Joe Carvalho, Elaine LaCoursiere, Brian Gallant, Chrystal La Pine, Denise Phaneuf, Lisa Crowner.

Acronyms:

BP1- Budget Period 1 (July 2017-2018)
Supplemental Budget (2018-2019)
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
MHOA- Massachusetts Health Officers Association
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness
POD- Point of Dispensing
Q1- Quarter 1(July-September)
Q2-Quarter 2 (October-December)
Q3- Quarter 3 (January-March)
Q4- Quarter 4 (April-June)
MassMAP- Massachusetts Mutual Aid Plan

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NORTON TOWN CLERK
2018 FEB 22 P 7 24

Motion made and seconded	Vote
Meeting called to order at 1:35p.m.	Unanimously passed
To approve Coalition meeting minutes for January. Approved as written.	Unanimously passed
To request a training on Animal Carcass Management	Unanimously passed
To designate Kelly Pawluczzonek as signatory for Bristol Coalition.	Unanimously passed
To adjourn at 3:17 p.m.	Unanimously passed

Documents sent out before meeting:

- 2-20-18 Bristol PHEP EB Agenda
- 2-20-18 Bristol PHEP Coalition Agenda
- 10-17-17 EB meeting minutes

- 12-19-18 EB meeting minutes
- 1-16-18 Coalition meeting minutes unapproved
- 1-16-18 EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet-February

Coalition meeting called to order by Kelly Pawluczzonek, Chair: 1:35 p.m.

Announcements

All members were welcomed.

A motion was made by Jacquie O'Brien and seconded by Mark Taylor to open the February Coalition meeting. Unanimously passed.

Heather made a motion to approve January coalition meeting minutes, as written. Mark seconded. Passed.

Kelly Pawluczzonek-EB Chair; LSAC Vice-Chair

Kelly announced that she and Lisa Crowner had requested a speaking presentation by Michael Nelson regarding the UMASS Meningitis Closed POD Clinics. OPEM has approved the request and Michael will be joining us to speak at the March Coalition meeting.

Kelly announced that DPH will be sitting down with MHOA to discuss the preparedness track for the conference.

Chris Michaud of Dartmouth gave an overview to members on Animal Carcass Management. Members voiced that there is a need for training in this area and feel it is important. Dr. Vaillancourt made a motion to request a training on Animal Carcass Management. It was seconded by Chris Michaud. Passed. Lisa Crowner will bring it to the attention of OPEM.

Dr. Catherine Brown, State Veterinarian, will be speaking at our April Coalition meeting.

Deni Phaneuf- Planner/Coordinator

Deni discussed SNS drills and the requirement by OPEM for communities to conduct their own call down drills quarterly. Planners can provide technical assistance throughout the process and complete the required metrics and narrative report on behalf of the community. She asked members to request access to conduct quarterly call down drills from Dana Ohannessian at dana.ohannessian@state.ma.us.

She reported that most Bristol communities have completed or are scheduled to complete their **Facility Set Up drills with assembly**. There are a few remaining communities that are unable to complete the drill by March 1, 2018 because they could not get into the site until mid-March. Deni informed Lisa Crowner, DPH and HMCC that the AAR/IP for these communities will be submitted to Lisa the week of March 19th. Deni is continuing to work with these communities to complete this requirement.

She gave an update on the Bristol Closed POD Trainings in March. She asked how many communities had followed up with a letter of invitation or calls. Some communities had followed up; others had not. She will send out an email reminder to the LTC list serve, along with another opportunity to register. Deni emailed Helen Magliozzi to request another reminder be sent out in the Senior Newsletter this week. She asked all coalition members to follow up with their LTC facilities. If the administrator cannot attend, request that a representative attend to bring the information back to the facility. Deni reported that Ali has been doing a great job working on CEU's for all upcoming events, as she is able.

She asked **coalition members to please register for one of the Closed POD Trainings**, on Tuesday March 6th in Taunton or Thursday, March 15th in Swansea, if they had not yet registered. It is a great opportunity to partner with your LTC and other facilities.

Elaine LaCoursiere-HMCC

Elaine spoke of the funding left over from the MHOA Conference. She said there is approximately \$1,400. left to spend. Discussion took place on using it for signage. She said the next budget modification is due on March 9, 2018.

Liisa Jackson-MRC Coordinator (Unable to attend)

Please read the MRC's online calendar to explore the many upcoming trainings and exercises.

Brian Gallant-MAHB

Brian said the HMCC has submitted several trainings and exercises; the HMCC is waiting for OPEM approval. A regional trailer request, shelter supplies and a generator have also been submitted and the HMCC is waiting for OPEM approval.

Lisa Crowner- Regional Coordinator DPH

Lisa discussed the December WebEoc drill results. Bristol scored a 42%; although not a good score, it was the highest out of the three Region 5 Coalitions. Lisa expressed the importance of doing well on the drill and why. She will continue to offer technical assistance, as will your planners, wherever needed. Members asked for additional technical assistance. Lisa is going to investigate the possibility of formatting a monthly WebEoc drill.

Lisa explained the definition and process of concurrence. It will be discussed at the LSAC meeting on 3/19/18. The Bristol Coalition meeting will take place the day after. Information will be brought back to members at the March Coalition meeting, where they will be asked to concur. There is a Statewide call for public health on 3/22/18 at 1:00 p.m. You are asked to vote on concurrence between 3/23-4/5/18. Our next coalition meeting takes place prior to this date on March 20, 2018. A motion was made by Dr. Vaillancourt that should the Bristol Coalition concur, with additional information from Kelly and Lisa from LSAC, Kelly be designated signatory on behalf of the coalition. Joe seconded. Passed

Coalition Forum- "HOT TOPICS"

Due to the request for additional information on microblading and body art, Lisa Crowner said there is an online resource for Body Art Programs for Regulators at the following LPHI website:

<http://sites.bu.edu/masslocalinstitute/2012/11/19/body-art/>

Regulations that are passed and violated were discussed.

Receivership and public health was questioned. Joe Carvalho and Dr. Vaillancourt explained the process.

Mark Taylor made a motion to adjourn meeting at 3:17. Kevin Bernardo seconded. Passed.

The next Coalition meeting will take place on **March 20, 2018** at the **Norton Media Center**, 184 West Main Street, Norton.

Respectfully submitted,

Deni Phaneuf