

**Bristol County PHEP Coalition Meeting Minutes
May 15, 2018**

Attendance: Kelly Pawluczzonek, Christian Zahner, Henry Vaillancourt, Joe Carvalho, Heather Gallant, Brian Gallant, Denise Phaneuf, Ali Novak, Liisa Jackson.

Acronyms:

BP1X- Budget Period 1X (July 2018-2019)

BP1- Budget Period 1 (July 2017-2018)

SNS-Strategic National Stockpile

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

MEHA- Massachusetts Environmental Health Association

MAHB- Massachusetts Association of Health Boards

MEMA- Massachusetts Emergency Management Agency

MHOA- Massachusetts Health Officers Association

MOU-Memorandum of Understanding

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

RECEIVED
TOWN CLERK
2018 MAY 21 A 10:08
FAIRHAVEN,
MASS.

Motion made and seconded	Vote
Meeting called to order at 1:36p.m.	Unanimously passed
To approve Coalition meeting minutes from March (An April Coalition meeting did not take place; there are no meeting minutes from April). Approved as written.	Unanimously passed
To accept BP1X budget as recommended and outlined by Executive Board.	Unanimously passed
To give Elaine and Kelly the ability to make necessary changes to budget before submittal if needed.	Unanimously passed
To adjourn at 3:15 p.m.	Unanimously passed

Documents sent out before meeting:

- 4-15-18 Bristol PHEP EB Agenda
- 4-15-18 Bristol PHEP Coalition Agenda
- 4-17-18 EB meeting minutes UNAPPRD
- 3-20-18 Coalition meeting minutes unapproved
- 4-17-18 Coalition meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet-May

Coalition meeting called to order by Kelly Pawluczonek, Chair: 1:36 p.m.

Announcements

All members were welcomed.

A motion was made by Beth and seconded by Kevin to open the May Coalition meeting. Unanimously passed.

Emily made a motion to approve coalition meeting minutes for March and April as written. Beth seconded. Passed.

Deni Phaneuf- Planner/Coordinator

Deni reported out on the measurable outcome of the Region 5 Joint Closed POD Workshop that took place on April 26, 2018 at the Mass Maritime Academy in Bourne. Representative Muratore from Plymouth; James Garrow of R. Phillips Associates and Lisa Crowner-DPH Regional Coordinator presented at the workshop. Sixty-five people were in attendance, comprised of two attendees from the Mashpee Wampanoag Tribe; Rachel Fleck from MEMA; Martha's Vineyard BOH agent from Tisbury; a total of 19 Board of Health agents/directors; UMASS Dartmouth staff person; Massasoit Community College representative; Tabor Academy representative; fourteen healthcare partners; six panel members including Chase Hunter from DPH SNS; Chris Michaud-Dartmouth Health Director; UMASS Dartmouth Health & Safety Officer; three Emergency Planners from Region 5.

All planners in Region 5 have been working with Lisa Crowner, Regional Coordinator on the Joint Closed POD Workshop Project deliverable for the last several months. All felt the workshop, with a focus on long term care and access and functional needs, was a successful event. Evaluations were very positive.

Deni also reported on SNS drill deliverables. Planners continue to assist communities with drills. Facility set up drills went very well and created a more cohesive environment among those that attended. As a direct result, local EP planning and response meetings have increased.

Westport plans to have a health agent very soon and will help with EP deliverables. A new public health nurse will be starting in a couple of weeks. She will work on MAVEN and emergency preparedness, according to a BOH member that was present at the meeting. Deni and Lisa will provide technical assistance. In Q4, the planners will assist with COOP updates for each community, the 24/7 contact list, update the Q4 workplan and other deliverables.

Elaine LaCoursiere -HMCC (Unable to attend)

Lisa Crowner DPH (Unable to attend)

A motion was made to adjourn by Dr. Vaillancourt and seconded by Chris Michaud at 3:15 p.m. Passed.

The next Coalition meeting will take place on **June 19, 2018** at the **Norton Media Center**, 184 West Main Street, Norton.

Respectfully submitted,

Denise Phaneuf

**Bristol County PHEP Executive Board Meeting Minutes
May 15, 2018**

Attendance: Kelly Pawluczzonek, Christian Zahner IV, Henry Vaillancourt, Heather Gallant, Joe Carvalho, Denise Phaneuf, Ali Novak, Brian Gallant.

Acronyms:

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Decision Made/ Problem to be solved	Action to be taken
To have Deni purchase approved signage and signage bags for coalition members and receive reimbursement from Elaine. Planners will address with communities how to disseminate when they come in.	Deni will purchase and reimburse

Motion made and seconded	Vote
Executive Board meeting called to order at 12:13 p.m.	Unanimously passed
To approve EB meeting minutes for April as written. MEHA acronym suggested by Heather Gallant will be added to list of acronyms.	Unanimously passed
To reduce training budget from \$8495. to \$6,702.; to reduce supplies line item from \$3,526 to \$1,733. for BP1X.	Unanimously passed
Meeting to close at 1:29 PM.	Unanimously passed

Documents sent out before meeting:

- 5-15-18 Bristol PHEP EB Agenda
- 5-15-18 Bristol PHEP Coalition Agenda
- 3-20-18 Coalition meeting minutes unapproved
- 4-17-18 Coalition meeting minutes
- 4-17-18 Executive Board meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet- May

Coalition meeting called to order by Chair, Kelly Pawluczzonek – 12:13p.m.

Announcements

Kelly recommended approving April EB meeting minutes. Dr. Vaillancourt made a motion to approve April meeting minutes, seconded by Heather with an addition to acronym list: MEHA. Passed.

Approved signage was discussed. EB decided that Deni would purchase the signage and signage bags for the coalition members; these items were approved in April. Planners will work to disseminate signs and bags upon delivery. Executive Board asked Deni to get the ordering information from Amy Palmer in Mansfield and to place the order.

The proposed budget was discussed for BP1X. After an EB discussion, Heather made a motion to keep budget the same as previous budget except for reducing the Training line item from \$8495. To \$6,702. and reducing the Supply line item from \$3,526. to \$1,733. as discussed. Joe Carvalho seconded. All were in favor.

A motion was made by Heather to authorize Elaine and Kelly, Chair of EB, to make any necessary changes to budget prior to submittal by due date.

Executive Board, along with planners, had a prolonged discussion about contracts in BP1X. The Executive Board is very concerned about the timeliness of the DPH signing of contracts. MAHB submits the contracts to DPH on time. Members said that the precedence over the past several years, prior to the new administration at OPEM, was that contractors could work on July 1st and be reimbursed when contracts were signed. The EB is concerned about contractors losing part of their livelihood, during the coming year, due to this change. Members are concerned about not having planners to help with the deliverables until contracts are signed. The DPH change states that contractors cannot perform any work or be reimbursed for any work until they have a signed contract in hand. The contract year begins on July 1, 2018. It is strongly felt by the EB that the contractors should not be penalized due to DPH signing contracts late. Kelly will bring these concerns back to DPH at the upcoming LSAC meeting.

Deni Phaneuf- Planner/Coordinator

Will give full report at Coalition meeting.

Elaine LaCoursiere -HMCC (Unable to attend)

Lisa Crowner-DPH (Unable to attend)

Brian Gallant-HMCC

Brian reported out on the May HMCC meeting. It was well attended; participation is growing from the various disciplines.

He reported on upcoming trainings:

Table Top Exercise- Topic is Silent Radiological Exercise (hospital-based scenario)
May 16 in Middleboro; May 22 in Barnstable
HMCC Executive Board meeting will be held on June 1st- Middleboro
Logistics Workshop will be held on June 13 in Brockton
Plymouth CBRNE Table Top Exercise is on June 20
Leadership Conference will take place on June 27

Contact Brian Gallant or Chrystal LaPine for additional information.

Liisa Jackson- MRC Coordinator

Gave updates on MRC activities.
Check MRC calendar for list of upcoming activities.
A gap analysis will be performed by MRC.

Motion was made by Dr. Vaillancourt to adjourn at 1:29 p.m. Heather seconded. Passed.

Next EB meeting will take place on **June 19, 2018** at the Norton Media Center.

Respectfully submitted,

Denise Phaneuf

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