

Bristol County PHEP Coalition Meeting Minutes

September 18, 2018

Attendance: Kelly Pawluczzonek, Christian Zahner IV, Heather Gallant, Brian Gallant, Denise Phaneuf, Ali Novak, Lisa Crowner, Liisa Jackson.

Acronyms:

BP1X- Budget Period 1X (July2018-2019)

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

MEHA- Massachusetts Environmental Health Association

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)

MassMap-Massachusetts Mutual Aid Plan

MHOA- Massachusetts Health Officers Association

SNS- Strategic National Stockpile

Decision Made/ Problem to be solved	Action to be taken

Motion made and seconded	Vote
Coalition meeting called to order at 1:32 p.m.	Unanimously passed
To approve Coalition meeting minutes for June as written.	Unanimously passed
To adjourn meeting at 3:22 p.m.	Unanimously passed

Documents sent out before meeting:

- 9-18-18 Bristol PHEP EB Agenda
- 9-18-18 Bristol PHEP Coalition Agenda
- 6-19-18 Coalition meeting minutes unapproved
- 6-19-18 Executive Board meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet- September
- Principles of Operation 2017

A motion was made by Donna Palmer to open the meeting at 1:32 p.m.; seconded by Bethany Collins. Passed.

Coalition meeting called to order by Chair, Kelly Pawluczzonek – 1:32p.m.

A motion was made by Mark Taylor to approve the June meeting minutes as written; Pauline seconded. Passed.

Requests for Approval

Kelly reported out to members on requests approved at EB meeting:

Payment for Westport's cell phone service was approved for Mathew Armendo, Health Director.

Payment for a second phone line was approved with the following stipulation: If the Westport BOH purchases a cell phone to be used by the active BOH Chair and is on the 24/7 list, the Coalition will pay for the service only, in accordance with maximum quarterly amount paid for by the grant. If the Chairperson rotates, the phone and service go to the next Chair.

LSAC

Kelly reported that if standing orders are presently being signed by Dr. Al De Maria, they are no longer viable, as Dr. De Maria retired. Some of you may work with doctors and they may be able to issue standing orders.

Speaker- Marilyn Edge on State Tobacco Laws

Deni Phaneuf Planner/Coordinator

Deni gave an overview of Q1 deliverables. The planners submitted the Q1 24/7 contact list, and an updated Q1 work plan to the Regional Coordinator. Many SNS operational drills are in progress. Deni is discussing and planning an Emerging Infectious Disease Workshop for Bristol.

Ali Novak- Planner

No additions.

Elaine LaCoursiere- MAHB (Unable to attend)

Lisa Crowner-DPH

Lisa discussed the results of the last State drill and reiterated the need to improve. She gave a refresher course on WebEOC during the Coalition meeting. There were many new members. She provided technical assistance to all members present, giving handouts on the HHAN alerts, text messaging quick reference guide and WebEOC quick reference guide.

Lisa talked about the importance of National Preparedness month and the Mass Clearinghouse.

Brian Gallant-HMCC

Brian gave an update on HMCC meetings, activities, trainings and exercises. The next stakeholders meeting will take place on Friday November 2, 2018 from 9-11 a.m. at the Middleboro Town Hall. He encouraged all to attend.

Liisa Jackson- MRC Coordinator

Gave updates on MRC activities.

Check MRC calendar for list of upcoming activities.

Motion was made by to adjourn by Mark Taylor at 3:22 p.m. Pauline seconded. Passed.

Respectfully submitted,

Denise Phaneuf

*Next Coalition meeting will take place on **October 16, 2018** at the Norton Media Center.*