



July 27, 2010

Meeting Minutes

Present at the meeting: James Richardson, Rick Silverberg, Donna Quinn, George Whittaker, Andy Phelps, Michelle Bonsteel, Barbara Lucas, Carol Plumb, Michael Drake, Stephen Carrier, Maren Bicknell, Lee Kimball, Steve Yannuzzi, Christie Phelps, Dana Hadley, Liz Lawrence, Donald Sullivan, Heather Makechnie, Kay Romero, and Pat Wentworth

- Meeting attendees represented the following organizational types:
- Emergency Management officials, Health Officers, Town Administrators, Visiting Nurses Association, Spaulding Youth Center, Fire Chiefs, Police Chiefs, Medical Reserve Corps, and Citizen Emergency Response Team, and CCNTR staff.
- Rick Silverberg welcomed everyone to the meeting and began introductions. Rick also mentioned that CCNTR will be the fiscal agent for PHN grant for 2011/2012. Rick also mentioned that he received a letter from Joan Aschier stating that we are the Public Health Network for the Greater Franklin-Bristol Region and hence we don't need to call ourselves an All Health Hazard Region going forward. Rick thanked all of our partners for their continued support for the region and CCNTR as the recognized public health network.
- Liz Lawrence spoke about her new position and mentioned that one of the grants she is working on now is the HEAL grant (Healthy Eating Active Living) the 5-2-1-0 camp again is still driving that force for this program. She is also working on the drug and alcohol campaign and on the environmental home committee (used to be Lead Abatement), currently there is no funding for this program, but they will be seeking new funds for that. Rick mentioned that he is on the Bridges to Prevention committee and that group was awarded a contract to work on Alcohol Abuse and Substance prevention.
- **Immunization Initiative**- Maren spoke about Old Home Events and the value of getting out to the communities. She also spoke about a state campaign relative to vaccines within the school.
- NH is one of 6 universal purchase states that allow for free vaccines for children. There have been conversations with the superintendents about having a school based vaccination campaign this year. The state put out an RFP and there are two bidders currently. This is a pilot project for the 6 regions that currently have Immunization Coordinators. This new program handles all aspects of vaccinating,

so the winner of the bid will do everything, with minimal impact to the local communities. Maren is also working on a toolkit for the schools.

- **Update for the CERT /MRC program update:** Jim asked the group to act as the Citizen Corps Council while we reviewed CERT and MRC matter. The purchase equipment list for this past year was reviewed by the committee. New grants that have been applied for were reviewed also. The RFP for 2009 Volunteer NH (CERT) funds was reviewed by the group and presented for a vote. Dana Hadley made a motion and Christie Phelps seconded the motion, the group voted unanimously to accept and submit the RFP as presented. Total amount requested for FY 09 was 11,250.00. The grant will be submitted to Volunteer NH once it has been signed by Joe Denning our Citizen Cops Chairman. Jim also discussed that Volunteer NH was willing to provide the regional CERT program with a 6 foot trailer to house all of the equipment that has been purchased. Jim asked the municipal officials to look at housing and adding the trailer to their insurance roster.
- **ACC supplies:** The region purchased many items through ASPER money, 12,495.00 was available to expend. The regions total purchases were 7,500.00. Included in this were three O2 Concentrators which were added at the request of D.P.H.S. The group agreed that the funds could have been used better and that the probability of using the concentrators was minimal at best.
- **After Action Report:** Jim mentioned that we not cover the entire document just the Improvement section. Lee spoke to the group about his work with the region and on the AAR/IP. He also worked on a written plan for the N95 masks. Jim led the group discussion relative to the H1N1 Clinical After Action Report and items discussed and added to the Improvement plan are as follows:
 - **Regional Response and Partner Notification:**
 - 1.1.1 Change the references in the plan of Health First to CCCNTTR, other than where it mentions Health First as the NEHC.
 - 1.1.2. Bring schools into the process earlier by proactively meeting with schools before the fall season. (Already being addressed)
 - 1.2.1 Develop a protocol and payment plan for conference call abilities within the region.
 - 1.2.2 Develop a more uniform information process, which will keep the MACE team in the loop (including using the high importance flag on emails that are time sensitive).

- **Risk Communication:**

2.1.1 Develop an established plan for designation of a PIO and its supporting functions. (take out 2.1.2 and 2.1.3)

2.1.2 For VIS statements allow for an explanation sheet (this is an item for the state to address)

- **POD Activation /Operations:**

3.1.1 Work with the schools to ensure vaccine records will be received by parents. (For the new contract through the Immunization program, this will be handled- and the records will go to student's medical home also)

3.1.3 Nasal spray trainers can be used for students to prepare them for nasal spray.

3.1.4 Materials will be disseminated prior to clinics to the nursing staff.

- **State Support**

4.1.1 The Public Health Network Coordinator will be contact at the state level.

There will be substantial plan revisions this year. In addition to these revisions the elements of the AAR/IP will be addressed in these revisions.

Kay asked if we are in a good place for vaccinations in the school if needed. Jim mentioned that the key to this was additional funding opportunities, and the schools are more open to be part of this process going forward.

The mini POD concept was a new concept but now that the ground work has been laid it seems as though the schools are a great vehicle for immunizations.

Jim gave an update on the ESF presentation that Rick Cricenti provided at the last monthly meeting as it related to the new organizational and operational plan for the Emergency Services Unit.

Meeting was adjourned at 10:44 pm. Next meeting will be at Tilton Northfield Fire on September 28, 2010.

DRAFT