

Plymouth County Emergency Preparedness Coalition

Posted: <http://www.mahb.org/profile/emergencyprep/EPCplymouth.html>

Agenda for Dec. 9th Executive Committee Meetings

1. Approval of Executive Committee Minutes from October (below). The November meetings were cancelled.
2. Budget Report - Elaine LaCoursiere
3. Spending Requests

Sandy Landry – Planner update on funding needs for training and signage

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|------------------|--|--|----------|
| (4) Speakers | \$500 per speaker – Mental Health Mobility Hearing Blind | We researched speakers both working for public health and in the private sector. WE were able to secure one speaker within DPH but need to provide transportation for them. The other speakers gave us prices of \$500 from 8am - 1:30pm. | \$1,500 |
| Janitor Services | \$350.00 - \$500.00; | The janitor will need to set up the gym into four separate sections ensuring each functional needs has an area to speak. This will include chairs, tables, IT equipment and other props that the speakers bring for their presentation. The janitor will also need to set up the key note speaker area, registration and food items. | \$500.00 |
| Printing | \$5.00 per booklet | The information included in the folders will be the bio's of each speaker, over view of an EDS, overview of the functional needs being discussed and history of the Coalition and executive committee | \$250.00 |
| Food/Drink | \$8.00 per person | coffee, water, soda, continental breakfast and light lunch. | \$400.00 |

Brockton – traffic cones and barriers – total \$1967.5

Training-Psychological first aid for volunteers in an EDS (Lisa Kaufman) \$500

Robert Casper phone request (continued from previous meeting)

4. DPH update – Diane Brown Couture
5. Items for full coalition discussion
6. Old & New Business
7. Agenda for January 13th meeting

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Executive Committee Minutes October 14, 2014 Middleboro Town Hall

Attending: Bob Ethier, Dale Barrows, Arthur Boyle, Janice McCarthy, Marcia Benes, Eric Badger

The Meeting opened at 12:02 with a motion by Bob Ethier to approve the September minutes, with a second by Dale Barrows and all voting in favor.

Equipment Requests

The Kindle request for Planner Jeanne Benincasa for the 8.9 inch HDX for \$394 and case for \$69- The original requested and approved amount of \$269 (September minutes) was insufficient, as the quote was based on the wrong model, so the request was back on the agenda. Janice McCarthy expressed concern that if there is no longer a planner position, the Kindle should remain with the coalition. Bob Ethier made a motion to purchase the Kindle at the additional cost with the stipulation it remains with coalition. There was a second by Dale Barrows with all in favor.

Abington request for two Go Light Portable Search lights for \$258 total. Janice McCarthy said that Pelican lights which were purchased by others previously are cheaper than Go search lights. Hanson is looking for two Pelican Lights.

There was a motion by Bob Ethier to approve one Pelican light each for Abington and Hanson, with a second by Dale Barrows. All in favor

There was discussion but no action taken on requests from Abington and Hanson for Coleman coolers.

Hanson - \$199 for Stanchion and Post, chain and sign holder- Motion to approve by Bob Ethier, second by Eric Badger. All in favor

Wareham requested 6 shelving units for equipment to be stored in the MRC room for emergency preparedness equipment and food for emergency sheltering to get it off the floor. He noted that they are on Amazon at \$40 each for a total \$239.82. A motion to approve was made by Dale Barrows with a second by Arthur Boyle. All in favor with Bob abstaining.

Planner Sandy Landry mentioned at the last meeting needing \$350 for custodian for March training. Bridgewater Raynham HS. This is a deliverable. A motion was made by Dale Barrows to expend up to \$350 with a second by Bob Ethier with all in favor.

Old Business -Election – Dale Barrows is up for reelection. Marcia Benes will send out an email reminder about nominations. Janice recommended no full coalition meeting in November, which would push the election to December's full coalition meeting. Bob Ethier recommended a training on housing and courts with Paul Halfmann, DPH. Marcia Benes will find out from Diane Brown Couture if there are any deliverables due in November. A Motion to postpone full coalition and ELECTION meeting to December

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9th unless it will impact deliverables, was made by Eric Badger with a second by Bob Ethier. The Executive Committee will meet if needed Nov. 4.

HMCC discussion - There was a short discussion of the MAHB HMCC meeting at Bob Ethier's request. Bob suggested that the Coalition write a letter of support for MAHB as fiscal agent. Marcia Benes thanked Bob for his support and said she would contact the Executive Committee once the RFP was available.

There was a Motion by Arthur Boyle with a second by Eric Badger to adjourn at 1pm. All in favor.

Approved by Janice McCarthy _____

Date _____

Signature on file with MAHB

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Full Coalition Agenda

1pm December 9, 2014

Middleboro Town Hall

Approval of September full/EC coalition Minutes

Paul Halfmann MPH – DPH Assistant Director of Housing -

Diane Brown-Couture – Volunteer Management Training (deliverable)

Diane Brown-Couture – Training Progress Report (deliverable)

Election to Executive Committee - only one nomination received for Dale Barrows

Planner Updates on additional deliverables

Surplus Signage Swap – Please bring any unwanted, surplus signage to share with others.

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Plymouth County Public Health Emergency Preparedness Coalition September Combined Meeting Minutes

Full Coalition Meeting to start after the Executive Committee Meeting

Date and Time: September 9, 2014

Middleboro Town Hall 10 Nickerson Ave., Middleboro, MA

Attending: Janice McCarthy, Dale Barrows, Bob Ethier, Arthur Boyle, Diane Brown-Couture, Elaine LaCoursiere, Sharon White, Tara Tradd, Lou Tartaglia, Rob Tinkham, Cathy Drinan, Donna Tramontana, Henny Walters, Amanda Stone, Karen Walega, Peter Falabella, Jeanne Spalding, Catherine Hassert, Jen Batchelder, Cheryl Cates, Robert Casper, Jeanne Benincasa, Sandy Landry, Brian Gallant.

Meeting opened at 12:35 pm.

A motion was made by Cathy Drinan to approve the August minutes; 2nd by Sharon White; all in favor.

PHEP Budget: Elaine LaCoursiere presented the financial spreadsheet. The training line item has \$2379 left to spend with the MHOA and MAHB conference coming up this fall. Please submit requests so the executive committee will know what is left to spend and make a transfer to another line item if needed which should be done each quarter.

Hurricane Presentation-Diane Brown-Couture

Diane discussed the integration of federal, state and local responses. She passed out information about hurricane facts, red flags, greatest threats, past hurricanes and evacuation guidelines.

Medical Countermeasures Dispensing in Randolph-Cheryl Cates

On March 7, 2015 there will be a training providing information to help those with access and functional needs during activation of EDS. Please save the date. More information to follow.

Brian Gallant mentioned there will be a EDS Full Scale Exercise training on March 28, 2015. Sponsored by Plymouth County Public Health Coalition, Town of Randolph.

GIS Update- Bob Ethier and Sandra Landry, Brian Gallant and Jeanne Benincasa

A draft has been sent to Diane, she has read it and approved it. They will meet the DPH deadline of 9/30/14. Bob Ethier said the GIS mapping is in process.

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MYTEP workshop –Brian Gallant

A multi-year training and exercise has been put together for this year. This year is different from the last years with more information and documentation to the calendar. The calendar is updated each month. Let the planners know if there is an exercise planned so they can update the calendar.

**Plymouth County
Public Health Emergency Preparedness Coalition
September
Meeting Minutes
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Next full coalition meeting will be on November 4, 2014.

Meeting adjourned at 1:55 pm. Motion made by Bob Ethier; 2nd by Dale Barrows; all in favor.

Submitted by Elaine LaCoursiere

Minutes approved by: _____
Janice McCarthy