

Plymouth County Emergency Preparedness Coalition

Executive Committee Minutes

Date and Time: May 10, 2011- 12:00 pm to 1 pm
Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Present: Jeanne Spalding, Lou Tartaglia, Diane Brown Couture, Elaine LaCoursiere,
Janice McCarthy, Marcia Benes

Called to order 12:10

Motion to Approve previous month's minutes by Lou Tartaglia, Jeanne Spalding 2nd –
all in favor

PHEP Budget - Elaine noted we are in the 4th and final quarter with funds not yet received. Communication funds is where we need to be to write checks after July 1. Equipment has \$13,000 left to be spent. Contractors will be spent down. MRC coordinator has been contracted for \$5,000 (Dennis Swift). He will send his monthly reports to Tracy Mayo, Jeanne Spalding and Janice McCarthy and MAHB will get approval from them before paying. There is \$1700 left in training. Marcia Benes suggested that this balance should be transferred to equipment at the full coalition. Jeanne noted that the 3 large bed printers and laminators were requested as approval from DPH out of PHER funds.

Jeanne Spalding said that Diane Brown-Couture was extremely helpful in putting together proposals for PHER funding for the items above. If DPH does not approve the use of PHER funds, Marcia Benes noted that the DPH capital expenditure would be still be necessary as a PHEP purchase Diane follow up with this in the event of rejection.

Jeanne Spalding also noted that the handheld Pelican outdoor lights were also awaiting DPH approval through PHER funds. Diane put in a proposal for 6 units. The Full coalition should indicate which communities will want them, and that could also be purchased through PHEP @ \$600 per unit.

Cathy Drinan had sent suggestions for lower cost refrigerator and portable generator, and ActiveGard Suits and Booties. Jeanne noted that you can't run the refrigerator outside or the generator inside, so this would be a problem in many situations. She was in favor of purchasing the ActivGard 300 suits and booties which are non-slip.

Cathy Drinan had also suggested purchasing 8gb flash drives - it was questioned if 4 Gb might be adequate for emergency planning and response purposes.

Janice McCarthy recommended the suits, booties and flash drives.

Lou recommended the Black and Decker PowerIt inverter 800watts DC to AC \$79.97 Home Depot. P1800BB

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The Full Coalition will be asked to prioritize their requests for equipment.

Lou Brockton requested PHEP funds for reimbursement for 2 cameras and AED replacement leads total of \$1004.98 which were purchased through the Brockton MRC – Janice McCarthy made a motion in favor, 2nd by Jeanne Spalding - all in favor.

Cell Phones – Marcia Benes explained that an invoice will be sent out for funds to be sent directly to the towns – Lou said that Brockton would also invoice MAHB for the communication funds as long as it was one check, which she confirmed was the case.

PHER Budget Update

- DPH requests and Return of Funds -
- Elaine reported that Whitman received \$9800 in PHER funds but MAHB has never received reports. MEB reported that we cannot pay communication funds without compliance with PHER reporting. The Grant ends July 30th.
- Jeanne Spalding made a motion to tell people unspent PHER funds be returned to MAHB by the end of MAY. 2nd by Lou Tartaglia -all in favor.

Memo of Understanding between PCPHEPC and MAHB - A motion to accept the MOU was made by Lou Tartaglia , 2nd by Jeanne. All in Favor

Contractor RFPs – Marcia Benes noted that DPH indicated during the site visit and audit that it was not good practice to automatically renew contracts and recommended that t job descriptions be posted for the next contract year.–Janice McCarthy asked if this was in writing, and the DPH audit report page referring to this was copied for the exec committee. Janice asked for job description – Lou Tartaglia noted that it was in the contract. Marcia Benes will supply a copy before the next meeting. Jeanne would like to have an MRC coordinator to work on exercises jointly enhancing coalition and training exercises for MRCs, commenting that it seems to work very well for Bristol Coalition. Diane noted that it also works well for the Cape. Marcia Benes will provide sample language for both positions.

DPH Update – Diane Brown-Couture – Region 5 is leading the state on drills & exercises.

Meeting adjourned at 1pm Next Meeting: June 14, 2011

Minutes prepared by Marcia Benes
Approved __June 14, 2011

Signed_by Janice McCarthy

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Full Coalition Minutes Tuesday May 10, 2011 1-3pm

Middleboro Town Hall, 10 Nickerson Ave. Middleboro MA

Present: Jeanmarie Kent-Joyce, Louis Tartaglia, Robert Tinkham, Diane Brown-Couture, Robert Philbrick, Cathleen Drinan, Vincent Flaherty, Elaine LaCoursiere, Karen Walega, Laurel Thorne, Peter Falabella, Dale Barrows, Jeanne Spalding, Michelle Roberts, Janice McCarthy, Bob Casper Jr.

1. Motion to Approve previous April minutes made by Rob Tinkham, 2nd Dale Barrows. All in Favor

Dale Barrows noted that GPS software can be upgraded but not the mapping as was planned. It takes about a week for software upgrade. Cost of new mapping is \$50.

2. Executive Board Announcements – Janice McCarthy reported that DPH recommended that we issue new RFPs for contractors with the new contract year instead of rolling them over. The Executive Committee will work on new job descriptions. Jeanne mentioned another option – drills and exercises will be increased next year. Cape and Bristol have MRC coordinator and drills and exercises coordinator. She would like to bring this up for consideration, and look at the scope of services. Janice McCarthy also stated that **PHER money needs to be returned to MAHB by May 31, 2011. Any Coalition members in noncompliance will not be getting communications funding until funds are returned.**

3. Statewide Advisory Committee Update – Jeanne Spalding
Concurrence Vote on DPH's CDC application for FY 2012 for PHEP funds
The state has not yet put together the FY 2012 PHEP budget so we don't have any numbers on which to base a concurrence vote. Marcia Benes explained that a concurrence vote in June would necessitate another full coalition meeting. Dale Barrows made a motion to grant the Executive Committee authority to vote for concurrence. 2nd by Rob Tinkham – all in favor.

4. Line Item Transfer - It was explained by Janice McCarthy that there were no anticipated additional trainings and therefore the Exec. Committee recommended a line item transfer to move the \$1700 left in the training budget to equipment. Motion to do so was made by Rob Tinkham, 2nd by Vince Flaherty. All in Favor
Budget Report – **There were no questions after Elaine LaCoursiere's brief review of the PHEP and PHER funds, including a reminder that the Exec. Committee had voted to request all funds which were not anticipated to be expended be returned to MAHB by the end of May.** She said the coalition was right on target for spend down. Letters have been sent out regarding PHER. If you don't agree with my total, please get back to me. No invoices have been received from W. Bridgewater.

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5. PHEP Spending Plan Update was reported by Jeanne Spalding, who noted that Elaine will send out invoices for communication funds . Aug. 9 is final spending date – equipment requests were put in for PHER for laminator and printers to be housed with Jeanne, Cathy Drinan and Karen Walega. This is still awaiting DPH approval. Diane also put in approval request for Pelican lights, number reduced to 6. Printers and Laminators, for those that are here, Jeanne asked how many people would like to get them through PHEP if they are not approved via PHER. (Show of hands – 8 interested) The lights are \$600 with a high power long term rechargeable battery. Janice McCarthy suggested that towns could share, for example Abington, Rockland and Whitman. This is the same light that the SE regional homeland security council is using for their caches. Cathy Drinan agreed that sharing was a good idea . Halifax and Plympton could work together.

Also discussed were portable refrigerators –
Tyvex suits booties - \$1.49 for 100

Janice McCarthy requested that people email quantities/ General interest especially in the booties. Booties are water resistant. Boot - suits – breathable lightweight extended wear. 25 per bag, 10 bags per case in shoes.

Flash drives could be use for moving plans – 4Gb or 8 Gb? Marcia Benes was asked to obtain pricing. There was general interest in flash drives. Marcia Benes will send out a follow up email so that people can prioritize what they would like to purchase. It was noted that megaphones are in the kits that DPH distributed to EDS sites.

Cathy also sent out small refrigerator and small generator. Lou said the price is not bad and it is only 40lbs. It is gasoline driven. Refrigerator and generator will go on the list to be distributed.

MEB requested that people put asterisk next to those things that are really want. Jeanne noted that iPads are still awaiting DPH decision.

Cathy Drinan mentioned that she frequently uses the radios, which are also used by elementary schools, police and fire. She would like to expand by purchasing more for trained volunteers for group events. Battery replacement is affordable. She has found this to be a very useful purchase through the years. Her top priority for spending would be additional radios.

Jeanne – if iPad purchase comes through with approval but many conditions attached, you will need to decide if you are willing to accept those. Diane went through all the AARs to justify requests.

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6. DPH Report- Diane Brown-Couture – listed training opportunities available. Including Legal Nuts and Bolts part 1 and 2, Communications, Adult Immunization Program. Roberta Crawford said Region 5 is leading the state in Drills, exercises and after action reports. Best way to train people.

7. Old Business – Tracy Mayo , Janice McCarthy and Jeanne Spalding did interviews and hired Dennis Swift to be an MRC Coordinator, he also works as the Bristol MRC Coordinator.

Tracy Mayo describe her efforts to set up a Bristol/ Plymouth MRC Training on June 18th at the Duxbury senior center. Morning sessions and afternoon sessions, tracks follow along. Morning general MRC 101 and children and disaster Home preparedness, Peer to Peer Support. If you take the morning program you will likely want the afternoon program that corresponds, lunch and breakfast provided for. Signups will be sent out soon. If this is successful, she and Jeanne would like to do another one in the fall. MRC participants will get more out of working together as a region. She will be sending out the final program as soon as it is completed.

Prospective MRC volunteers are welcome. Badging equipment set up for those volunteers not yet badged.

Principles of Operation Review - Marcia Benes said that there were no requests for amendments to the Principles of Operation, but that the Executive Committee had discussed the idea of granting them the authority to vote on concurrence, so this would not be an issue in the future. She noted that reviewing the Principles of Operation annually was a grant deliverable. Lou Tartaglia made a motion to amend Principles of Operation to allow the Executive Committee to vote on behalf of the Coalition on grant concurrence questions. 2nd by Rob Tinkham. All in favor. Marcia will furnish an amended copy of the document for the June Meeting of the Executive Board.

Next Full Coalition meeting July12 at 1pm – Middleboro Town Hall.

2:35 – Dale Barrows made a Motion to adjourn –2nd by Karen Walega – All in favor.

Next Exec Committee meeting will be Jun 14th at noon.

Minutes prepared by Marcia Benes

Approved

Signed _____