

Plymouth County Emergency Preparedness Coalition

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Agenda for September 9th Full and Executive Committee Meetings

1. Approval of Executive Committee Minutes from August (below)
2. Discussion and vote on communications request from W. Bridgewater which was deferred from the August meeting.
3. **Open full coalition Agenda**
4. Budget Report - Elaine LaCoursiere
5. Hurricane Preparedness Training* (approx. 1 hr) – Diane Brown Couture
6. Medical Countermeasures Dispensing in Randolph Update– Planners and Cheryl Cates
7. GIS Update – Bob Ethier and Planners
8. MYTEP workshop – Brian Gallant

MAHB will provide CEUS for RS and CHO

Executive Committee Minutes

Date and Time: August 12, 2014 12:00 pm to 1 pm
Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Present: Janice McCarthy, Bob Ethier, Dale Barrows, Diane Brown-Couture, Elaine LaCoursiere, Marcia Benes

The meeting opened a noon with a Motion to Approve July minutes by Bob Ethier with a second by Dale Barrows and all in favor.

PHEP Budget report – (see attached spreadsheet) Elaine reported that 1st quarter funds were received July 25th. MAHB was able to pay contractors from other funds for the first pay period.

Spending Requests:

iPad replacement – Janice McCarthy requested an iPad 16 Gb @ \$399. A Motion was made by Bob Ethier to approve this purchase with a second by Dale Barrows with all in favor.

There was a request for Supplemental Communications funding for one smartphone for W. Bridgewater submitted by Robert Casper Jr. Bob Ethier made a motion to table this request until Rob can come to next executive board meeting to discuss this request. This motion was seconded by Dale Barrows with all in favor.

Elaine LaCoursiere explained that at end of a quarter we need to justify what we plan to spend on equipment and training, so at meetings we want to be talking about what we expect to do with equipment and supplies.

The Executive Committee agreed that next month (September) will also include a full coalition meeting to complete the project deliverable.

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Bob Ethier has been working with Sandy and Brian on the GIS project. Once Diane Brown Couture has reviewed it, he will have his GIS intern working on it.

DPH Update – Diane Brown Couture discussed possible partnering with Plymouth EMA on equipment and supplies for regional mass care shelters. The MYTEP (Multi-Year Training & Exercise Plan) and workshop are deliverables due end of Sept.

Diane will be speaking about projects at the full meeting. The planners have ideas they would like to share with the Coalition. Two of the deliverables are trainings. Diane was asked to prepare a training on hurricanes for the Bristol Coalition. It consists of a packet of recovery guidance sheets, food safety, mold, private wells etc. that people can have on hand, in addition planners will follow up with a training on the plans themselves. That is available for Plymouth if desired. Diane is also doing the paperwork for Bristol to justify as a deliverable. She is fairly sure she can do it as well for Plymouth. She will have to look at the Capability Planning Guides. Also, Brian Gallant is working on the MYTEP and there will need to be a workshop before September 30, so it should be at the September meeting. That will include the two identified trainings. Diane sent everyone a list of shelter supplies and equipment. Her recommendation is to take every opportunity to work with town of Plymouth on this. They have demonstrated willingness to be a regional shelter and Aaron is a good person to work with. She is not suggesting the coalition spend a lot of funds on sheltering, but we could share information on our supplies with Plymouth and the eastern part of the coalition. She noted that as we are moving toward Health and medical coalitions and it would be good to demonstrate that we are working with other groups.

A motion to adjourn at 12: 45 was made by Dale Barrows with a second by Bob Ethier. All in favor. The next meeting will be September 9th.

Submitted by Marcia Benes

Signed by Janice McCarthy_____

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Full Coalition Minutes DATE **August 12, 2014** Middleboro Town Hall, 10 Nickerson Ave. Middleboro MA

Attending: Sharon White, Tara Tradd, Diane Brown-Couture, Robert Tinkham, Cathy Drinan, Donna Tremontana, Amanda Stone, Peter Falabella, Dale Barrows, Catherine Hassert, Jessica Gardner, Lisa Cullity, Michelle Roberts, Jeri Batchelder, Cheryl Cates, Janice McCarthy, Robert Ethier, Louis D'Arpino, Jeanne Benincasa, Sandy Landry, Brian Gallant, Elaine LaCoursiere, Marcia Benes

The meeting began at 1pm with a Motion to Approve June minutes by Tinkham with a second by Abington with all in favor.

Executive Board Announcements – Janice McCarthy – meeting will be held next month Ec will meet at noon and then right into full coalition meeting addressing projects and training issues. She urged everyone to attend – try to keep EC meeting to about 15 minutes with no break into full coalition mtg. Marcia Benes presented Middleboro's equipment log and suggested it can be used as a model for each MRC grouping of health boards.

Budget Report Elaine LaCoursiere - Funds for first quarter were received – no payments made yet except to contractors. Elaine will send out the new BP 3 training request form. Please give this some thought since it is quarterly reporting.

Statewide Advisory Committee Update – *Lisa Cullity* - The focus of discussion continues to be on new HMCC coalitions. There was a discussion of host agencies. Other regions have discussed that if there is no host agent – what happens. So far the state has not identified what funding will be available - Questions – will local public health lose contractors, lose funding? Do we want to invite other disciplines and coalitions in Region 5 to a meeting?

Janice McCarthy suggested contacting the Cape and Bristol for a meeting in September to develop some consensus. She will reach out for consensus on meeting date for end of September.

Coalition Deliverables Update - Diane recapped two projects required for this year. One needs to address medical countermeasures dispensing (EDS) which will be covered by the Randolph project. The Wareham GIS project will also count because it will be an all hazards dispensing but will count because of the medications component. Randolph and Wareham are not doing it on behalf of coalition, so there needs to be participation by all.

The quarterly contact list that is sent out to be reviewed – please review and return quickly- Just type ok and send so you are credited for the quarter. Diane wants response from towns, not from planners. She wants everyone to have hard copies of call down list and to get in the habit of updating as needed.

Same thing with NIMS ICS – if you haven't done ICS training up to 300 please take advantage of trainings online or through Delvalle Institute and email certificates to Diane so her spreadsheet is updated.

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She noted that Planners do more work that coalition members may realize. One sheet of paper can represent hours of work finding and organizing information

Diane described the Hurricane Training information packet which she will make available. She is going to try to send a zip file. If you get it please print out before power failures occur. There are two training deliverables – she thinks that if coalition wishes, she can clear the Hurricane Training as a deliverable for Plymouth and she will do the paperwork for approval.

Sandy Landry discussed the GIS project in Wareham. 20,000 people served at two sites which is down from four locations. GIS will solve problems with routes and maps for people and for EMS for emergency rescues. She doesn't think we can do a training, but we can provide information about equipment used. Bob Ethier said it will not only provide best route to get to EDS, but also plan escape routes. Sandy Landry said this is a big problem for all the EDS sites. Brian added that it will be difficult for everyone to get involved with the project, but we will share the information with everyone – it will be specific to Wareham.

Full Scale Emergency Dispensing Exercise – Brian Gallant said it is ready to go. It will be a fully compliant, full scale meningitis exercise. We would like to get people involved from other towns. We will use Randolph high school as the EDS but another goal to be tested will be accessing vulnerable populations. There will be a come get it piece, but we will also do a delivery component with the police and MRC. We are looking at a date before May. Cheryl Cates asked other communities – Do you envision other players from your communities to be part of exercise? We want to embrace that, but need to know if fire, police, housing people will be coming from your community. We will want names and titles so we can plug them into positions.

Sandy Landry and Jeanne Benincasa discussed having a morning training with emphasis on functional needs e.g. blind, hearing impaired training. Probably at Bridgewater HS. It would be a great introduction before the Randolph full scale exercise.

Bob Ethier made a motion seconded by Lisa Cullity to use the Hurricane and Functional Needs trainings for the deliverables. All in favor. Diane will do Hurricane training at next mtg. approximately 1 hour. MAHB will do CEUs.

Motion to adjourn at 2:24 by Dale Barrows with second by Rob Tinkham. All in Favor. Next meeting is Sept 9th

Submitted by Marcia Benes

Signed by Janice McCarthy _____

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9/3/2014

**Plymouth Coalition BP-3
7/1/14-6/30/15**

Line Item	Budget BP-3	July	August	Total Expenses	Amount Left to Spend	% Left to Spend
Communications	15,000.00	0.00	0.00	0.00	15,000.00	100%
Equipment	6,579.56	0.00	0.00	0.00	6,579.56	100%
Contractors	159,000.00	12,230.04	12,230.04	24,460.08	134,539.92	85%
Training	5,069.30	0.00	2,690.00	2,690.00	2,379.30	47%
Host Agency	34,085.14	2,840.43	2,840.03	5,680.46	28,404.68	83%
Town of Middleboro	7,500.00	0.00	0.00	0.00	7,500.00	100%
Total BP-2 Budget	227,234.00	15,070.47	17,760.07	32,830.54	194,403.46	

Contractors		July		Total Expenses	Amount Left to Spend
Anchor Group - Brian Gallant	53,000.00	4,076.88	4,076.88	8153.76	44,846.24
Jeanne Benincasa	53,000.00	4,076.58	4,076.58	8153.16	44,846.84
Sandra Landry	53,000.00	4,076.58	4,076.58	8153.16	44,846.84
Total Contractors	159,000.00	12,230.04	12,230.04	24,460.08	134,539.92

Funds received: \$ 56,808.50,
7/25/14