

# Plymouth County Emergency Preparedness Coalition

## Executive Committee Agenda

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

Date and Time: April, 14 2015 12:00 pm to 1 pm  
Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Approve March Executive Committee meeting minutes (attached)

Monthly Budget Update – Elaine LaCoursiere

Budget change (vote required)

Discussion of Equipment, training spending plan and spending requests

MAHPN training-tick borne illness: Mattapoisett 298.00

Dry Erase Board-Marion 100.81

Madsigns -signs for EDS-Marion 435.00

Total Request for Approval: 833.81

DPH Update - Diane Brown-Couture

HMCC RFP Update

Agenda for full coalition meeting

Old Business

New Business

Next meeting scheduled for May 12, 2015

# Plymouth County Emergency Preparedness Coalition

## Full Coalition Agenda April 14, 2015 1-3pm

Middleboro Town Hall, 10 Nickerson Ave. Middleboro MA

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

- 1) Approve previous minutes (Attached)
- 2) Executive Board Announcements – Janice McCarthy
- 3) MAHB Budget Report - Marcia Benes, Elaine LaCoursiere
- 4) DPH Report- Diane Brown-Couture
- 5) HMCC RFP Update
- 6) Old Business
- 7) New Business

Next Meeting scheduled for June 9, 2015

Thank you Diane, for your years of service to Region  
5 PHEP Coalitions. May you have a long and happy  
retirement!

## Plymouth County Emergency Preparedness Coalition

**FOR COMPLETE BUDGET REPORT PLEASE REFER TO  
THE SPREADSHEET ATTACHED TO EMAIL NOTICE.**

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

Line Item	Revised Budget BP- 3 for Q2	March	To be paid	Total Expenses	Amount Left to Spend	% Left to Spend
Communications	13,500.00	0.00	0.00	610.80	12,889.20	95%
Equipment/Supplies	4,638.86	543.85	925.00	3,672.56	966.30	21%
Contractors	159,000.00	18,345.06	0.00	122,300.40	36,699.60	23%
Training	8,510.00	0.00	3,140.00	8,300.00	210.00	2%
Host Agency	34,085.14	2,840.03	0.00	25,560.67	8,524.47	25%
Town of Middleboro	7,500.00	678.00	0.00	3,192.49	4,307.51	57%
<b>Total BP-2 Budget</b>	<b>227,234.00</b>	<b>22,406.94</b>	<b>4,065.00</b>	<b>163,636.92</b>	<b>63,597.08</b>	

Contractors		March	Total Expenses	Amount Left to Spend
Anchor Group - Brian Gallant	53,000.00	6,115.32	40,768.80	12,231.20
Jeanne Benincasa	53,000.00	6,114.87	40,765.80	12,234.20
Sandra Landry	53,000.00	6,114.87	40,765.80	12,234.20
<b>Total Contractors</b>	<b>159,000.00</b>	<b>18,345.06</b>	<b>122,300.40</b>	<b>36,699.60</b>

#### Request for Approval

MAHPN training-tick borne illness: Mattapoisett	298.00
Dry Erase Board-Marion	100.81

# Plymouth County Emergency Preparedness Coalition

Madsigns-signs for EDS-Marion	<u>435.00</u>
<b>Total Request for Approval:</b>	<b>833.81</b>

## **Approved Equipment and Supplies:**

EDS Signs-planners request for towns-qty 100 @ 9.25/each	925.00
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<b>Total Req for Approval - Equip and Supplies:</b>	<b>925.00</b>
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## **Training Requests Approved:**

EDS Training-TBD req'd by planners	3,000.00
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Estimate for custodial fee for April training	<u>140.00</u>
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<b>Total Training Requests Approved:</b>	<b>3,140.00</b>
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Please note-final training numbers will be determined after the posting of this report. It will be discussed and voted on at the Plymouth Coalition meeting.

# Plymouth County Emergency Preparedness Coalition

Minutes of Full Coalition Meeting Feb. 25, 2015 MiddleboroTown Hall Main Conference Rm.

Attending : Sharon White, Tara Tradd, Eric Badger, Louis Tartaglia, Robert Tinkham, Diane Brown-Couture, Tracy Mayo, Donna Tremontana, Arthur Boyle, Henny Walters, Kathy Downey R.N., Amanda Stone R.N., Peter Falabella, Dale Barrows, Catherine Hassert, Jessica Gardner, Lisa Cullity, Robert Buker, Michelle Roberts, Cheryl Cates, Robert Casper Jr, Robert Ethier, Brian Gallant, Jeanne Benincasa

Meeting came to order at 1:05 and was chaired by Dale Barrows

A motion was made by Eric Badger with a second by Robert Ethier to Approve the December minutes, with all in favor.

Planner Updates – Jeanne Benincasa described the impact of weather on planning for the training in March. She encouraged everyone to sign up. They are looking for student volunteers. A notification will be provided if the event is cancelled due to snow and icing. Two inches or greater will cause the school to cancel the event.

Planner Brian Gallant reported that the Randolph event currently has 75 people signed up. If you want a particular role in this EDS event, please contact Cheryl Cates in Randolph ASAP.

Dale Barrows reported that the Executive Committee is trying to get additional funding to cover Bridgewater (March) training event.

DPH Update – Diane Brown- Couture said that a Resource Request Drill asking for equipment or materials through the WEBEOC will be coming up. Diane will send out the information when she gets it as to date and extended play scenario – in line with last year's drill. For 2 communities in each coalition – Rochester & Marion there is a volunteer request drill coming up. Diane will send details to Karen Walega and the MRCs to apprise them of the drill – over Mar 17 & 18 but for each community it will be less than one hour. CDC is doing a site visit the same week and most of the visit will focus on Ebola response but they will also observe the 2<sup>nd</sup> day of volunteer request drills.

RFP for HMCC will be published very soon – in final review this week. Finally, the funding opportunity for BP 4 was posted. Diane will retire April 24<sup>th</sup> – she plans to be attending the April mtg. Said she really enjoyed working with coalition and pleased to see how things have advanced in Plymouth coalition.

# Plymouth County Emergency Preparedness Coalition

Bob Ethier noted that Diane is retiring in April and expressed thanks for her help over the years.

Lisa Cullity reported that the LSAC anticipates only nominal cuts to coalitions in the next budget year. LSAC is close to seeing what HMCC guidance will look like.–

New Business – Bob Buker was introduced as new health officer for Middleboro.

Bob Ethier reminded everyone to check their AED – keep up battery maintenance records.

Marcia Benes said to be sure that the units are registered with manufacturers in case of recalls.

Lisa Cullity stated that in Pembroke one FD person was in charge of all AEDs in the community. This was a more efficient way to manage them.

A Motion to adjourn was made by Eric Badger at 2:24 seconded by Bob Ethier with all in favor.

Next Meeting date is April 14, 2015 at the Middleboro Town Hall

Submitted by Marcia Benes

Approved on April 14, 2015

Signed \_\_\_\_\_

Dale Barrows

# Plymouth County Emergency Preparedness Coalition

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## Executive Board Meeting Minutes

Attending: Eric Badger, Elaine LaCoursiere, Diane Brown-Couture Dale Barrows, Arthur Boyle, Janice McCarthy

Date and Time: March 10, 2015 12:00 pm to 1 pm  
Middleborough town hall

Meeting came to order at 12:02 with a Motion to Approve February Executive Committee minutes by Eric Badger with second by Dale Barrows. All voted in favor.

PHEP Budget report – Elaine LaCoursiere stated there is only \$1,057 left in the equipment line item. Last date for line item change is April.

The Executive Committee discussed a Line Item Transfer to cover Training Food Costs for the March exercise. Eric Badger explained that \$8 per person was too low. That was the amount previously approved for breakfast and lunch. He recommended an additional \$600 to cover expenses.

Elaine will need to check with planners to see if an interpreter is still needed. She will need a final budget number from the trainers. Janice McCarthy recommended requesting \$500 from Middleboro and \$500 from coalition to cover training. A Motion to this effect was made by Dale Barrows with a second by Eric Badger.

Diane Brown-Couture noted that more information will be available at the March 19<sup>th</sup> Conference call. She recommended that for final equipment expenditures, sensible shelter items should be considered, such as bariatric and medical cots.

DPH Update and Coalition progress report– Diane Brown Couture noted that the coalition is up to date on deliverables except for the rescheduled training. The jurisdictional data sheet is almost ready to be submitted. That is about the EDS dispensing sites. When the TAR was done, the first 2 pages were baseline data but it is now reformatted and called jurisdictional data – required for all sentinel sites (Brockton). The information includes, How many volunteers, where do they come from, how many hospitals, etc.



# Plymouth County Emergency Preparedness Coalition

There was a discussion of the concurrence vote protocol. If funding is level for next year, and no issues are raised, Janice McCarthy will sign on behalf of the Executive Committee later this month, once the final details are available. It is not expected to be controversial, but in the event of any needed discussion, the Exec. Committee will schedule a meeting.

Motion to adjourn by Dale Barrows with a second by Arthur Boyle at 12:34 pm with all in favor.  
Next Meeting: April 14, 2015

Submitted by Marcia Benes

Approved on April 14, 2015

Signed \_\_\_\_\_

Janice McCarthy