

Plymouth Emergency Preparedness Executive Committee Meeting  
Feb 8, 2011 Middleboro Town Hall – Meeting began at 12:15

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

1, Approval of January Minutes:

Motion to approve by Bob Ethier, Second by Jeanne Spalding All in Favor

2. Budget Report presented by Elaine LaCoursiere and Marcia Benes - Coalition is at halfway point and has expended 44% of the PHEP funds. Marcia Benes urged the coalition to become more aggressive in planning equipment spending as there is still \$28,000 in funds remaining in that line item. There is also \$2500 remaining in training, which may need to be transferred, as there are few training requests at this time of year. She recommended that the towns be provided with a mock invoice for their communications funds, and that a few minutes at the March meeting be devoted to explaining how cell phones will be funded in the future. By having the towns invoice MAHB for their communications funds, they will be able to better manage cell phone accounts, and will be able to make decisions based on evolving technologies (G3 etc) and more easily change to seek better coverage. Janice McCarthy reported that Whitman had only one agent, and should only have one phone, but there were two phones listed on the spreadsheet. Marcia Benes will look into this, and said that this was another example of why the towns should be managing their own communications.

3. Bob Ethier brought an all weather 511 Response Jacket with liner. The cost with town name and public health on back would be \$239.99 each. Bob will provide Jeanne Spalding with a large and medium jacket and orders will be placed at the March coalition. He will be training in Alabama. The order form will indicate one per town for Director/agent – by request only. The order will be closed by the March meeting.

4. Light Poles – Lou Tartaglia reported that he went to the Home Depot and looked at generators and light poles. There was consensus that people would need to have secure storage and that the equipment should be shared. Jeanne Spalding had obtained a quote from Norfolk Power and Equipment for Honda generators. Lou Tartaglia made a motion to designate Jeanne Spalding to further investigate and determine which type of generators and poles to purchase, with the approval of purchasing up to six – one for each qualifying (secure space) MRC. Motion seconded by Bob Ethier. All in favor

5 Motion to approve Middleboro's request for a fax machine for \$90 from PHEP funds made by Bob Ethier, seconded by Lou Tartaglia. All in favor.

6. Request for 3 toner and a digital camera from PHEP funds for Whitman. Motion to approve by Lou Tartaglia, seconded by Bob Ethier. All in favor.

7. PHER request for Brockton clinic costs from Coalition wide PHER funds withdrawn. Funds will come from Brockton's remaining allocation.

8. Diane Brown-Couture was asked to inquire if the PHER III funds could be used for restocking inventory of depleted clinical supplies.

9. There was a discussion of IPADS. Diane stated that they meet MAVEN compatible guidelines. Jeanne will survey towns to determine interest in acquiring IPADS (one per town). The form will require supervisor signoff and indicate intended uses. Diane was asked if the state can provide an IT person to describe available technologies and how they might be used. For example, is there an advantage between iPad and Droid, which can use open source apps. Is Droid MAVEN compatible.

10. DPH Update: - Diane Brown Couture said that the Department of Communicable Disease will be providing 1-2 sets – depending upon demand – per coalition, of the Cambridge Health Alliance Signage (pictographs) . These are to be shared as needed by the coalition. Halifax and Middleboro have offered to provide storage.

PIO Training is not available now. (Diane was asked to find out about this at the last meeting) BU is rethinking the curriculum, but trainings are unlikely before next fall. Jeanne Spalding said that she was going to the Public Health Prep Conference and will look for vendors for this training.

Diane reported that there were problems with the call down drills. Brian Gallant's towns were ok, but the other towns fared poorly. She indicated that the problem was not with the towns and she was working with the two contractors to redrill this quarter. The objective is that individual towns feel comfortable activating the EDS without contractors, who are providing metrics, documentation and training. Within two drills, towns should be doing call downs with the contractor on standby. TAR requires quarterly call down drills, and she is encouraging all towns to conduct these to get better scores, with the second score for TAR credit.

Agenda for March 8<sup>th</sup> meeting:

Speaker on communications technology (Diane to provide if possible) Bob Ethier will also speak with his town's IT person.

Jacket orders

IPad survey

New method for funding communications explained (Marcia and Elaine)

Meeting adjourned at 1:45