

# Plymouth County Emergency Preparedness Coalition

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## Executive Committee Minutes

Present: Bob Ethier, Dale Barrows, Jeanne Spalding, Eric Badger, Diane Brown-Couture, Marcia Benes

Date and Time: February 14, 2012- 12:00 pm to 1 pm  
Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Approval of November Minutes (No EC meeting in Dec or Jan) – motion by Bob Ethier, second by Dale Barrows – all approved, signature by Eric Badger.

PHEP Budget - Marcia Benes noted that there is there is now 411.29 remaining in the equipment line item. – everything is on track to be spent down. DPH is holding a host agent conference call tomorrow. Current estimates are for up to 30% cut in funds for FY 2013, which will also be a 10 month contract period, ending June 30<sup>th</sup>.

Use of Planners at MRC Regional Training - Request from Tracy Mayo for clarification regarding MRC payment to contractors for the regional training. Marcia Benes explained that since they are independent contractors who are not obligated to provide full time assistance to the Plymouth Coalition, they are free to contract with outside agencies, including the MRCs.

Data plans for iPads – There was a brief discussion led by Dale Barrows of the possibility of funding of data plans for the iPads through coalition funds. There won't be adequate funds in the communication budget this year, so a decision would need to be put off until next year, however with or without the anticipated budget cuts for FY 2013, additional funding of data plans would need to come from equipment, training or planner line items.

Bob Ethier presented the committee with requests for \$535.90 for lumber to build a ramp to an EDS site, \$799.99 for an Acer Travel Mate laptop and \$285 for a 12month service maintenance program for a Zoll AED. He noted that the current year's budget did not have sufficient funds to cover his requests. Marcia Benes suggested that he seek community funding for the ramp. Diane Brown-Couture offered to have a follow up discussion of needs impacting the EDS.

Contractor Scope of Services/Work Plan subcommittee meeting in January - Bob Ethier delivered a brief report to committee regarding the meeting, which resulted in an invitation to the planners to attend the coalition meeting today to discuss the need for health agent input to complete deliverables.

Old Business – Jeanne Spalding said that the Plymouth equipment that was funded through the

coalition is in storage but she will need help with inventory. Bob Ethier, Eric Badger and Dale Barrows offered their assistance.

#### New Business

Next meeting to be held March, next full Coalition Meeting will be held in April. Bob Ethier made a motion to have a CDM representative speak at the April FC meeting regarding the Bristol iPad app that was developed with PHEP funds.

Motion to Adjourn Bob Ethier, second by Dale Barrows.

Meeting adjourned at 1:00

Submitted by Marcia Benes

Signed copy on file    April 10, 2012

**FULL COALITION Minutes 1-3 pm**  
**Feb 14, 2012**

Present: Tom Constantine, Amanda Stone, Dale Barrows, Sandra Landry, Sharon White, Cathy Drinan, Arthur Boyle, Rick Reuss, Garrett Hair, Lou Tartaglia, Lisa Kaufman, Robert Philbrick, Karen Walega, Robert Casey, Robert Ethier, Rob Tinkham, Eric Badger, Tracy Mayo, Lisa Cullity, Cheryl Cates, Michelle Roberts, Jeanne Spalding, Peter Falabella, Laurel Thorne, Jeraldine Batchelder, Jeanmarie Kent-Joyce, Louis D'Arpino,

The Meeting was opened at 1:08 by Bob Ethier.

HHAN Call Down Drill Training - Patrick Simon, DPH HHAN Administrator gave a brief presentation. He described the spreadsheet for emergency call down. People on this list do not need to be on the HHAN. His phone number is 617-624-5045 – Email contact is [patrick.simon@state.ma.us](mailto:patrick.simon@state.ma.us)

He requested that people on the list be informed of the HHAN number (617-401-8658), so they will know when they get the call. The number is on the script, which was emailed with meeting agenda.. Each contact should have a direct line as the automated system doesn't work with extensions. He described voice call delay to save money – depending on level of alert, Delay not used for EDS drill, because lists are so small, it is done within 4 minutes or less.

Coalition Planner Lisa Kauffman described HHAN call downs, the object is to teach you how to do in town call downs. It is an easy way to send everyone an email or phone or both.

The HHAN presentation was followed by a brief deliverables discussion led by planner Sandra Landry.

A Motion was made to Approve January Full Coalition Minutes – Bob Tinkham 2<sup>nd</sup> by Jeanne Marie Kent. All in favor.

Regional MRC Training Announcement: Tracy Mayo noted that the Region 5 MRCs training day date was changed to Mar 24<sup>th</sup>. Registration forms will be sent out electronically – please pass it along to anyone who might be interested. All they have to do is put down a choice for morning and afternoon sessions. Jennifer Frenette will come in the morning, Shelter deployment in PM -Free lunch and giveaways are included.

Forms need to be returned by Mar 19, but late registrations will be accepted but an accurate count will be needed for food.

Deliverables Discussion – Sandy Landry - Planners in previous years could do all deliverables without help of Coalition members – Some EMTs can't be reached by the planners. Sandy has nine towns and sent out surveys a month ago but only received 2 back . Coalition needs to give

planners information so the reports can be completed and returned to DPH.

Sandy noted that the LEPC Partnership report is due in June

Lisa's Hazard Vulnerability Assessment is due in August -

Exec. Committee report was presented by Bob Ethier.

MEB presented the budget report. There were no questions. She also noted that there will be a new CDC PHEP contract for FY 2013 and a concurrence vote will be needed in the spring.

Lisa Cullity requested a March agenda item for discussion of data coverage in the Executive committee.

New Business – Marcia Benes requested a show of hands indicating whether members would like to have a presentation at the April meeting from Camp Dresser McKee regarding the App that was developed with Bristol Coalition EP funds. There was a general consensus to invite the representative.

Dale Barrows made a motion to adjourn - 2nd by Lou Tartaglia. All in favor. Meeting adjourned at 1:53

Next meeting set for April 10, 2012

Submitted by Marcia Benes

Approved April 10, 2012

Signed \_\_\_\_\_