

# Plymouth County Emergency Preparedness Coalition

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## Executive Committee Agenda

Date and Time: July 8, 2014 12:00 pm to 1 pm  
Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Approve June minutes

PHEP Budget report – (see attached spreadsheet)

Discuss Executive Board Announcements and agenda for Full Coalition meeting in August  
DPH Update – Diane Brown Couture will discuss training deliverables for BP3

HMCC discussion

Old Business

New Business

Next Meeting: August 12, 2014

# Plymouth County Emergency Preparedness Coalition

## Executive Committee Minutes

Date: June 10, 2014

Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

**Attending:** Eric Badger, Arthur Boyle Bob Ethier, Dale Barrows, Diane Brown-Couture, Elaine LaCoursiere, Janice McCarthy, Marcia Benes

Meeting began at 1:03 PM with a Motion to Approve May minutes by Bob Ethier with a second by Dale Barrows. All in favor with Bob abstaining, as he was not present at that meeting

PHEP Budget report – Elaine LaCoursiere reported that all funds were spent down.

Review and vote to authorize cell phone and data plan payments. – Janice McCarthy noted that Brockton has had the benefit of having the cell phones for the previous year, but with no representation, she believes they should not get coverage for the upcoming year. If Whitman attends today they will be in compliance, otherwise they should not be funded. Brockton will lose funding this year for cell phones due to lack of attendance at meetings. A Motion to have Marshfield and W. Bridgewater return one of their phones and to cover the cost of cell phones only for agents and inspectors, not secretaries or BOH members was made by Eric Badger with a second by Arthur Boyle. Motion to cover the cost of cell phones for agents and inspectors, not secretaries or boh members. All in favor.

Review Budget for FY 15 (BP 3) including recommendations to full coalition - Diane Brown-Couture has a presentation on the new deliverables, projects. Otherwise the deliverables remain the same. Spending should be very similar other than what is chosen for projects. There are a lot of CDC and DPH free resources. They shouldn't be very expensive deliverables. Marcia Benes recommended using the same budget as for this year and making any needed adjustments on quarterly report. Bob Ethier made motion to recommend that budget to the full coalition with a second by Dale Barrows. The Exec Committee recognized Jeanne Spalding for her many, varied contributions to the coalition, including the use of office space, planner time, assistance with researching purchasing and storage of supplies. The budget line item covers cost of planner, use of facilities, and Jeanne's administrative help in coordinating purchases. A motion to recognize Jeanne's assistance was made by Arthur Boyle with a second by Bob Ethier with all in favor.

DPH Update – Diane Brown Couture reported that Deliverables are out for B P3. She has a presentation and will lead a discussion on projects, as an abstract for the projects is due in September. Eric **Badger made a** motion to adjourn **at 1:45, with a** second by Arthur **Boyle with all in favor.**

Next Meeting: July 8, 2014

Submitted by Marcia Benes

Signed by Janice McCarthy\_\_\_\_\_

# Plymouth County Emergency Preparedness Coalition

7/2/2014

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

Line Item	Budget BP-3	July	Total Expenses	Amount Left to Spend	% Left to Spend
Communications	15,000.00	0.00	0.00	15,000.00	100%
Equipment	6,579.56	0.00	0.00	6,579.56	100%
Contractors	159,000.00	0.00	0.00	159,000.00	100%
Training	5,069.30	0.00	0.00	5,069.30	100%
Host Agency	34,085.14	0.00	0.00	34,085.14	100%
Town of Middleboro	7,500.00	0.00	0.00	7,500.00	100%
<b>Total BP-2 Budget</b>	<b>227,234.00</b>	<b>0.00</b>	<b>0.00</b>	<b>227,234.00</b>	

Contractors		July	Total Expenses	Amount Left to Spend
Anchor Group - Brian Gallant	53,000.00	0.00	0.00	53,000.00
Jeanne Benincasa	53,000.00	0.00	0.00	53,000.00
Sandra Landry	53,000.00	0.00	0.00	53,000.00
<b>Total Contractors</b>	<b>159,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>159,000.00</b>