

**PLYMOUTH COUNTY**  
**PUBLIC HEALTH EMERGENCY PREPAREDNESS COALITION**

Executive Committee Minutes

Date and Time: March 8, 2011- 12:00 pm to 1 pm

Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Present: Lou Tartaglia, Bob Ethier, Eric Badger, Jeanne Spalding, Marcia Benes, Diane Brown-Couture Absent: Janice McCarthy

1. Motion by Jeanne Spalding to approve the Feb. minutes. 2<sup>nd</sup> by Lou Tartaglia. All were in favor.
  
2. There was a brief discussion of Executive Board Announcements for Coalition Meeting. Jeanne suggested that the coalition might want to meet next month instead of in May, and that perhaps Scott Leite would be willing to come to the meeting to demonstrate how the iPad can be useful in emergency planning. This would help those who are not that familiar with the technology make a better informed decision as to whether and how many they could use in their own communities.
  
3. PHER Budget Update – There was a brief review of the PHER budget. Marcia Benes advised that there was no possibility of spending down all of the PHER funds, and that due to the few minutes left during the meeting, attention should focus on the PHEP spend down planning, with the exception of iPad purchases.
  
4. PHEP Budget - Marcia Benes reviewed the PHEP budget and said that she would send the updated cell phone spreadsheet to the Executive Committee before the April Meeting. She recommended that the coalition close out individual equipment requests soon, so that the executive committee could prioritize spending in the final months of the grant year. Lou Tartaglia made a motion to have equipment requests in to MAHB no later than May 6<sup>th</sup>. Second by Jeanne Spalding . All in Favor.
  
5. Vote on Equipment and Training requests  

Halifax request for a Sony Cyber shot camera Model HX5V, not to exceed \$300. Motion to approve by Lou Tartaglia, 2<sup>nd</sup> by Jeanne Spalding. All in Favor.

NACCHO Annual Conference Training request from Halifax for \$795 – room and registration – Motion to approve by Jeanne Spalding, 2<sup>nd</sup> by Bob Ethier. All in Favor.

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Pembroke request for 1 laptop and 1 desktop for less than \$1,000 each, to replace old, failing equipment. Jeanne made a motion to approve and to include a standard printer if needed , 2<sup>nd</sup> by Bob Ethier. All in Favor.  
(Standard printer was not needed)

6. IPad Discussion - (vote may be taken after or during full coalition meeting or at April Executive Committee meeting)
7. LSAC Update – Jeanne Spalding distributed the minutes of the March LSAC meeting.

DPH Update was postponed to full coalition meeting.

Deliverables Update was postponed to full coalition meeting.

New Business – Jeanne Spalding provided information of the vaccine freezer, easy board, message board, large bed thermal poster printer, and large bed laminators. She will see if there is any interest at the full coalition meeting in purchasing some of these items for coalition use, to be stored in one or several locations, depending upon interest.

Motion to adjourn by Bob Ethier, Second by Eric Badger. All in Favor

Meeting adjourned at 1:02

Next Meeting: April 12, 2011

Minutes approved April 12, 2011 Signature Janice McCarthy (signed copy on file)

**Contact: Marcia Benes, Executive Director MAHB [benes@mahb.org](mailto:benes@mahb.org)**

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*March 8, 2011*

The meeting was called to order by Jeanne Spalding at 1:10 pm

Full Coalition Minutes : March 8, 2011- 1 pm

Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

**In attendance:** Sharon White, Jeanmarie Kent-Joyce, Eric Colon, Helen Singh, Louis Tartaglia, Robert Tinkham, Tracy Mayo, Robert Philbrick, Cathleen Drinan, Vincent Flaherty, Karen Walega, Dale Barrows, Jeanne Spalding, Catherine Hassert, Dale Barrows, Lisa Cullity, Michelle Roberts, Jeri Batchelder, Cheryl Bushnell, Robert Ethier, Rob Casper, Eric Badger, Thomas Driscoll, Marcia Benes, Diane Brown-Couture

**Agenda Items:**

1. **Approve Minutes of November 2010 Meeting**  
Corrections – none Motion : Rob Tinkham Second: Dale Barrows Result: All in favor- approved
2. **Executive Committee Report** – Jeanne Spalding reported on Executive Committee deliberations regarding equipment and training planning. **The deadline for receiving individual PHEP equipment and training requests is May 6<sup>th</sup>.** This will allow the Executive Committee time to prioritize the spending of remaining equipment and training funds. The Exec. Comm. Is looking to purchase some items for shared use throughout the coalition, such as external light poles and generators. Detailed discussion was moved later in the agenda. New members from Pembroke, Lisa Cullity and Thomas Driscoll were introduced and welcomed.
3. **LSAC (Statewide Advisory Committee) Update:** Jeanne Spalding, the Plymouth Coalition Representative, described problems with regionalization grant efforts, with town managers and planning groups undercutting health departments. She expressed concern that planning grant money may wind up going to planning groups who will not be responsive to local board of health input, thus wasting limited resources. Sharon White commented that she was the Amesbury Health Agent and was cut from her position when the mayor went to a regional approach, over the objections of the board of health.  
Jeanne also described the MEMA MOA to municipal officials on a new mutual aid law which will be discussed further at the next LSAC meeting. She was concerned that many local boards of health were not copied on the MEMA memo to municipal officials. She asked for a show of hands, and many people at the coalition meeting indicated that they had not seen this letter.
4. **Host Agent Report** – Marcia Benes reviewed the PHER and PHEP Budgets. There were no questions. She noted that the PHEP budgets were unchanged from the previous month as there had been few purchases. She also noted that a number of towns had not sent in their ledger reports and receipts to MAHB in the past 6 months. Elaine has found numerous mistakes, so we do not want to leave this to the last minute.
5. **Communications Funding** -Marcia Benes reported that there have been many problems with the cell phone accounts, including Sprint/Nextel crediting the wrong town with funds that were sent on behalf of another town. Sharon White confirmed that this was an ongoing problem for her and she had spent a lot of time trying to rectify the problem. A draft invoice was distributed and MAHB will be asking towns to invoice directly for their allotted funds and retain these

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communication funds in a grant account. This will enable towns to maintain control over their accounts and will allow for greater flexibility. MAHB plans to send out the model invoices, which will be similar to the PHER invoices, at the end of May. The funds will be distributed after July 1.

6. **Equipment Discussion** – There was a sign in sheet in the room for orders (one per town) for all weather jackets, and two sizes were available to try on. There was also a further discussion of iPads and other requested items. Eric Colon noted that Brockton hospital doctors are using iPads and putting medical textbooks on them, among other resources. Bob Ethier brought the privacy screens ordered at the previous meeting for those who had not yet picked them up.

Jeanne Spalding also described Large bed laminators and printers which could be purchased by the coalition for multiple town use, depending upon how many towns would have the room to for storage. She also described portable cooler systems with UPS power supplies which might be something the coalition could purchase through PHER funds. Portable refrigerators cost between \$2800 and \$4400 with the battery supply @ \$1400. – [www.frigfreeze.com](http://www.frigfreeze.com) Cathy Drinan said that she would have room in Halifax for storage space. Eric Colon and Eric Badger offered space in Bridgewater and/or Whitman, and Lou Tartaglia offered space in Brockton.

Rob Tinkham spoke in favor of the purchase of at least one large bed laminator purchased with either PHEP or PHER funds. 7 towns expressed interest in large bed printers.

Jeanne Spalding described the light systems with poles – all in one piece @ \$2100 each. The Executive Committee is interested in buying several for the coalition. Bob Ethier, Lou Tartaglia, Cathy Drinan and Jeanne Spalding all offered storage space and expressed interest.

Cathy Drinan suggested purchasing thumb drives for back up storage. She pointed out that pictures are increasingly important for documentation.

Bob Philbrick asked if it would be possible for the coalition to pay for GPS updates of maps. Dale Barrows checked with the supplier by phone during the meeting, and informed the group that people could bring their GPS units to the next meeting to have their maps updated. He reminded everyone to be sure to label their units for identification. The units will be collected at the meeting and will be updated 4-5 at a time.

iPads: People interested in a coalition purchase of iPads signed up prior to the meeting. There was a discussion of the usefulness of these devices. Those interested were urged to go online and to visit an Apple store to learn more about them before the next coalition meeting.

7. Louis Tartaglia announced that **Helen Singh** would be retiring. She was recognized for her many contributions to local public health and to the Coalition. She spoke in favor of the frigfreeze, commenting that cold packs do not hold temps.
8. **Region 5 MRCs** – invited to attend program for Creating Resilient, Prepared Communities – Tracy Mayo had flyers available and said that the two day program would be held April 1<sup>st</sup> and 2<sup>nd</sup> at the Duxbury Senior Center.
9. **DPH Update** – Diane Brown-Couture announced that the TAR is out. Contractors will work with towns to do this work. She urged towns to start assembling information but to wait until after March 22<sup>nd</sup> and to speak with the planners. There is a training meeting on that date. There is also a new federal form, not the state form that was previously used. CDC is now requiring their form be used which is different in formatting and scoring. Diane offered to schedule a training.

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10. **Next meeting Agenda** – Scott Leite (Mansfield Health Agent) will be invited to discuss Apple iPads. There was consensus that the full coalition would meet in April rather than May to give the Executive Committee input sooner on equipment purchases. The jackets are expected to be ready for pick up at that meeting.

**Next Full Coalition Meeting** – Tuesday, April 12, 2011

Meeting adjourned at 2:25

Minutes prepared by Marcia Benes

Approved on April 12, 2011

Signed by Janice McCarthy (signed copy on file)

**Contact: Marcia Benes, Executive Director MAHB [benes@mahb.org](mailto:benes@mahb.org)**