

# Plymouth County Emergency Preparedness Coalition

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

## Executive Committee Agenda

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

Approve February minutes

PHEP Budget report – (see attached spreadsheet)

Discuss Line Item Transfer to cover Training Food Costs -

Discuss Executive Board Announcements and agenda for Full Coalition meeting in April

DPH Update and Coalition progress report– Diane Brown Couture

Concurrence vote protocol -

HMCC RFP

Old Business

New Business

Next Meeting: April 8, 2015

# Plymouth County Emergency Preparedness Coalition

## **Minutes of Dec. 9' 2014 Executive Committee Meeting**

Attending: Dale Barrows, Bob Ethier, Eric Badger Marcia Benes, Diane Brown-Couture

Meeting began at 12:00 noon with a motion by Dale second by Eric to approve the October minutes. All in Favor

The budget report was presented by Elaine LaCoursiere, who discussed the line item revision for this quarter. Looking at the spreadsheet, we have some requests which will require a transfer to be accommodated.

Planner update was presented by Sandra Landry. This training deliverable is 5 hours in Bridgewater, predominantly for volunteers. About \$2500 total would include all costs. Coalition volunteers would be helpful on the day of the event.

Diane Brown Couture spoke in favor of the project. Janice McCarthy's recommendation was to transfer \$1500 from communications and \$1500 from equipment; a motion was made by Dale Barrows with a second by Bob Ethier. All in Favor.

### 1. Spending Requests

#### Sandy Landry – Planner update on funding needs for training and signage

(4) Speakers	\$500 per speaker –  Mental Health  Mobility  Hearing  Blind	We researched speakers both working for public health and in the private sector. WE were able to secure one speaker within DPH but need to provide transportation for them. The other speakers gave us prices of \$500 from 8am - 1:30pm.	\$1,500
Janitor Services	\$350.00 - \$500.00;	The janitor will need to set up the gym into four separate sections ensuring each functional needs has an area to speak. This will include chairs, tables, IT equipment and other props that the speakers bring for their presentation. The janitor will also need to set up the key note speaker area, registration and food items.	\$500.00
Printing	\$5.00 per booklet	The information included in the folders will be the bio's of each speaker, over view of an EDS, overview of the functional needs being discussed and history of the Coalition and executive committee	\$250.00
Food/Drink	\$8.00 per person	coffee, water, soda, continental breakfast and light lunch.	\$400.00

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Signage Discussion – Sandy Landry said that signage will need to be addressed as there so many changes with EDS sites and the signage is 10 years old. Sandy has compiled a list of what is needed, what can be given away and she will get quotes for the next meeting. Triage, quarantine, isolation and some language signs were never ordered.

Brockton – traffic cones and barriers – total \$1967.5 - Executive Committee members felt that the Brockton DPW can provide cones. Dale Barrows made a motion to deny the request based on fact that the city should be able to provide the cones. Second by Eric Badger with all voting in favor.

Robert Casper phone request (continued from previous meeting) was approved in September.

Full Coalition needs to vote budget change for this quarter.

DPH update – Diane Brown Couture deferred to the full coalition presentation

2. Items for full coalition discussion – volunteers needed for March training and Budget change, Bob will go over plan which is one of the deliverables
3. Old & New Business
4. Agenda for January 13<sup>th</sup> meeting - Bob Ethier will confer with others regarding weather related cancellations.

Dale Barrows made a motion to adjourn, with a second by Bob Ethier with all in favor at 12:47

# Plymouth County Emergency Preparedness Coalition

## **Full Coalition Agenda**

1pm Feb. 10, 2015 Abington Town Hall Main Conference Rm.

Approve December minutes

Planner Updates

DPH Update – Diane Brown- Couture

New Business

Old Business

Next Meeting March 10, 2015 ?

# Plymouth County Emergency Preparedness Coalition

## **Plymouth Coalition Minutes of December 9, 2014**

### **Full Coalition meeting**

Attending: Sharon White, Tara Tradd, Eric Badger, Robert Tinkham, Diane Brown-Couture, Rick Reuss, Henny Walters, Amanda Stone, Karen Walega, Peter Falabella, Dale Barrows, Lisa Cullity, Jeri Batchelder, Cheryl Cates, Janice McCarthy, Mary Butler, Linda Reardon, Robert Casper Jr., Tracy Mayo, Robert Ethier, Louis D'Arpino, Sandy Landry, Brian Gallant, Elaine LaCoursiere, Marcia Benes

The meeting was opened at 1:00 with a motion by Robert Ethier to approve the minutes of the October meeting. Second by Robert Tinkham. All in Favor

Paul Halfmann MPH – DPH Assistant Director of Housing gave an overview of his office and made suggestions as to how he can be helpful to health agents as they encounter difficult enforcement situations.

Diane Brown-Couture provided a training on Volunteer Management

Diane Brown-Couture gave a progress report on training

Election to Executive Committee –There was only one nomination received for the open position, which was for Dale Barrows, who currently holds the seat. A motion was made by Rob Tinkham with a second by Bob Ethier, with all voting in favor.

Sandra Landry and Brian Gallant delivered a progress report on deliverables, including planning for the March exercise and an update, with Bob Ethier, on the GIS related project.

It was announced by Janice McCarthy that there would be a Surplus Signage Swap after the meeting.

A motion to adjourn at 2:15 was made by Robert Tinkham, with a second by Dale Barrows. All in favor.

The next meeting will be held on February 10<sup>th</sup> at 1pm.

Submitted by Marcia Benes

Approved on Feb. 24, 2015

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