# Plymouth County Emergency Preparedness Coalition 

Agenda and Meeting Notice
Time: Executive Committee - 12 noon, Full Coalition 1:00-3 pm Date 11/09/2010
Location: Middleboro Town Hall, Nickerson Ave. Posted on MAHB Coalition webpage http://www.mahb.org/emergencyprep/EPC.htm

## Executive Committee Agenda Topics

- Approve September Minutes
- Review of PHEP/PHER Budgets
- PHER Spending Planning
- Equipment requests

Halifax lap top battery - approx $\$ 110$ through Staples

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Abington : WB Mason Laminator Saturn item# FEL5213301 $179.95, WB Mason Laminating Saturn Sheets item# AVE \(73601 \$ 12.55\) per box of 50 sheets
WB Mason Shredder HSM item\# HSM1104 \$590.00,WB Mason MFC-Networking Fax/Scanner/Printer item\# BRTMFC \(9120 C N \$ 749.99\); 1-800Wheelchair.com 3 panel privacy Screen item\# winskq-363 Mosel 2551, Quantity 2, \$119.00 each, total \$238.00; Comark 1-888-388-6372 C22 Waterproof Digital Themocouple Model C22, Tundra 81190 Cost \(\$ 189.90\); WalMart Nikon Coolpix L22 red 12MP Digital Camera UPC 00011820826198 \(\$ 109.00\), two coolers and a hand cart (from last meeting)
Wareham - Brother copier - \$174.99, and toner \$58.22
WB Mason cart with extension rod for \(\$ 141.99\)
Middleboro -Brother Copier - \(\$ 174.99\) and toner \(\$ 58.22\)
Whitman - All in One Printer - 333.87 or sale 233.87, Dell laptop model 1440-37180BK \(\$ 870\)
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Total estimated costs of Equipment - \$3815.99

- Training request -Halifax - Harvard School of Public Health Center for Public Health Preparedness; NE ASM Northeast Branch of the American Society for Microbiology - registration for Cathy Drinan @\$258
- Clarification on Cell Phone policy - regular service vs. blackberry service
- Agenda for December Meeting
- Re-Org of Executive Committee
- Representation on Statewide Local Public Health Advisory Committee
- MRC Coordinator

Adjourn time 1pm

## Full Coalition Agenda Topics

- Executive Committee Report - Tracy Mayo - 10 minutes
- Approve minutes of September meeting - 5 minutes
- Review of Budget/ Host Agent Questions -Marcia Benes - 10 minutes
- Statewide Local Public Health Advisory Committee Representative
- Election of Officers to Executive Committee (2 Positions open)
- Date for next meeting - January 11, 2011
- Adjourn - Time $\qquad$


## Plymouth County Emergency Preparedness Coalition

Agenda and Meeting Notice
II. Goals - Desirable Outcomes - At the end of the meeting, the coalition will have:

- Discussed the current budget
- Provided an opportunity for communities to ask questions regarding PHER and PHEP Funding
- Chosen a representative for the LHAC
- Voted on 2 positions for the Executive Board


## III. Assignments \& Reminders -

1) As of $1 / 3 / 2010$ DPH has yet to receive approval from CDC for the overall PHER NCE spending plan that was submitted on October 15. Until DPH receives it, further spending of the funds is not recommended and could be subject to disapproval later if it's found to be unallowable based on the response from CDC.
2) All plans to use PHER NCE funds to support flu clinics must be approved in advance by EPB. These must be submitted in writing to Mike Coughlin and include language which justifies spending for the flu clinic in accordance with guidelines distributed previously and discussed on the PHER NCE conference call. The clinic must be structured to further pandemic preparedness in the community or region and to build on lessons learned from the H1N1 response. The easiest way to address these points is to organize a clinic(s) that follow through on recommendations made in an H1N1 AAR. The AAR could be one generated by the coalition, the AAR developed by DPH-EPB, or the AAR issued last week by the Coalition for Local Public Health.

| 11/5/2010 | Plymouth Estimated Budget FY 10E | FY 10 <br> Rollover | Total FY 10 and FY10E | $\begin{gathered} \text { August } 10 \\ 31 \end{gathered}$ | Sept | Oct | Total Expenses | Amount Left to be Spent | $\begin{gathered} \text { \% } \\ \text { Used } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Total FY 10E Plymouth Budget | 261,762.00 | 14,894.41 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Communications (A) | 10,000.00 | 9,801.00 | 19,801.00 | 0.00 | 0.00 | 9,061.36 | 9,061.36 | 10,739.64 | 46\% |
| Equipment | 30,533.85 | 1,538.89 | 32,072.74 | 0.00 | 0.00 | 0.00 | 0.00 | 32,072.74 | 0\% |
| Contractors | 157,950.00 | 0.00 | 157,950.00 | 6,075.00 | 18,225.00 | 12,150.00 | 36,450.00 | 121,500.00 | 23\% |
| Training | 9,013.85 | 0.00 | 9,013.85 | 555.00 | 1,690.00 | 680.00 | 2,925.00 | 6,088.85 | 32\% |
| 15\% Admin | 39,264.30 | 0.00 | 39,264.30 | 3,272.03 | 3,272.03 | 3,272.03 | 9,816.09 | 29,448.21 | 25\% |
| Town of Plymouth-Planner (B) | 7,500.00 | 784.38 | 8,284.38 | 0.00 | 0.00 | 0.00 | 0.00 | 8,284.38 | 0\% |
| Town of Middleboro | 7,500.00 | 2,770.14 | 10,270.14 | 0.00 | 475.85 | 0.00 | 475.85 | 9,794.29 | 5\% |
| Total Spending | 261,762.00 | 14,894.41 | 276,656.41 | 9,902.03 | 23,662.88 | 25,163.39 | 58,728.30 | 217,928.11 | 21\% |
|  |  |  |  |  |  |  |  |  |  |
| Contractors |  |  |  |  |  |  |  |  |  |
| Public Protection Services | 52,650.00 |  |  | 2,025.00 | 6,075.00 | 4,050.00 | 12,150.00 | 40,500.00 |  |
| Lisa Kaufman FT | 52,650.00 |  |  | 2,025.00 | 6,075.00 | 4,050.00 | 12,150.00 | 40,500.00 |  |
| Sandra Landry FT | 52,650.00 |  |  | 2,025.00 | 6,075.00 | 4,050.00 | 12,150.00 | 40,500.00 |  |
| Total Contractors | 157,950.00 |  |  | 6,075.00 | 18,225.00 | 12,150.00 | 36,450.00 | 121,500.00 |  |
|  |  |  |  |  |  |  |  |  |  |
| Income Received 1st Q: 9/14/09 | 65,441.00 |  |  |  |  |  |  |  |  |
| Total Income Received | 65,441.00 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| (A) Waiting for info to pay cell phones for Marshfield |  |  |  |  |  |  |  |  |  |
| (B) Plymouth Planner Funds need to be reallocated |  |  |  |  |  |  |  |  |  |

Plymouth PHER Wide Budget

| 11/5/2010 |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| PHER I \& II | Proposed Budget | MAHB PA paying | Request for Purchasing Agent Request | Pending <br> Approval | Approved <br> Expenses |  |  |  |
| Plymouth Community | Base | Paid | Form |  |  |  |  |  |
| Abington | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Avon | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Bridgewater | 2,500.00 |  | Need |  |  |  |  |  |
| Brockton | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Carver | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Duxbury | 2,500.00 |  | PA |  |  |  |  |  |
| East Bridgewater | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Halifax | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Hanson | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Holbrook | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Kingston | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Marion | 2,500.00 | 979.31 | PA |  |  |  |  |  |
| Marshfield | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Mattapoisett | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Middleborough |  |  |  |  |  |  |  |  |
| (A) Detail of payments to commmu | heet two |  |  |  |  |  |  |  |
|  | 2,500.00 |  | PA |  |  |  |  |  |
| Plympton | 2,500.00 |  | PA |  |  |  |  |  |
| Randolph | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| Rochester | 2,500.00 | 2,028.30 | PA |  |  |  |  |  |
| Rockland | 2,500.00 |  | PA |  |  |  |  |  |
| Wareham | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
| West Bridgewater | 2,500.00 |  | PA, no \$ spent \$ |  |  |  |  |  |
| Whitman | 2,500.00 | 2,500.00 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Total 24 towns | 55,000.00 | 38,007.61 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Plymouth PHER Wide Budget


