

Plymouth County Emergency Preparedness Coalition

Executive Committee Minutes

November 13, 2012 12:00 pm to 1pm

Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

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

The meeting opened at 12:00 with a motion to Approve September, 2012 minutes (no quorum for October) by Bob Ethier; 2nd by Dale Barrows. All in favor.

PHEP Budget report was delivered by Elaine LaCoursiere, who noted that the only issue to stay on top of at the moment was cell phone accounts. She passed out a new spreadsheet, commenting that we needed to track any changes, even though MAHB isn't paying additional funds into those accounts until June. No problems were noted, with not much spending to report.

Votes on Equipment and Training requests :

Bob Ethier requested survival life jacket and boots, total \$229.98

Motion to approve by Jeanne Spalding 2nd by Eric Badger. All in favor

Cell phone request from Avon (Tara Tradd) – Marcia Benes will assist in refund of former agent's phone account, back to the board of health.

iPad data request from Halifax – Janice McCarthy suggested that Halifax be provided the \$370 that the others got when she missed the deadline earlier in the year. Motion by Jeanne Spalding, 2nd by Dale Barrows. All in Favor.

SHAR MRC request – Rick Reuss - Tabled

Printer request from Abington & Whitman for a – laserjet \$319, toner cart. 79.99- plus Tech support \$55 - motion to approve by Jeanne Spalding, 2nd by Dale Barrows. All in Favor.

Planner Assignments: There was a discussion of Brockton's planner assignment, because Lou Tartaglia is still refusing to meet with his assigned planner Jeanne Benincasa. He wants separate funds to hire his own planner. Janice McCarthy said he has a planner available. Bob Ethier agreed that a planner was provided for Brockton with coalition funds. No formal request for additional funds has been made, so the board will not address this. Lou Tartaglia was willing to go with Brian or Sandy but neither of them wanted to take on Brockton. The Executive Committee agreed that they will need to keep an eye on deliverables and that Brockton City Council may need to be notified if deliverables are not being met.

Rockland MRC – Jeanne Spalding recommended that Janice McCarthy speak with Jennifer Frenette about Rockland's dissatisfaction with the Brockton area MRC. Janice noted that the only thing received from the MRC was 2 boxes of stationary, 2 boxes of envelopes and applications. No help with volunteer coordination. Sharon White in Abington is in the same situation.

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Plymouth area MRCs may be requested to vote change in funding allocations for remainder of the year if Rockland moves to SHAR BOH.

Diane Brown-Couture spoke briefly about the Partnership Deliverable, noting that one easy way to approach it is to have a partner presentation in a coalition meeting. Getting behavioral/mental health folks who serve this region to send representatives to do brief presentation about resources and needs and have coalition do the same for the January meeting. Diane will coordinate this.

Bob Ethier noted that Jeanne Spalding has done a lot for the coalition, ordering and distributing items, adding "I hate to see you go because you were one of the ones who from the beginning put this coalition together and helped to keep it together". Jeanne will not be running for another term on the Executive Committee, so this is her last meeting.

Jeanne stated that she still has boxes of signage which she will bring to the January meeting. She also said that she may be working on an Eagle Scout project to build a secure area downstairs at town hall.

A motion was made by Dale Barrows to cancel the DECEMBER MEETING, second by Eric Badger. All in favor.

Motion to adjourn at 12:59 by Eric Badger with a 2nd by Bob Ethier. All in Favor.

Next Meeting: January 8, 2012

Submitted by Marcia Benes

Signed by Janice McCarthy

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Minutes of Full Coalition

November 13, 2012 1-3pm

Middleboro Town Hall, 10 Nickerson Ave. Middleboro MA

Attending: Jeanne Spalding, Lisa Cullity, Arthur Boyle, Lou d'Arpino, Robert Casper w. Bridgewater, Michelle Roberts, Cathleen Drinan, Tracy Mayo, Rob Tinkham, Robert Ethier, Eric Badger, Dale Barrows, Janice McCarthy, Diane Brown-Couture, Elaine LaCoursiere, Marcia Benes, Sandra Landry, Karen Walega, Cathy Drinan, Amanda Stone

The meeting opened at 2:04 with a motion to approve the October minutes was made by Lou Darpino, with a second by Jeanne Spalding. All in Favor

Executive Board Announcements – Janice McCarthy had one announcement – clinic signage is available through Jeanne Spalding who will bring it to the January Meeting. Please check your supplies to see what you can use.

Budget Report – Elaine LaCoursiere noted that the training line item was used up and said a few requests were approved today by the Executive Committee. Halifax can spend \$370 on data plan, printer toner tech support for Abington and Whitman were approved, and a survival life jacket for Wareham.

Planner Updates – Sandy Landry reported that the three planners are working on grant which they hope to have out around Nov. 27th. She did a call down on Oct 30th. Not a lot of manual calls – response to HAN was good. Continuing to update binders with TAR changes.

Statewide Advisory Committee Update by Lisa Cullity – Lisa forwarded minutes from the last two meetings. “Show me” book should be sent out to everyone from MEMA – flip through and point books to help when communications are difficult. She reported highly productive meetings with feedback from state and MEMA.

Mini training on deliverables- Diane Brown Couture gave an overview of required training and the documentation needed to obtain credit for this. Diane also provided a link to online training provided by UMass Medical School. There are others as well. It is a one-time training – DPH did not keep participant lists for trainings offered several years ago. Many people took the trainings but didn't keep their certificates. It is difficult to reconstruct. If you took training please send a brief email to Diane state anything you remember about it, including training notice, so they can try to reconstruct these records. Lisa Cullity pointed out that some programs will not give certificates if the attendee is not looking for Nursing CEUs, for example.

Lisa Crouner will be doing a train the trainer to satisfy TAR requirement on January 8th. Jeanne Spalding offered to arrange to have it taped at the town hall. Everyone will get a copy of the Powerpoint. This is a TAR requirement as well as a deliverable.

Brian Gallant is pulling together the MYTC – if you are scheduling in your towns, please let him know. That document will earn everyone TAR credit. It will cover MRC and other trainings.

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Managing Volunteers – TAR requirements and deliverable – Planners are taking care of verbiage. Cert teams should be mentioned if they are used in the community.

Partnership gaps – develop plan to address partnership gaps identified last year. Partnership analysis showed gap with mental/behavioral health providers. Easy way to address that is to bring in providers to a coalition meeting with a panel discussion to discuss needs for their populations and what they can bring to table, and same for coalition members. Diane is working on putting together a list of key providers in the area to document who their populations are, so she can put together a few of them (3-4) to come in to address this issue in March.

DPH Mini-Training on Documentation for TAR Credit - Diane Brown-Couture – This and the previous topic were combined. Drills are largely done but one best practice that she would recommend is keeping a record if there are people who are not responding to the drills. Amy Palmer is keeping a matrix of responders which is quite telling. Habitual problems do show up from one quarterly drill to another. Corrective actions also need to be documented. Last year technical problems were addressed – like phones with extensions not receiving the HHAN alerts. One best practice is having a good number of people authorized to activate a site. It becomes a problem in the drills if there is only one person authorized. Some towns authorize the police chief also, which has worked well.

Election for two positions on the Executive Board were held. The results were:

Robert Ethier 14 votes
Arthur Boyle 8 votes
Michelle Roberts 7 votes

Jeanne Spalding showed books which can be customized for Plymouth Coalition for \$3.50 each. People should let Jeanne know if interested – They are good training materials for volunteers to have available at trainings. “It’s a Disaster! And what are you gonna do about it 5th edition – A Disaster Preparedness, Prevention & Basic First Aid Manual by Bill and Janet Liebsch

New Business: Marijuana is being looked at with rezoning. How are other towns handling this?

At 2:20 a motion to adjourn was made by Bob Ethier with a second by Lisa Cullity. All in Favor.

Next Full Coalition Meeting to be held January 8, 2013

Submitted by Marcia Benes

Signed _____ Janice McCarthy