

Plymouth County Emergency Preparedness Coalition

Executive Committee Meeting

**DATE NOVEMBER 8, 2010 LOCATION: MIDDLEBORO TOWN HALL
TIME START: 12:00PM TIME END: 1:00 PM**

ATTENDANCE : TRACY MAYO, BOB ETHIER, JANICE MCCARTHY, MARCIA BENES

<i>AGENDA</i>	<i>ACTIONS</i>
<i>1) APPROVE PREVIOUS MINUTES</i>	<i>AMMEND OR APPROVE AS IS</i>
<i>DISCUSSION: NONE</i>	
<i>MOTION: JANICE MCCARTHY : To approve September 2010 Executive Committee Minutes</i>	<i>SECOND: BOB ETHIER</i>
<i>RESULT</i> Jean abstained as she had been absent, motion passed.	
<i>2) HOST AGENT BUDGET REPORT</i>	
<i>DISCUSSION: NO QUESTIONS OR COMMENTS ON REPORTS.</i>	
<i>MOTION: NONE</i>	<i>SECOND :</i>
<i>3) PHER SPENDING PLANNING</i>	<i>APPROVE OR DENY</i>
<i>DISCUSSION</i> Jeanne Spalding reported that the LSAC meeting yesterday was advised that pher funds cannot be spent until DPH gets CDC approval of the EPB spending plan.	<i>NO ACTION</i>
<i>4) REVIEW EQUIPMENT REQUESTS</i>	<i>APPROVE OR DENY</i>
<i>HALIFAX LAP TOP BATTERY AND CORD – APPROVED WAREHAM COPIER AND TONER -APPROVED MIDDLEBORO COPIER– MOTION WITHDRAWN BY JEANNE WHITMAN PRINTER, DELL LAPTOP – APPROVED ABINGTON REQUESTS TABLED UNTIL FULL MEETING FOR FURTHER DISCUSSION.</i>	
<i>DISCUSSION:</i> Jeanne Spalding requested clarification on the Abington request for Thermocouple Model 22, she also thought that other towns might want to participate in a bulk purchase of the privacy screens. She suggested that Sharon talk with fiscal agent to determine cost range of previous printer scanners and shredders. Bob Ethier said that he was looking for 25 additional cots to provide for emergency responders. He said it would have been useful during the last hurricane threat. Jeanne suggested that this be postponed to determine if there was interest from other coalition members. Bob agreed to investigate	

bulk purchase prices for the privacy screens.

MOTION - JANICE MCCARTHY: To Approve all equipment requests at the estimated costs, with allowance for reasonable pricing adjustments, with the exception of Abington, which will be tabled until the full coalition meeting, and privacy screens, pending bulk order pricing

SECOND –BOB ETHIER

RESULT : ALL IN FAVOR

5) TRAINING REQUESTS (2)

APPROVE OR DENY

HALIFAX: HARVARD SCHOOL OF PUBLIC HEALTH CENTER FOR PH PREPAREDNESS – NEASM MICROBIOLOGY ;

WAREHAM - EMT REFRESHER COURSE

DISCUSSION: Jeanne Spalding suggested that MAHB should be given a copy of the Halifax training documentation prior to reimbursement. (\$258 with scholarship and \$292.18 for 2 night stay)

Bob Ethier requested EMG training - a 8 hour refresher for \$124.95. He needs this to serve as a medical screener

MOTION - JEANNE SPALDING: To Approve both requests

SECOND: Janice McCarthy

RESULT: ALL IN FAVOR

CLARIFICATION ON CELL PHONE POLICY

DISCUSSION: Marcia Benes requested the Executive Committee clarify the policy regarding payment for data packages. Currently the Coalition does not pay for data packages, but some members were upgrading, or considering an upgrade to Blackberries, which would approximately double the cost of monthly service. None of the EC members wanted to extend Coalition payments to cover that additional cost. Marcia Benes that if members wished to assume the additional cost of the data package, the Coalition would continue to subsidize the cost at the standard rate. She requested that if adopted, this policy be discussed at the full coalition meeting so that everyone

would be aware of it.

MOTION- JANICE MCCARTHY - that the Coalition would not cover the additional cost of a data package.

SECOND – BOB ETHIER

RESULT ALL IN FAVOR

7) REPRESENTATION ON STATEWIDE ADVISORY COMMITTEE

DISCUSSION : Jeanne Spalding currently represents Plymouth Coalition on the Local Statewide Advisory Committee. She noted that it is the only entity giving locals a voice with DPH. She described the workings of the Committee and felt that it was a very worthwhile experience, but in the future, she will be asking for another member of the Coalition to assume this position. She described the new Federal funding coming to DPH for accreditation, improvements to data systems (Mass CHIPS, MAVEN, electronic Vital Records), and funding for technical assistance and direct support for regional collaborations. This may represent an opportunity for some of the coalition towns to share services for nursing, food inspectors, etc.

NO ACTION – TO BE DISCUSSED AT FULL COALITION MEETING

8) MRC COORDINATOR DISCUSSION

DISCUSSION: Jeanne Spalding suggested that the Executive Committee investigate hiring an MRC Coordinator to manage newsletter, training center, website, and recruitment services for the five Plymouth MRCs. Tracy Mayo offered to obtain a job description from Lisa Jackson, who works for 4a.

MOTION – JEANNE SPALDING :to investigate the feasibility of hiring an MRC Coordinator

SECOND: JANICE MCCARTHY

RESULT: ALL IN FAVOR

NEXT MEETING : JAN 11, 2011 12:30

RECORDED BY: MARCIA BENES DRAFT APPROVED ON _____

PLYMOUTH COALITION EMERGENCY PREPAREDNESS MINUTES

November 9, 2010

The meeting was called to order by Tracy Mayo at 1:00 pm

In attendance: Sharon White, Jeanmarie Kent-Joyce, Helen Singh, Robert Tinkham, Tracy Mayo, Robert Philbrick, Amanda Stone, Laurel Thorne, Peter Falabella, Dale Barrows, Jeanne Spalding, Michelle Roberts, Jeri Batchelder, Cheryl Bushnell, Janice McCarthy, Robert Ethier, Eric Badger, Marcia Benes

Agenda Items:

- 1. Approve Minutes of September Meeting**
Corrections – none Motion: Rob Tinkham Second: Amanda Stone
Result: All in favor- approved
- 2. Executive Committee Report – Tracy Mayo** – Tracy reported on the decision of the Executive Committee regarding Blackberry (data) phone service – The Coalition will pay for regular service, but any additional coverage, such as a data package, will not be covered. Helen Singh commented that she is being charged for text messages received, even if she does not view them. Currently it is not a problem, but if the number increases significantly, it could become a significant expense.

Jeanne Spalding reported on **the Local State Advisory Council** meeting, saying that it was the only entity that provided a voice to local health. In future, Jeanne will be looking for someone to take her place on the Council, which will begin meeting at a new location – W. Boylston – in January. At the November meeting consultant David Naparstek presented a strategic plan for the group, providing good basic information about what it is and generating a discussion of where to go from here.

NEW CDC GRANT J. Spalding also reported that DPH has received CDC funding to work on accreditation for the state, to improve the state electronic data collection system (MAVEN, MassCHIP, Vital Records), and also to fund planning and implementation grants to communities wanting to collaborate in some form of regionalization for shared services (e.g. PH nurse, food inspector). She also presented a survey of shared services to see if there was any interest within Plymouth coalition.

MRC Coordinator – J. Spalding described the Executive Committee discussion regarding possibility of contracting with a person to serve as Plymouth MRC Coordinator, to assist with newsletter, trainings and recruitment.

J. Spalding distributed clinic signs that go with the barriers that were previously purchased.

- 3. Host Agent Report – Marcia Benes** – reported on PHER and PHEP grants. DPH still awaiting final approval of PHER spending plan from CDC. No PHER expenditures should be made until CDC approval is granted, but individual spending plans can be submitted to DPH to reduce delay. In the case of PHER funds already expended, PHEP funds should be used to cover PHER related expenses in the event that CDC approval is not granted.
- 4. Election of Executive Board** – Eric Badger and Janice McCarthy were nominated by Rob Tinkham to the two open positions on the Executive Board. Jeanmarie Kent-Joyce seconded. It was a unanimous decision.

- 5. Abington Equipment Requests** :Jeanne Spalding asked Abington representative Sharon White to clarify the Waterproof Digital Thermocouple Model C22 that was included in the Abington equipment request. She explained that it was a thermometer. Janice McCarthy said the Executive Committee would vote on approval of the printer/copier and shredder requests, if Abington could work with MAHB to chose something more in line with the cost of previous coalition purchases. Sharon agreed to this request. Jeanne Spalding then explained that the Executive Committee was looking into a bulk purchase of privacy screens. J. Spalding made a motion to approve all the Abington equipment requests, subject to price limits for printer/copier and shredders, with the exception of the privacy screens. Bob Ethier seconded this. All in favor.

There was a show of hands for those interested in acquiring flu clinic privacy screens. Bob Ethier will get a quote for a bulk purchase.

Next Full Coalition Meeting – Tuesday, March 8, 2011 Middleboro Town Hall 1pm

Meeting adjourned at –2:20

Minutes prepared by Marcia Benes