Plymouth County Emergency Preparedness Coalition

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Executive Committee Agenda

Date and Time: August 12, 2014   12:00 pm to 1 pm
Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Approve July minutes

PHEP Budget report – (see attached spreadsheet)

Spending Requests:
iPad replacement – Janice McCarthy
Supplemental Communications funding for one smartphone for W. Bridgewater – submitted by Robert Casper Jr.

Discuss Executive Board Announcements and agenda for next Full Coalition meeting.

DPH Update – Diane Brown Couture

     Possible partnering with Plymouth EMA on equipment/supplies for regional mass care shelter.   .

     MYTEP (Multi-Year Training & Exercise Plan) and workshop on it are deliverables due end of Sept.

Old Business
New Business

     Next Meeting: August 12, 2014

Plymouth County Emergency Preparedness Coalition

Executive Committee Minutes

July 8, 2014   12:00
Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Attending: Eric Badger, Diane Brown Couture, Arthur Boyle, Bob Ethier, Janice McCarthy, Dale Barrows, Marcia Benes

A motion to approve the June minutes motion was made by Bob Ethier and seconded by Dale Barrows with all in favor.

The PHEP monthly expenditures report by Marcia Benes was brief, as the new fiscal year has just begun. There were no questions.

There was a brief discussion of an agenda for the Full Coalition meeting in August:

Diane Brown Couture recommended work on trainings that the coalition needs to sponsor. Not necessarily something the Executive Committee will need to do, but leadership will need to come from there.

Janice McCarthy– Middleboro and some towns have a lot of livestock to deal with in an emergency. She asked if the coalition can get someone from MSPCA to discuss pet access to shelters. Diane responded that good resources available, e.g. the State of MA Animal Response Team which is a private organization. Diane also commented that animal shelters typically are situated at a large school with people sheltered at one end and pets are at other end. People with pets are required to care for them. This keeps allergic people separate. Diane will see if someone from the Cape DART team Disaster Animal Response Team will be available.

Diane suggests two short presentations with two groups plus panel discussion.

Diane – sees a gap with need for interpreters in large scale emergencies. Some hospitals have on call - She is not sure there is a potential training there.

Diane also mentioned the possibility of a hurricane training.
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HMCC discussion – Marcia Benes briefly described the information made available at the last LSAC meeting and noted there will be a conference call on this topic.

Old Business: Bob Ethier talked to the Wareham tech department about deliverables – going over using GIS to set up a plan for EDS sites which will be reduced from 4 to 2. Bob will be setting up escape routes and populations by time of year as the population doubles in summer season.   Diane noted that some people will not be able to come to a dispensing site.   Most will be known to responders, but some are temporarily disabled –

e.g. just released from hospital with a temporary condition. These people may not have a lot of support as opposed to those with permanent conditions who have support in place. She also noted that Bourne decided how they would break the town up and picked main routes and have dispensing sectors with 4 dispensing teams with main routes plotted out.

Motion to adjourn by Dale Barrows, with a second by Bob Ethier at 12:50. All in favor.

Next Meeting: August 12, 2014 -

Submitted by Marcia Benes

Signed _____Janice McCarthy

August 12, 2014

Plymouth County Emergency Preparedness Coalition

Full Coalition Agenda   DATE August 12, 2014   1-3pm

Middleboro Town Hall, 10 Nickerson Ave. Middleboro MA

posted http://www.mahb.org/profile/emergencyprep/EPCplymouth.html

1.   Approve June minutes (see attached)

2. Executive Board Announcements – Janice McCarthy

3. Budget Report - Marcia Benes, Elaine LaCoursiere

4. Statewide Advisory Committee Update – *Lisa Cullity*

Coalition Deliverables Update :Diane Brown-Couture
- 2 project deliverables -- discussion led by planners

- 2 training deliverables – discussion lead by planners

- Quarterly review & updates of 24/7 list deliverable •

NIMS/ICS training deliverable

5. Old Business & New Business

6.   Set date / discuss agenda for next meeting

Plymouth County Emergency Preparedness Coalition

Full Coalition Minutes June 10, 2014

Middleboro Town Hall, 10 Nickerson Ave. Middleboro MA

Attending: Sharon White, Tara Tradd, Eric Badger, Louis Tartaglia, Rob Tinkham, Diane Brown-Couture, Cathleen Drinan, Arthur Boyle, Henny Walters, Karen Walega, Peter Falabella, Dale Barrows, Jeanne Spalding, Lisa Cullity, Michelle Roberts, Jeri Batchelder, Cheryl Cates, Janice McCarthy, Robert Casper Jr, Robert Ethier, Diane MacNeil, Sandy Landry, Brian Gallant, Elaine LaCoursiere

Meeting began at 1:04 with a Motion by Michelle Roberts with a second by Cathy Drinan to Approve previous minutes. All in Favor.

Executive Board Announcements – Janice McCarthy reported that the Executive Committee voted to limit cell phones for agents and inspectors.

Budget Report - Marcia Benes, Elaine LaCoursiere – Everything was spent down – no further comments or questions.

   Statewide Advisory Committee Update – *Lisa Cullity - no meeting since last report*

Review and Approval of Principles of Operation - Motion to accept current version with no amendments was made by Bob Ethier and second by Arthur Boyle with all in favor.

Approve Budget for BP3 – Janice McCarthy noted that the budget for FY 2015 is level funded . –She stated that the Executive Committee recommended that Middleboro continue to receive $7,000 for a planner and for use of administrative help, building for which the full coalition benefits.   The Executive Committee recommended budget as submitted with a motion to approve by Arthur Boyle and a second by Bob Ethier. All in favor.

DPH Review of Key Deliverables for BP3- Diane Brown-Couture noted that most deliverables are carry overs from BP 2 and previous years. HAN drills and WEB EOC drills will be the same. Diane will discuss carry over deliverables in future metings. Today she addressed the deliverables for Coalition wide projects. At least one project must include Capability 8 – Medical Countermeasure Dispensing. The project ay use additional sources of funding to supplement PHEP funds. Coalition is encouraged to partner with other outside communities in either Cape or Bristol. Projects should be chosen so that everyone has a role. There can be no duplication of existing projects. Any exercises must be HSEEP compliant. Any products, outcomes, best practices at statewide meetings or other venues, including state website.

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The projects need to follow SMART principles, Specific, Measurable, Attainable, Realistic and Timely.

Abstracts are due Sept 30th, 2014. There needs to be a Rationale.

Project can last until Jun 30, 2015. Progress report due at end of December on each project must be done – take abstract and edit it. The abstract must address activities, product, output and timeline with milestones. Project must involve needs of   access and functional needs.

Examples: Public information and warning campaign for EEE, Lyme, Tuleremia,   Flexibility in choosing PHEP capabilities for project. Address needs of non English speakers, migrant workers, hearing impaired.

A hurricane workshop – Workshop would include all of the partners that you would be working with in the health care coordinating coalition, faith community and others. How would this relate to people with access and functional needs.

A required deliverable – What would happen if there isn't enough staff and need big EDS for prophylaxis. How will you handle staffing – how reach, train mobilize and assign.

The last one addresses capability 8 using GIS to develop medical dispensing routes. Do a project doing sector maps, iPads. Deliverables would be sample route maps, training workshops on developing maps.

Minimum of two group projects per coalition is required either with or without partners.

During the group discussion, Cheryl Cates volunteered that Randolph is already doing a major EDS drill in March, which could be expanded to include the full coalition.

Bob Ethier has an intern working on a GIS project. Everyone would have to develop plans. Diane stated that if there is a learning component, you would develop a cheat sheet for other locations and a training. Cheryl suggested that they could be linked.

For technical assistance it was noted that SRPEDD needs IT points and that may qualify, for GIS, for example.

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There was a majority of support through raising of hands for these two projects, refererencing each other, but written up as separate projects. Diane suggested one person actually write it up (Brian, EDS drill, Sandy for GIS) but everyone review the drafts.

Two additional deliverables are coalition sponsored trainings. NOAA weather training on hurricanes was recommended by Diane. It is a very interesting, useful and informative training. If that training is chosen, need plenty of lead time to schedule it.

Old Business –Marcia Benes noted importance of equipment lists – for tracking what each department has, for sharing, and to justify replacement of new equipment. She will be working through planners to keep that updated. She also noted that Middleboro is working on an equipment inventory which can be shared as a model for other communities. The Middleboro inventory will indicate which equipment is available to the coalition members with a signin process.

Under New Business Cathy Drinan explained how she had convinced her Finance Committee to provide additional funds through a display she set up with post it notes. The Finance Committee learned about how much is done by the board of health. A plan was presented for an incremental approach for funding for additional health inspections with two hours additional a week for restaurant inspections. Town Meeting approved a BOH budget increase of $5,000.

Next meeting is August 12. Motion by Bob Ethier to adjourn at 1:55 with a second by Dale Barrows. All in Favor

Submitted by Marcia Benes

Signed _____ Janice McCarthy

Plymouth County Emergency Preparedness Coalition

Monthly Financial Statement
8/4/2014

Plymouth Coalition BP-3
7/1/14-6/30/15

Line Item	Budget BP-3	July	Total Expenses	Amount Left to Spend	% Left to Spend
Communications	15,000.00	0.00	0.00	15,000.00	100%
Equipment	6,579.56	0.00	0.00	6,579.56	100%
Contractors	159,000.00	12,230.04	12,230.04	146,769.96	92%
Training	5,069.30	0.00	0.00	5,069.30	100%
Host Agency	34,085.14	2,840.43	2,840.43	31,244.71	92%
Town of Middleboro	7,500.00	0.00	0.00	7,500.00	100%
Total BP-2 Budget	**227,234.00**	**15,070.47**	**15,070.47**	**212,163.53**	

Contractors		July	Total Expenses	Amount Left to Spend
Anchor Group - Brian Gallant	53,000.00	4,076.88	4076.88	48,923.12
Jeanne Benincasa	53,000.00	4,076.58	4076.58	48,923.42
Sandra Landry	53,000.00	4,076.58	4076.58	48,923.42
Total Contractors	**159,000.00**	**12,230.04**	**12,230.04**	**146,769.96**

Funds received: $ 56,808.50, 7/25/14

Plymouth County Emergency Preparedness Coalition

COMPUTER, PRINTER AND iPAD Purchases FY 11-FY14

8/4/2014

	Plymouth
FY 11:	7/1/10-6/30/11
FY 12:	7/1/11-6/30/12
BP-1 FY 13:	7/1/12-6/30/13

Town	Date	Purchase			
Avon	4/16/2013	printer	BP-1 FY 13		
Avon	12/12/2011	laptop		FY 12	
Abington	4/11/2013	Dell computer	BP-1 FY 13		
Abington	3/15/2013	printer	BP-1 FY 13		
Abington	8/9/2011	ipad			FY 11
Bridgewater	8/9/2011	ipad			FY 11
Bridgewater	8/9/2011	laptop			FY 11
Bridgewater	8/9/2011	printer			FY 11
Carver	4/11/2013	Dell computer	BP-1 FY 13		
Carver	4/26/2011	computer			FY 11
E. Bridgewater	4/11/2013	Dell computer	BP-1 FY 13		
Hanson	4/11/2013	Dell computer	BP-1 FY 13		
Hanson	3/15/2013	printer	BP-1 FY 13		
Holbrook	4/11/2013	Dell computer	BP-1 FY 13		
Holbrook	3/19/2013	ipad	BP-1 FY 13		
Holbrook	8/3/2012	computer		FY 12	BestBu
Halifax	4/11/2013	Dell computer	BP-1 FY 13		
Marion	3/29/2013	Epson projector	BP-1 FY 13		
Marion	2/11/2011	Dell computer			FY 11
Marshfield	4/11/2013	Dell computer	BP-1 FY 13		
Mattapoisett	12/22/2011	computer		FY 12	

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Location	Date	Item	Grant
Mattapoisett	8/3/2012	ipad	FY 12
Middleboro	4/11/2013	Dell computer	BP-1 FY 13
Middleboro	3/19/2013	Epson picturemate	BP-1 FY 13
Town of Middleboro	4/11/2013	ipad	BP-1 FY 13
Pembroke	4/11/2013	Dell computer	BP-1 FY 13
Pembroke	4/4/2011	computer	FY 11
Plymouth	12/13/2010	electrodes	FY 11
Rochester	4/15/2014	Mac Book Pro	BP-2 FY 14
Rockland	3/24/2011	HP Pro Book	FY 11
W. Bridgewater	4/11/2013	Dell computer	BP-1 FY 13
Wareham	4/15/2014	ipad	BP-2 FY 14
Wareham	12/12/2011	AED	FY 12
Wareham	6/23/2012	computer	FY12
Whitman	12/15/2010	computer	FY 11