

**Plymouth County Emergency Preparedness Coalition
August 2011 Executive Committee Minutes**

A meeting of the Plymouth County Emergency Preparedness Coalition Executive Committee was held on Tuesday, August 9, 2011, in the Hearing Room at Middleborough Town Hall. The following were in attendance: Janice McCarthy, Jeanne Spalding, Bob Ethier and Diane Brown Couture.

The meeting was called to order at 1:00 p.m.

Minute Approval:

A motion was made by Bob Ethier, seconded by Jeanne Spalding and passed to approve the minutes of the meeting of July 12, 2011 with the following corrections: date on first page should read July 12 not May 10 and on page 2, second paragraph should read "Motion made by Jeanne Spalding, seconded by Bob Ethier....". Also, the Executive Committee would like the minutes as a separate attachment not part of the e-mail.

Review and Discussion of PHER/PHEP Budgets:

Jeanne Spalding inquired as to what Sentinel Site funds were and if the funds are offset by Coalition services. Diane Brown Couture explained that she was not all too familiar the exact purpose of the funds were for, however, the funds are generally used for medical countermeasures, i.e. dispensing. The funds are separate from Coalition funds.

Janice McCarthy reported that as of this morning, only two towns had not returned PHER. Those towns are Holbrook and Avon.

Bob Ethier inquired as to how many suggestions were received regarding the PHEP budget. Janice McCarthy reported that she heard from approximately 6 Coalition Towns. All of the Towns expressed interest in keeping contractors and moving funds from the equipment and training budgets to fund a part-time MRC Coordinator position. Bob Ethier then inquired as to who decided to go out to bid for contractor services. Diane Brown Couture explained that this was required by the DPH audit. All current contractors were notified of this change. Janice McCarthy then inquired as to what would happen to the MRC Coordinator in Brockton as she

does not see the need for two MRC Coordinator positions. Jeanne Spalding suggested talking to Sharon White in Abington about her thoughts on the matter and then approach Lou in Brockton.

There being no further questions regarding the Budgets a motion was made by Bob Ethier, seconded by Jeanne Spalding and passed to approve the 2012 PHEP Budget.

Coalition Member Participation:

The Executive Committee reviewed the attendance sheet. It appears the only Town with disappointing participation is Holbrook. Bob Ethier offered to contact Holbrook Health Agent, Bill Murphy on behalf of the Coalition.

Equipment/Training Request Policy Review:

In view of the reductions in the Equipment and Training line items, all requests for same will be reviewed on an as-needed basis. All requests must be in writing on the appropriate form prior to consideration.

Discussion of Contractor Interview Process:

It was the consensus of Committee Members present that the contractor interviews would be conducted by the Executive Committee. The deadline for proposals is August 22. It is hoped to have interviews completed before the end of the month.

There being no further business to come before the Committee, a motion was made by Bob Ethier, seconded by Jeanne Spalding and passed to adjourn at 1:50 p.m.

Minutes prepared by Janice McCarthy

Approved September 13, 2011

Signed Jeanne Spalding