

# Plymouth County Emergency Preparedness Coalition

Posted: <http://www.mahb.org/profile/emergencyprep/EPCplymouth.html>

## Executive Committee Agenda

Date and Time: Jan 13, 2015 12:00 pm to 1 pm  
Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Approve December minutes

PHEP Budget report – (see attached spreadsheet)

Equipment request – Abington – light purchased under October Executive meeting was not what Abington wanted. Sharon White requested a Go Light portable Searchlight. She also requested printable ID Tags from WB Mason item #1544, quantity 500 at \$4.15 each for a cost of \$20.15.

Discuss Executive Board Announcements and agenda for Full Coalition meeting in February

DPH Update and Coalition progress report – Diane Brown Couture  
Old Business  
New Business

Next Meeting: February 10, 2015

# Plymouth County Emergency Preparedness Coalition

## Minutes of Dec. 9' 2014 Executive Committee Meeting

Attending: Dale Barrows, Bob Ethier, Eric Badger Marcia Benes, Diane Brown-Couture

Meeting began at 12:00 noon with a motion by Dale second by Eric to approve the October minutes. All in Favor

The budget report was presented by Elaine LaCoursiere, who discussed the line item revision for this quarter. Looking at the spreadsheet, we have some requests which will require a transfer to be accommodated.

Planner update was presented by Sandra Landry. This training deliverable is 5 hours in Bridgewater, predominantly for volunteers. About \$2500 total would include all costs. Coalition volunteers would be helpful on the day of the event.

Diane Brown Couture spoke in favor of the project. Janice McCarthy's recommendation was to transfer \$1500 from communications and \$1500 from equipment; a motion was made by Dale Barrows with a second by Bob Ethier. All in Favor.

### 1. Spending Requests

#### Sandy Landry – Planner update on funding needs for training and signage

|                  |  |  |          |
|------------------|--|--|----------|
| (4) Speakers     | \$500 per speaker –<br><br>Mental Health<br><br>Mobility<br><br>Hearing<br><br>Blind | We researched speakers both working for public health and in the private sector. WE were able to secure one speaker within DPH but need to provide transportation for them. The other speakers gave us prices of \$500 from 8am - 1:30pm.  | \$1,500  |
| Janitor Services | \$350.00 - \$500.00;   | The janitor will need to set up the gym into four separate sections ensuring each functional needs has an area to speak. This will include chairs, tables, IT equipment and other props that the speakers bring for their presentation. The janitor will also need to set up the key note speaker area, registration and food items. | \$500.00 |
| Printing         | \$5.00 per booklet   | The information included in the folders will be the bio's of each speaker, over view of an EDS, overview of the functional needs being discussed and history of the Coalition and executive committee  | \$250.00 |
| Food/Drink       | \$8.00 per person  | coffee, water, soda, continental breakfast and light lunch.  | \$400.00 |

Signage Discussion – Sandy Landry said that signage will need to be addressed as there so many changes with EDS sites and the signage is 10 years old. Sandy has compiled a list of what is needed, what can be given away and she will get quotes for the next meeting. Triage, quarantine, isolation and some language signs were never ordered.

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Brockton – traffic cones and barriers – total \$1967.5 - Executive Committee members felt that the Brockton DPW can provide cones. Dale Barrows made a motion to deny the request based on fact that the city should be able to provide the cones. Second by Eric Badger with all voting in favor.

Robert Casper phone request (continued from previous meeting) was approved in September.

Full Coalition needs to vote budget change for this quarter.

DPH update – Diane Brown Couture deferred to the full coalition presentation

2. Items for full coalition discussion – volunteers needed for March training and Budget change, Bob will go over plan which is one of the deliverables
3. Old & New Business
4. Agenda for January 13<sup>th</sup> meeting - Bob Ethier will confer with others regarding weather related cancellations.

Dale Barrows made a motion to adjourn, with a second by Bob Ethier with all in favor at 12:47