

Plymouth County Emergency Preparedness Coalition

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

Executive Committee Minutes

Date and Time: November 8, 2011- 12:00 pm to 1 pm Middleboro Town Hall 10
Nickerson Ave. Middleboro MA

Present: Jeanne Spalding, Lou Tartaglia, Janice McCarthy, Bob Ethier, Elaine LaCoursiere, Marcia Benes

Approval of October Minutes as corrected Motion by Bob Ethier, Second by Lou Tartaglia, all in favor.

Monthly Budget Report Elaine LaCoursiere noted that except for the training line item, expenditures were on track for the month of October.

MAHB Certificate Program requests - Marcia Benes explained that the pre-approved trainings were over-subscribed, exceeding the total amount set aside for trainings. She said that nobody would be turned away, and she was prepared to ask some of the towns sending multiple board members to cover at least the meal costs. Jeanne Spalding stated that education is an important area covered by grants and made a motion to transfer \$1,000 from equipment to supplement the training line item, Second by Bob Ethier, all agreed. Marcia Benes thanked the Executive Board for recognizing the importance of training Board of Health members.

Elaine LaCoursiere noted that the MRC Coordinator invoice approval process was now functioning as discussed at the October Executive Committee meeting.

Jeanne Spalding stated that education is an important area covered by grants and Janice made motion to transfer \$1,000 from equipment to supplement the training line item, Second by Bob Ethier, all agreed.

Equipment and Training Requests

Bob Tinkham had made a request for the Coalition to pay for half of the data plan for his iPad – Currently the Coalition does not pay for a cell phone for Carver. Jeanne made a motion to approve covering 50% of a data line. Bob seconded the motion to approve Carver's request. Elaine noted that there are sufficient funds in the communications line item. All in favor.

Lisa Cullity had requested that Pembroke receive 50% of a data plan. Janice McCarthy said the Executive Coalition should not be responsible for paying for both cell and data plans. If Pembroke has one or more cell phones, then they would not be eligible for partial coverage of a data plan. This request was tabled until the Executive Committee knows status of cell phones in Pembroke.

Cathy Drinan requested that the Coalition pay for her RS Course and exam (This had been requested before but not voted on) Cathy has passed her RS exam. Janice McCarthy said she did not have a problem with paying for part of it if there are sufficient funds. Jeanne proposed to cover the exam costs and said she would be in favor of revisiting this if there are unexpended funds at the end of the year. Bob seconded the motion. All in favor.

Bob Ethier requested one additional AED, which would be a capital expenditure. Jeanne Spalding

recommended that he should get a unit that matches his existing AEDs, which will make it easier when pads and batteries have to be replaced. Jeanne made a motion to approve the request, which was seconded by Lou Tartaglia.

Discussion of Contractor Scope of Services/Work Plan, monthly reporting – Marcia Benes reports that the Contractors have indicated they can attend the December EC Meeting. She has recommended that the contractors file brief monthly reports, cc'd to MAHB, the EC and their towns indicating who they contacted during the month, whether they were unable to contact towns and why, projects worked on and outcomes as well as areas of improvement or concern. She stated that a simple narrative report covering these areas should not take up a lot of time, but will provide the Executive Committee a good picture of how the contracts are progressing, especially in the context of Diane Brown-Couture's deliverables tracking.

Principles of Operation - Definition of Communities in good standing

There was a discussion of proposed good standing /not in good standing notices: Janice McCarthy said most of items on the proposed form should already have been addressed, asking who doesn't already have a call down list? Jeanne Spalding agreed, saying that the State (DPH) recognizes that not every town will be at 100%. Jeanne recommended that only minimum requirements be listed. Janice suggested that the form be tabled for the time being. Second by Jeanne, All in favor,

Motion to recommend a new definition of good standing was recommended for the Principles of Operation was made by Bob Ethier, second by Lou Tartaglia. Vote carried with three in favor and Jeanne Spalding abstaining.

Old Business New Business

December 13th Executive Committee agenda will include a meeting with Contractors to cover HSEEP compliant reporting, monthly reporting and other concerns.

Motion to adjourn by Bob Ethier, second by Lou Tartaglia, All in favor. Meeting adjourned at 12:58

Submitted by Marcia Benes

Approved February 14, 2012

Signed by _____

Minutes of FULL Plymouth County EP COALITION
Meeting Opened at 1pm Nov, 8, 2011

Attending: Jeanmarie Kent-Joyce, Eric Colon, Louis Tartaglia, Robert Tinkham, Tracy Mayo, Cathleen Drinan, Vincent Flaherty, Rick Reuss, Henny Walters, Elaine LaCoursiere, Amanda Stone, Karen Walega, Peter Falabella, Dale Barrows, Jeanne Spalding, Lisa Cullity, Michelle Roberts, Jeri Batchelder, John McVeigh, Janice McCarthy, Robert Ethier, Marcia Benes

A motion was made to approve the minutes for July 12th full coalition meeting by Bob Tinkham. Dale Barrows seconded; all in favor. A Motion to approve the October 11th full coalition minutes by Rob Tinkham. Second Dale Barrows; all in favor.

Executive Committee Report – Janice McCarthy

Rob Tinkham's request was approved, along with AED for Wareham. The request from Halifax was approved for payment for RS Exam due to lack of funds could not pay Class cost. Jeanne Spalding said if by end of year there are remaining funds, it can be reconsidered. Line item transfer of \$1,000 from equipment to training. Lisa Cullity stated that Pembroke does not receive funding for a cell phone. Her request will be reconsidered at the December Exec. Board meeting.

Budget report - Elaine LaCoursiere-

Most funding expended was for MHOA, MEHA and MAHB training. There were no other expenses except contractors.

PHER Closeout Reports- Marcia Benes briefly reviewed comments received and asked if there were any additional responses. She thanked Tracy Mayo, Cathy Drinan, Peter Falabela and Karen Walega for responding.

Election for one position for Executive Committee (Two nominations were received - Lou Tartaglia and Dale Barrows

Result: 7 votes for Lou Tartaglia

8 votes for Dale Barrows

Principles of Operation Revision Discussion & Vote

Janice McCarthy noted that most of the recommended changes are on page 2 under Membership. Everyone had received an email attachment with the proposed changes.

The following language was proposed to be added under membership:

Coalition member shall make a good faith effort to actively participate in coalition activities and fulfill required minimum deliverables.

Attend coalition meetings at least 80% of contract year. EC may take into account extenuating circumstances

Submit prior request to EC for training and equipment on designated form

Be responsible for keeping Boards of health appropriately informed of coalition activities.

A motion to accept these recommended changes was made by Bob Tinkham; seconded by Tracy Mayo. All in Favor.

Marcia Benes asked if the full coalition wanted to meet in December. All were in favor of deferring the next full coalition to January. 10th.

Janice McCarthy announced that she would be setting up a meeting with towns covered by planner Garrett Hair to help coordinate activities.

Motion to adjourn at 1:50 by Dale Barrows. Second by Rob Tinkham. All in favor.

Submitted by Elaine LaCoursiere

Signed _____ January 10, 2012