

## Plymouth County Emergency Preparedness Coalition

### Executive Committee Minutes

A meeting of the Plymouth County Emergency Preparedness Coalition Executive Committee was held on Tuesday, **October 11, 2011**, in the Hearing Room at Middleborough Town Hall. The following were in attendance: Janice McCarthy, Jeanne Spalding, Bob Ethier, Eric Badger and Diane Brown -Couture. The meeting was called to order at 12:10 pm.

#### **Minute Approval:**

A motion was made by Bob Ethier, seconded by Eric Badger and passed to approve the minutes of the meeting of September 13, 2011 with the following corrections: Lou Tartaglia name is on the minutes twice and one of them should be removed.

#### **Review and Discussion of PHEP Budget:**

PHEP report given by Elaine LaCoursiere. A motion was made by Bob Ethier, seconded by Eric Badger and all in favor to have the following training and equipment requests approved:

Hanson- \$264.00 CGI upgrade radio

Mattapoisett-\$800 desktop

Avon-\$1313.72 laptop and software

Mattapoisett-\$50 training for annual immunization conference for Amanda Stone

Discussion of Contractors Scope of Services/work plan was tabled until Marcia Benes returns.

#### **Old Business:**

Lou Tartaglia's term expires Nov. 2011. Election for the one position for the Executive Committee will be held at the next meeting.

#### **New Business:**

Diane Brown-Couture submitted the Strategy for Mutual Aid Reporting Form for signature from the chair of the coalition which is one of the deliverables in FY 12. The agreement is to provide mutual aid and assistance between municipalities entering in the agreement when resources are not sufficient to cope with a situation requiring public health. 87.5% in the coalition have signed. Janice McCarthy signed, executive committee is not required to vote but agreed it should be signed.

Diane Brown-Couture discussed the Principles of Operation, handed out the changes suggested since no changes have been made since 2008. Changes are in red. Janice McCarthy discussed the need to add to the definition of good standing. The number of meetings that should be attended should be 80%. Holbrook, Whitman and Kingston were delinquent in attending meetings in the past. In the future, Marcia Benes should request that if a town is unable to attend a meeting they notify her. There are times when there is a good reason a town cannot attend. It will be brought up at the full coalition meeting that attendance is mandatory.

Janice McCarthy reminded everyone that the MAHB conferences are coming up and to send requests to Elaine LaCoursiere or Marcia Benes. Jeanne Spalding has brought in the sound meters to distribute today to the full coalition for those that ordered them. Signatures on all equipment distributed will be needed.

Motion to adjourn was made by Bob Ethier, seconded by Eric Badger. All in favor. Meeting adjourned at 12:20pm.

Next meeting will be November 8, 2011 at the Middleboro Town Hall, 12 noon.

Submitted by Elaine LaCoursiere

Signed copy on file