

Plymouth County Emergency Preparedness Coalition

Executive Committee Minutes

Date and Time: October 9, 2012 12:00 pm to 1 pm
Middleboro Town Hall 10 Nickerson Ave. Middleboro MA
Present: Jeanne Spalding, Janice McCarthy, Marcia Benes, Elaine LaCoursiere

No Quorum - meeting cancelled

Full Coalition Minutes DATE October 9, 2012 1-3pm

Middleboro Town Hall, 10 Nickerson Ave. Middleboro MA

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

Meeting began at 1:09

1. A motion was made by Jeanne Spalding to approve the August minutes, with a second by Karen Walega, All in favor.
2. David Naparstek came to discuss developing the CIC grant proposal for regional public health services – He provided a short update.
3. Budget Report - Elaine LaCoursiere reviewed the monthly expenditures and reminded the coalition that this will be a shortened year, and DPH has sent two quarters out, so we have plenty of funds available. There has not been a lot of spending activity.
4. Planner Updates – Sandy Landry, Jeanne Benincasa, Brian Gallant – Described a grant proposal for software to enhance and do more efficient planning. It would also cover the cost of additional trainings and drills. Planners will be applying by the Nov 30th deadline. All hazard emergency plans need many changes. HAN is correct, binders are getting reprinted with changes, but it is expensive. Planners are also working on IRA plans.

Jeanne Benincasa is meeting with her towns and working on EDS site reviews, working with Brian and Sandra and Diane to discuss deliverables for the next quarter to make sure towns are up to date.

Brian Gallant is working with the other planners on plan/resource updates and working to schedule EDS gathering with police fire, Table top exercise in Randolph and EDS walkthroughs.

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5. Statewide Advisory Committee Update – *Lisa Cullity*
6. Region 5 Representation- Lisa Crowner, MDPH Health Educator/trainer provided an overview of the new deliverables for ESF. This deliverable was originally due on Sept. 28th, but it was extended. The purpose will be to discuss barriers for each of the ESF Capabilities. It was not clear how often the Region 5 group will meet, but not likely to be an in person meeting, probably conference call or webinar. DPH is Looking for a volunteer and back up. Diane will write it up as a deliverable. Whoever takes on the responsibility needs to be the linkage between the Region 5 group and the Plymouth Coalition.

Cathy Drinan volunteered. Lisa Cullity will be back up.

Deliverable #2 – a plan to address partnership gaps. Lisa Crowner suggested inviting several mental health providers for an hour of one meeting to discuss what they could do for sheltering – inviting some partners to coalition meetings, for example, Mental Health, Faith Based and Civic clubs representatives. Perhaps the Executive Committee can meet with representatives in December. Diane will be asked to see if it needs to be a full coalition meeting.

February meeting will be GIS specific – Janice McCarthy will be the point person.

Deliverable #3 – Documentation of Risk Communication Training – Documentation is needed – copies of attendance certificates to be sent to Diane Brown-Couture. Anyone in PIO role needs to be trained once in that role – documentation needs to be provided. For older trainings there are no lists of who attended. Can be for BOH member or staff. Due by October 17th.

Deliverable number 4 – Annual EDS Management Training – Due Oct 31 so everything since Nov 1, 2011 can be counted. Get copy of sign in sheets, notices describing the course, agenda and PowerPoint copy – provide to coordinators. Holding a full EDS training for full coalition this year will meet next year's deliverable.

Jeanne Spalding suggested a Webinar before end of month. Lisa offered to provide the PowerPoint.

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7. DPH Mini-Training on Documentation for TAR Credit - Diane Brown-Couture was unavailable so this topic was not covered.
8. Training Options for iPads - Marcia Benes explained that there were free basic trainings available through all the Apple Stores, but Apple did not provide any onsite training. For an additional fee, there are more advanced trainings and other tech support available through Apple. She urged everyone with iPads to get the basic training this fall so the coalition can assess future needs.
9. Nominations for Executive Board (two positions) – Elections to be held in November Deadline to give MAHB nominations to have ballots ready and post. Deadline for nominations Nov. 6th.
10. Old Business
11. New Business
12. Next Full Coalition Meeting to be held November 13th

Minutes submitted by Marcia Benes