

PLYMOUTH COUNTY

PUBLIC HEALTH EMERGENCY PREPAREDNESS COALITION

Executive Committee Minutes

Date and Time: June 14, 2011- 12:00 pm to 1 pm

Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Present: Lou Tartaglia, Bob Ethier, , Jeanne Spalding, Marcia Benes, Diane Brown-Couture ;Janice McCarthy; Elaine LaCoursiere

1. Motion by Bob Ethier to approve the May minutes. 2nd by Lou Tartaglia. All in favor.
- 2..PHEP Budget - Elaine reviewed the remaining amounts left to be spent in each line item and explained that all line items (contractors, training, admin, communications) were due to be spent down except equipment.

There was a discussion of spending down equipment, based upon the survey that Marcia Benes had sent out to all the coalition members. After review of each of the items, Jeanne Spalding made a motion, seconded by Bob Ethier, for the following purchases: (All in Favor)

Activegard coveralls, medium, large, extra large – 2 cases each

Booties – 2 cases

Flash Drives – 5 per town requesting them – 8Gb. – total of 40

Radios – 2 for Halifax – 1 each for the other towns requesting – total of 6

Portable frig total of 6

Generators – total of 10– Jeanne will investigate whether the Harbor Freight office in New Bedford can supply the generators.

Inverter 12 volt from car to 120 volts - \$80 at Home Depot – Marcia Benes will send out an email asking who would like an inverter. Lou Tartaglia will provide her with the make and model numbers. Purchase is approved.

Jean approved spending plan, Bob seconded.

Jeanne Spalding made a motion to approve a phone for Randolph up to \$100 must be expended by July 6 seconded by Bob Ethier. The phone will come out of PHEP equipment purchases. The cell phone invoices have already gone out and the money was all appropriated, but Randolph can use that appropriation towards both new and existing cell services until the next fiscal year. All in Favor..

Cell phone update – Elaine – with communications paid July 1, invoices have been distributed - Elaine after people to get invoices in.

Need to ensure Dennis submits invoices – Line item transfer made to remove training as approved to equipment, Janice has change in budget sheet, needs to be to DPH by July 1.

Contact: Marcia Benes, Executive Director MAHB benes@mahb.org

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3. PHER Budget Update – Elaine reported that she is working with communities regarding return of unspent PHER funds. Before funds can be returned, the expenses must be reconciled.

26 iPads have been purchased, shipment expected next week.

Headsets to be purchased from 3rd party after iPads received.

All checks need to be done by 7/30

Motion from Jeanne to retroactively approve line item transfer from PHER labor to supplies equipment. Bob seconded

DPH Approvals : Pelican Lights - \$14,280 – one for each town

4. Contractor RFPs .

Jeanne made a motion to have Marcia send email to member towns to find out what they want from contractors , single, part time , status quo or fewer. The hope is that this will generate discussion at the July meeting so the Executive Committee will have input in time for the RFPs. This was seconded by Lou. All in favor.

DPH update – waiting for final numbers to proceed with budgeting. There are three sets No communities not in compliance with deliverables. Exercises by and large have been HAN does not work well with extension phones – confirmation not working. Diane is working with Patrick Simon to update names on the list. VOIP system creates problems.

Meeting Adjourned at: 1pm

Next Meeting: July 12, 2011

Minutes approved Jun 14, 2011 Signature Janice McCarthy (signed copy on file)

Contact: Marcia Benes, Executive Director MAHB benes@mahb.org