

Plymouth County Emergency Preparedness Coalition

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Executive Committee Agenda

Date and Time: October 14, 2014 12:00 pm to 1 pm
Middleboro Town Hall 10 Nickerson Ave. Middleboro MA

Approve September minutes (see attached)

PHEP Budget report – (see attached spreadsheet)

Equipment and Training Requests

Kindle request for Planner (previous quote not accurate)

Abington Go Light Portable Search (2) \$258

Coleman Cooler (4) \$159.96

Hanson - Pelican Light (2) 191.72

Coleman cooler (2), 79.98

Stanchion 8 post, chain, sign holder \$199

Wareham - 5 shelving unit

MAHB training -

Plympton - 5

Abington - 1

HMCC Discussion

DPH Update –

Old Business

New Business

Next Meeting Nov 4, 2014

Plymouth County Emergency Preparedness Coalition

Plymouth County Public Health Emergency Preparedness Coalition September Meeting Minutes

Executive Committee Meeting

Date and Time: September 9, 2014 – 12:00 pm

Middleboro Town Hall 10 Nickerson Ave. Middleboro, MA

Attending: Janice McCarthy, Dale Barrows, Bob Ethier, Arthur Boyle, Diane Brown-Couture, Elaine LaCoursiere

Meeting opened at 12:10 pm.

A motion was made by Dale Barrows to approve the executive meeting minutes for August; 2nd by Arthur Boyle; all in favor.

PHEP Budget: Elaine LaCoursiere presented the financial spreadsheet.

Spending Requests:

Rob Casper, W. Bridgewater, requested additional cell phone payment to pay for his yearly communication bill. A discussion of why his cell phone was so much higher than others. He was asked to look into it and see if he could get a better deal. A motion was made by Bob Ethier to approve the additional amount, 2nd by Dale Barrows; all in favor.

Rob Tinkham, Carver, requested an ipad air to replace his current ipad in the amount of \$499.00. A motion was made by Bob Ethier to approve the replacement ipad, 2nd by Dale Barrows; all in favor.

Avon requested printer ink. Motion was made by Bob Ethier to deny this request, we are not paying office supplies. 2nd by Dale Barrows; all in favor.

Sharon White, Abington, requested a Kindle for Jeanne Bennicasa (planner). A discussion was held on the value of purchasing a Kindle vs a tablet. A motion was made by Arthur Boyle to purchase one Kindle at this time, 2nd by Dale Barrows; all in favor. Marcia Benes shall order the Kindle. The Executive Committee will revisit purchasing two additional Kindles for the other two planners at another time.

Abington also requested portable search lights and coolers both requested were tabled at this time. The committee would like to compare pelican lights vs belkin lights.

Sandra Landry mentioned a request will be sent for a custodial fee in the amount of approximately \$315.00 for the March 7th training.

A motion to adjourn at 12:35 was made by Arthur Boyle with a second by Dale Barrows, all in favor.

Next meeting for the Executive Committee will be October 14th.

Submitted by Elaine LaCoursiere

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Signed by Janice McCarthy _____

10/6/14 Plymouth Coalition BP-3

Line Item	Budget BP-3	September	To be paid on Credit Card- ordered	Total Expenses	Amount Left to Spend	% Left to Spend
Communications	15,000.00	610.80	0.00	610.80	14,389.20	96%
Equipment	6,579.56	520.48	391.00	911.48	5,668.08	86%
Contractors	159,000.00	18,345.06	0.00	42,805.14	116,194.86	73%
Training	5,069.30	1,320.00	0.00	4,010.00	1,059.30	21%
Host Agency	34,085.14	2,840.03	0.00	8,520.49	25,564.65	75%
Town of Middleboro	7,500.00	0.00	0.00	0.00	7,500.00	100%
Total BP-2 Budget	227,234.00	23,636.37	391.00	56,857.91	170,376.09	
Contractors		September		Total Expenses	Amount Left to Spend	
Anchor Group - Brian Gallant	53,000.00	6,115.32		14269.08	38,730.92	
Jeanne Benincasa	53,000.00	6,114.87		14268.03	38,731.97	
Sandra Landry	53,000.00	6,114.87		14268.03	38,731.97	
Total Contractors	159,000.00	18,345.06		42,805.14	116,194.86	

Funds received: \$ 56,808.50, 7/25/14

\$ 56,808.50, 7/25/14

\$ 56,808.50, 10/6/14

Requests for Approval - Equipment and Supplies:

Abington- Go Light Portable Search Lights (2)	258.00
Abington -Coleman cooler (4)	159.96

Kindle-original approval was for 7" tablet, belkin car charger, case

kindle 8.9 appropriation insufficient

Hanson-pelican light (2)	191.72
Hanson - Coleman cooler (2)	79.98

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Hanson - Stantions-8 posts, chain, sign holder 199.00

Wareham-5 shelving unit

Total Equipment Requests:

Plympton MAHB conference (5)

Estimate for custodial fee for 3/7/15 training

Total Training Requests: