

Sudbury LEPC VIP (Vulnerable In-town Populations) Subcommittee

Minutes of meeting Wednesday, November 1, 2006; 10:00 AM, Wingate

Present: Barbara Bahlkow, Frost Farm; Michael Carroll, Assistant Fire Chief; Catherine Congo, Wingate; Marilyn Fatherly, Longfellow Glen; Kristin Kiesel, Council on Aging; Ruth Mori, Parmenter VNA

Also invited: Gabriele Cohen, Springhouse Pond; Roberta Henderson, Sudbury Pines; Jo-Anne Howe, Sudbury Housing Authority; Martha Lynn, Sudbury Town Social Worker, Marion Peck, North Woods; Elizabeth Weisner, Orchard Hill;

Next meeting	Wednesday, December 6, 2006, 10:00 AM, Frost Farm		
Issue	Discussion	Decisions/Questions	Next Steps
Minutes of Meeting October 2, 2006	Minutes accepted as submitted		
Old Business			
Mission statement	The group reviewed the mission statement that was drafted at the last meeting, and changes were suggested.	The VIP committee is a subcommittee of the LEPC and works to support the plans and initiatives of the large LEPC. The VIP committee will work to develop a telephone tree of its members so that the commander of the situation in a disaster can call just one person to activate the VIP committee membership. Public education is a big part of the committee's mission. The revised mission, objectives, and actions will be adopted.	Guidance will be sought from the larger LEPC to be sure that the work of the VIP subcommittee does not duplicate the work of the large LEPC.
List of actual or potential resources	The fire department has written a grant to receive a machine that can generate oxygen in case of emergency. The FD would then transport oxygen to those in town who need it in case of power failure.	We need to develop a list of which facilities have what resources. By cross-referencing these lists, we will be able to spot gaps in resources.	The group members will bring a list of resources to the next meeting.

Membership	Welcome to new members Barbara Bahlkow, Mike Carroll, Marilyn Fatherly, and Ruth Mori.		A group telephone tree will be developed.
New Business			
HIPAA information sharing flow chart	In emergencies, medical information may need to be shared among agencies, to the extent needed to provide appropriate care for seniors and people with disabilities. However, confidentiality needs to be respected. Signing up with the new Sudbury Emergency Assistance List is voluntary. There may be some isolated seniors in Sudbury of whom no one is aware.	The Senior Center is making outreach calls to everyone 85 and older to invite them to be on the list.	We will ask Parmenter nurses and BayPath Case Managers to offer the opportunity to be on the list to their clients and give them the form.
Red Cross Survey	The Red Cross will survey the Sudbury Senior Center with an extensive check list to determine its capacity and suitability for sheltering people.	The survey will be Monday, November 6 at 10:30 AM.	Kris will be sure Art Richards knows.
CERT	The fire department is seeking individuals to be part of the local CERT, or Citizen's Emergency Response Team, a group of people with medical backgrounds who will receive special training and will be available to call on if an emergency strikes.	The FD is also completing a "Zone 4" ambulance service plan, which will become part of the larger LEPC plan. This will have standards to be met in terms of response times and other criteria, and any ambulance service operating in Sudbury will be required to adhere to the plan.	
Next Steps	Since one important part of the VIP group's mission is public education, we would like to have a quarterly information/education meeting.	The VIP group needs to coordinate with the LEPC on this.	The police department will be invited to attend the next VIP meeting.

911	Barbara reported that due to a switch from Verizon to Comcast, her 911 emergency connection was not actually available.		The committee would like the Police chief to write to Comcast to stress that when new customers are accepted, the company ensures that the 911 service is activated.
Next meeting	Wednesday, December 6, 10:00 AM, in the meeting room at Frost Farm.		

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