



**Medical Reserve Corps - Executive Committee (MRC-EC) TOWN OF
SUDBURY (Voted to establish January 16, 2007 by the Sudbury Board of
Selectmen)**

Mission Statement:

The objective of the Medical Reserve Corps (MRC) program is to strengthen communities by establishing a system for medical and public health volunteers to offer their assistance and expertise to existing medical and emergency service providers during times of community need. It is the intention of the Sudbury Board of Selectmen and Board of Health (BOH) to establish a Medical Reserve Corps (MRC) Executive Committee that will build a “community-based” MRC infrastructure through which the EC and volunteers can be recruited, credentialed, organized, and trained to assist in the town of Sudbury’s response to local public health crisis. It is the intention of the Selectmen and BOH that the MRC unit will supplement existing local medical emergency preparedness and public health capabilities.

Specific Mission and Goals

The long-term mission for the MRC-EC is to systematically recruit, credential, train and deploy medical and support staff to help with local public health crisis. The immediate goal of this MRC-EC is to establish a volunteer force that is able to provide the medical and technical “know-how” and staffing to operate an EMERGENCY DISPENSING SITE (EDS). While the Committee does not have the ultimate authority to commit Town Resources or approve projects that commit town resources, it is the intention of the Selectmen and BOH to support reasonable actions and recommendations of the Committee that are supported by the Health Department Director, the Town Manager and when appropriate, other department managers in the Town of Sudbury, and to the extent that Town Bylaws, Town Meeting action, and budgetary limits permit.

Suggested Work Plan

Phase One:

Based on the current Sudbury census and formulas provided by the Massachusetts Department of Public Health and Region 4a Medical Reserve Corps Coordinators, it is estimated that minimally 120 active volunteers are needed to assist should a public health crisis occur. The MRC-EC will recruit, credential, and train these volunteers. Training will include the medical and technical “know-how to operate an EMERGENCY DISPENSING SITE (EDS) as well as NIMS (National Incident Management System) training so that all volunteers will be knowledgeable of the Incident Command System ICS.

Phase One tasks for the MRC – EC should include (but are not limited to):

- Meet with appropriate town staff to review the relevant town and state government bylaws, code of conduct, and address any other relevant legal issues. In addition these meetings will discuss how the MRC can best interact and supplement other town services and committees. These meetings will ensure that all departments are aware of MRC resources, efforts and commitment,

as well as ensure the MRC-EC members that the town is respectful, supportive, and appreciative of their efforts. Evaluate approaches and actions taken by other communities that may be useful for Sudbury.

- Work with the Town's Technology Administrator to develop and maintain a standardized homepage on the Town's website to provide information regarding volunteer opportunities and responsibilities, volunteer applications, CORI check release forms, and training opportunities. Use of this homepage and resulting communication will be conducted in compliance with all relevant state and local laws and regulations, including, but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law.

- Work with the Town's Technology Administrator to develop and maintain a standardized homepage on the Town's website to provide information regarding volunteer opportunities and responsibilities, volunteer applications, CORI check release forms, and training opportunities. Use of this homepage and resulting communication will be conducted in compliance with all relevant state and local laws and regulations, including, but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law.

- Work with the Town's Technology Administrator to develop a password protected database for registering volunteers that is compatible with other Sudbury departments and that can be shared when appropriate and needed, according to relevant state and local laws. Given that CORI checks and other credentialing activities require significant amounts of personal identification information; this database will need to be password protected.

- Keep the Boards of Selectmen and Health, the Town Manager and town department heads apprised of MRC status in terms of recruitment, training, achievements, and receive input from interested parties to help MRC develop efficiently (and within legal limits.)

- Volunteer training will include, but is not limited to relevant state and local laws and regulations, as well as the NIMS based courses on the "Incident Command System" training as determined by the Sudbury Fire Chief/Emergency Management Director

Phase Two

During this phase, it is expected that the MRC-EC will continue to recruit, train, and set additional specific goals, which will be based on the input of the Health Director, Town Manager and appropriate town service department heads, such as the, Planning and Community Development Director, Fire Chief, Police Chief, Council on Aging Director and Public Works Director. For example, the MRC-EC might recruit and train volunteers to set up shelters as at the request of the Town Manager or a department head that has been authorized by the Town Manager to make such a request.

- Continue to evaluate approaches and actions taken by other communities that may be useful for Sudbury
- Continue to hold meetings with relevant local and state personnel, town boards, and regional boards at least once per month to ensure ACTIVE COMMUNICATION between the MRC-EC and other affected groups.
- The MRC-EC will investigate further possibilities for the MRC volunteer group to be resources to respond to emergencies and if possible, implement further recruiting, training, and credentialing to meet these additional possibilities.
- Continue to evaluate existing training and to increase volunteer competencies in key areas identified by the MRC-EC, and other relevant town and state agencies.

Phase Three and Ongoing

The MRC- EC will, as time permits, proactively look for and evaluate ideas on how the MRC volunteers can best be prepared for possible public health crisis as the nature of the expected crisis might change over time. These activities might include, but are not limited to:

- Continue to evaluate approaches and actions taken by other communities that may be useful for Sudbury
- Identify grant programs that may be available from the state and/or Federal government of private organizations to support the groups ongoing development of infrastructure
- Review of any previous MRC deployments for “lessons learned” and further refinement of policies and training efforts.
- Report activities to the Board of Selectmen bi-annually.

Membership Requirements:

The MRC Executive Committee shall be comprised primarily of 6-7 Sudbury residents, and be guided and staffed by the Health Director. All committee members will have a CORI check and be required to complete basic levels of NIMS training to become knowledgeable of ICS.

No town financial resources or secretarial resources other than those given by state, regional, and/or federal organizations for the expressed use of the MRC are expected to support the work of the committee. All monies granted by outside agencies for MRC activities will be incorporated into the BOH budget for exclusive MRC use, as determined by the Sudbury Health Director. The committee does not expect that receipt of these monies will reduce the town’s Health Department budget as they are for MRC activities and resources.

Appointments to the MRC-EC will be staggered in 1-3 year increments so that not all appointments expire at the same time. The Boards of Health and Selectmen are looking for people with an open mind and willingness to work diligently in their emergency planning and deployment training for the good of Sudbury residents. All Executive Committee members shall be expected to educate themselves as necessary to address the issues the Committee will be focusing on.

Compliance with State and Local Law

The MRC-EC is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations, including, but not limited to the Open Meeting Law, Public Records Law and Conflict of Interest Law, especially in reference to the use of e-mail among committee members.

Append appropriate Code of Conduct

Code of Conduct for Selectmen Appointed Committee

Code of Conduct for Town’s E-mail Communication for Committee Members Policy

Use of Town’s Website

Medical Reserve Corp Executive Committee

The Sudbury Medical Reserve Corp Executive Committee is a group of 7-9 volunteer-residents of Sudbury interested in planning, developing, coordinating, managing, evaluating, and improving the support and assistance that volunteer health and medical professionals provide under the direction of Emergency Response Personnel during times of community crisis or public health threat. Membership on this Executive Committee is with the approval of the Sudbury Board of Selectmen. Membership terms are for 1 to 3 years, and can run consecutively with Selectmen approval.

The members as of June 2010 are:

Marilyn Ellsworth, Marilyn Ellsworth is an RN graduate of the Mary Hitchcock School of Nursing in Hanover, NH. She has worked in New England and California hospitals. A resident of Sudbury since 1975, she has volunteered with vision and hearing screenings in Sudbury's schools, served on PTO's, and on the town's Walkway Committee. She is a 30 year member of the League of Women Voters, and a founder and first president of the Sudbury-Wayland-Lincoln Domestic Violence Roundtable. Marilyn is a volunteer advocate for Domestic Violence Services Network, a quilter, and a member of the Sudbury Garden Club.

John H. Stevens, PsyD, Dr. John Stevens has more than 20 years of experience as a clinical psychologist, business executive and management consultant. He received his doctoral degree from Rutgers University, has been an adjunct faculty member of the Massachusetts School of Professional Psychology, and was a Director-level manager in a healthcare organization. In addition to his clinical services focus, Dr. Stevens received post graduate training in community services program development and evaluation. His work as a management psychologist includes, executive leader development, organization change management, and coaching. He has resided in Sudbury, MA with his wife and two daughters since 1985.

Ippolit C. Matjucha, MD, Dr. Ippolit Matjucha is a board-certified ophthalmic surgeon and has specialized in neuro-ophthalmology for the past 15 years. He received his undergraduate degree with honors from Harvard and his MD with "outstanding" designation from Brown. For six years he was Assistant Professor of Ophthalmology and Director of the Residency Program in Ophthalmology for Boston University, with special interests in patient safety and medical ethics. He has authored chapters on neuro-anatomy. He is an active member of the New England Ophthalmological Society, where he has served as organizer of region-wide medical education conferences, and the North American Neuro-Ophthalmology Society.

Bob Leupold, Director, Bob Leupold is the Director of the Sudbury Health Department. He provides staff support to the MRC Executive Committee, and serves as the liaison between the Massachusetts Department of Public Health and the Region 4a Emergency Preparedness Committees and the Sudbury MRC, and serves as an ex-officio member of the Executive Committee.