

Sudbury Medical Reserve Corps
Meeting Minutes

Meeting title: Executive Committee
Meeting Chair: Jonathan Harding, MD

Meeting date: April 12, 2007
Recorder: J Harding

Attendees: Janet Lauer, Pascal Cleve, Lynne Geitz, John Stevens, Bob Leupold, Gaby Cohen
Copy: Liisa Jackson, Pam Banthen.

Agenda Topic	Issue	Discussion	Conclusion	Action	Who?	Due date
I. Review of Minutes	Prior Minutes reviewed	Reviewed. In the future do not include as absent our consultants/guests	Approved	File	Lynne	
2. Review of action items from prior meetings	LEPC	Met 4/3. Lynne has begun dialogue to coordinate activities; MRC as one specialty group within the LEPC; joint recruiting for non-medical volunteers. 8 Cert volunteers but they are not physically prepared for some physical tasks.	Combine databases, joint tabletop exercise with CERT	Continue dialogue	Lynne and Gaby	
	Beth El Clinic	We may wish to arrange a meeting to see how they prep for the clinic each week as it will be similar to EDS; also opportunity to recruit volunteers for MRC				
	CORI checks	Done by Sudbury Park and Rec for current applicants	We need to start collecting digital photos of applicants	Send database sorted by profession to Liisa	Pascal	
	Credentialing	Region 4A will do				
	Badges	First we got notice that town should do; but Bob reports latest is that there will be standardized badges with photos. John showed us a mock-up.				
Skillset checklist	Need to survey current members. Liisa sent tools we can use to create checklist.		Draft checklist for approval of group	Lynne		
3.	Website	Town website up. Not secure. Will need to phase	Cannot post volunteer	Transfer existing	Pascal	

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Communi- cation	Reverse 911	<p>out Google groups and train ex com on using Town website for all excomm functions. Pascal has password to edit our web page.</p> <p>Pascal has access and knows how to set up, but we need to know who should be contacted. Depends on the emergency and the skillsets required. We will need to sort the database for skillsets once those are incorporated. We don't know who to call until we have created an operational plan with designated teams for each function.</p> <p>Other MRCs are ahead of us on this and we should learn from their efforts</p>	<p>database on town website. Google groups won't accommodate Access database</p> <p>For now, notify xcomm, and we will sort through volunteers and call those who are appropriate for the emergency</p> <p>Create reverse 911 program to activate xcomm mbrs. only</p> <p>Ask Liisa and/or other local MRC contacts</p>	<p>information to Town site</p> <p>Send out instructions to Excomm on how to use town website to send e mails, post documents, etc.</p> <p>distribute existing volunteer database quarterly on paper to each xcom mbr.</p>	<p>Pascal</p> <p>Pascal</p> <p>John</p>	<p>After creden- tialing</p>
4. Recruitment	<p>Town meeting</p> <p>Cable show</p> <p>Chamber of Commerce</p> <p>Clergy Council</p>	<p>We had table at town meeting, plus announcement by moderator. 2 applications and 2 requests for more information received</p> <p>John was interviewed for first segment. Appeared successful but no applicants yet from the segment. As we plan the next segment we want to involve more volunteers telling their stories, include photos of the MRC during its activities. Video topics include Anticipating a Pandemic and Family Preparedness.</p> <p>John invited to address the group on how they can volunteer for MRC, how business may need to adapt in emergencies (e.g., masks at restaurants, forgo handshakes).</p> <p>Oppty to explain how clergy can assist with MRC response, and also how clergy can help recruit</p>	<p>Post on website, all xcom should review</p> <p>John should present along with a CERT rep. for joint recruitment.</p> <p>John should present along with a CERT rep. for joint</p>	<p>Contact info requests Add applicants</p> <p>Get DVD of show Post on website</p>	<p>John Pascal</p> <p>Lynne Pascal</p>	<p>5/7/07</p>

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	Coordinated recruiting	volunteers from among their congregants. For especially lay volunteers, recruitment by a variety of organizations (CERT, LEPC, MRC, others) is confusing.	recruitment. Should be one pool, with assignment to group that best fits skills. Also, CERT or other lay volunteer group should support logistical functions of MRC.	Propose this to LEPC	Lynne and Gaby	
5. Training	Best Practices conference in Stow Best Practice conference in Marlboro EDS training Pandemic Planning Future training for Sudbury Volunteers	John and Jon attended. Weston is ahead but other groups are struggling as are we. Willingness to share ideas. John attended. Data management committee and database fields. Core competencies for volunteer may be basis for internal training here. Deployment lessons including: • Work in assigned teams • SOPs • Transition for shift change • Debriefing John, Lynne, and Gaby attended. Skillsets for each workstation at the EDS. Lynne got job descriptions. John and Jon attended. Discussion tabled Plan session at library to include Family Preparedness and EDS structure Desktop review at DPW to identify needs for SOPs, job assignments, and equipment and supply needs.	We should host one of these later in the year. Use in developing operational plan for EDS Operational and ethical considerations Solidify applicants as team and begin progress on planning for emergency Schedule for June	Share with Pascal Share with Gaby Share with Excomm On next month's agenda Plan curriculum Present on 5/9/07, Goodnow Library Research DPW dates Plan curriculum	John John John Jon John, Gaby, Lynne Bob John,	

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	ExComm training	There are a variety of courses available through ARC, Region 4a, and others. We need to bring back some of that knowledge. Many are listed on Region 4a website.	We need to assign courses to mbrs based on what we need to know	Create list of courses we need so we can assign/volunteer to attend.	Lynne Gaby	
6. Getting things done		We need to create master list of tasks, then aggregate into groups, and develop workgroups to progress in parallel. We need to get funding/grants; recruit, train, develop operational plans, communicate, and others. Jon started a task list.	We need to get other volunteers involved in these workgroups, so we need to survey interests and skills.	Review Jon's list currently on google groups or e mailed yesterday, and add tasks as you anticipate them	All	5/22
7. Next meeting	Agenda Date	Review and approve minutes of April meeting Communication update – Pascal Recruitment update – John Training sharing Pandemic planning - Jon Review of May 7 training – John/Lynne Planning for June desktop review Individual training -What do we need as a group? - Gaby Task list update - Jon Forming additional subgroups - Jon May 24, 2007, DPW				
					Jon	1 week

Respectfully Submitted, 3/16/07

Jonathan Harding, MD