

Minutes

Sudbury Medical Reserve Corps Executive Committee

Attendees: Pascal Cleve, Lynne Geitz, Bob Leupold, Gaby Cohen, Marilyn Elsworth

Absent: Janet Lauer, John Stevens

Guest: Arnold Barnes, Weston MRC

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>CONCLUSION</u>	<u>ACTION/ FOLLOW UP</u>	<u>WHO</u>
1. Review of minutes	Introductions made, minutes were reviewed and approved as submitted		File	Lynne
2. LEPC	<p>John and Lynne attended the July LEPC meeting. Barbara Bahlkow is chair of the sheltering committee, and is planning training for the shelter. Outreach to Ecumenical Council and Rotary without John, who is our designated liaison. We reiterated the need to collaborate on such outreach. LEPC has obtained 100 cots for the shelter that might also be used for the EDS.</p> <p>CERT will be assigned for EDS logistic support. They will have ICS/NIM training in the fall.</p> <p>CERT will likely request medical support for the shelter.</p>	<p>We need to keep track of equipment in database.</p> <p>CERT staff will need to go through training and credentialing process</p> <p>MRC staff will need shelter preparedness training.</p>	<p>Contact Chief McClain.</p> <p>Get commitment in writing from Chief McClain Confirm training will be done Check with Barbara if, and when, we will need training</p>	<p>Pascal</p> <p>Lynne</p>
3. Communication: Reverse 911	Pascal compiling information on MRC members		Send list to Mark	Pascal 8/1
4. Qualifications Badges Credentialing	<p>Pascal met with database guy and got new database. Since it requires Microsoft 2003 he must upgrade his system. This database has capability to print badges which must then be laminated.</p> <p>Pascal got download of MA boards so he can verify</p>	Need a process to collect photos and data and produce badges.	Come up with a plan	Pascal, Bob 9/1

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CORI checks	clinicians' credentials. We don't need ss#; by deleting this aids in data security. What do we do if there is a positive on the check?	Pascal will notify Bob, who will refer to town personel manager	Perform credentials verification	Pascal
Skillset checklist	Lynne distributed draft, which we edited during the meeting			
Volunteer Outreach	We reviewed draft letter to existing volunteers, whose goals are: Update skills checklist Serve as word of mouth recruiting tool Notify of training opportunities Verify database profile Solicit more ExComm participants		Revise letter with suggested edits Include training opportunities from Liisa's list	Lynne
CERT Training module	We need to prepare presentations and content for the training on October 30. This could serve as a recruiting as well as coordination tool. Intro to this educational session: Marilyn or Jon Intro to MRC: Why are we here, what do we (Ex Comm and MRC) hope to accomplish - Jon MRC 101 slide subset - John, Lynne, or Gaby Flu exercise - Lynne Psychological Sequelae of a disaster – is John or one of his psych team willing? Volunteer roles we need filled - Jon, or other Communication (for planning, and in times of emergency) - Pascal	Marilyn has volunteered to lead this project. John is working on a different project, but may be able to provide slides, suggest other speaker for "Psychological Sequelae" topic	Create program agenda, project plan and timeline Ask John Get DVDs from Liisa Arrange for DVD projector at site	Marilyn 9/1 Marilyn Bob Bob
EDS desktop exercise	Program needs to be planned. Suggested agenda: introductory DVD, then 7 stations, each manned with one Ex-comm member. Prep work will include creating signs, folder including job descriptions, processes, questions for each station . Groups of attendees will rotate around all seven stations. Then entire group will get together for questions, critiques, and suggestions		Create plan as a subcommittee	John, Lynne Sept. mtg.

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	The public health nurse for the town is an employee of Parmenter. Ruth. She may be able to help us plan for the EDS.		Invite Ruth to September mtg.	Bob
ExComm	Gaby is moving. We need more Excomm mbrs. Letter to volunteers will solicit more active mbrs.	Use all contacts with existing volunteer base to ask for help with planning		
Recruiting	Sudbury day 9/15. Could have a booth to solicit members Beth El clinic has offered to share its list of Sudbury volunteers as a target group	Need 4 1-hr blocks Use existing recruiting tools for this outreach	Gaby, Jon will check if can do Write to Karin Segal	Lynne
Next meeting	DPW September 18 7:30 - 9			

Tentative Agenda for next meeting:

Review of minutes and action items
 CERT program planning
 EDS desktop planning
 Public Health Nurse – discussion of roles

Minutes Submitted by Jonathan Harding, MD

On _____
 (date)

