

Sudbury Medical Reserve Corps
Meeting Minutes

Meeting title: Executive Committee
Meeting date: 11/18/07
Meeting Chair: Jonathan Harding, MD

Recorder: J Harding

Attendees: Pascal Cleve, John Stevens, Bob Leupold, Marilyn Ellworth, Gail Close, Jan Tuxbury, Lorraine Reihle, Ippolit Matjucha
Copy: Liisa Jackson

Topic	Issue	Discussion	Conclusion	Action	Who?	Due
I. Review of Minutes	Prior Minutes reviewed	Minutes of 10/18/07 reviewed	Approved	File in binder; find binder	Bob	
2. Training	CERT EDS CERT training	2 mbrs. Signed up to be “victims” for Shelter training next Tuesday John attending the EDS train the trainer course Presentation at 10/30 meeting went well. Few attendees outside CERT group. Was taped and may go on the cable TV	We need a member to track regional training, report to the committee, make recommendation for XComm mbrs and MRC responder members, and track who has taken what Success as it gained us a couple of new members	Thank John for putting together presentation and Marilyn for arranging	Gail	
3. Certification	Badges Individual data	Bridging machine software not working so we can’t use on Saturday. Database continues to have inaccuracies.	We should take advantage of the training to get pictures... And confirm data	Take digital photos for later download Check required resolution of photos for badging machine Bring forms to collect individual	Jon Bob Marilyn	

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4. Recruiting	<p>f/u from October</p> <p>General recruiting</p>	<p>Boy Scouts and Girl scouts could assist with EDS logistics, or a single scout could help with ExComm projects. Junior members over 13 allowed, but we would want a scout leader to bring a group and participate in chain of command.</p> <p>Lorraine spoke with Betsy Nicola. Girl Scout leadership has higher turnover than Boy Scouts.</p> <p>We reviewed activities to date. The most effective recruiting has been person to person. We could do more general recruiting but that has not worked to date. Marilyn reports some previous volunteers have pulled out. Recruiting will be an ongoing task for maintenance as well as growth.</p> <p>An article on the EDS training on Saturday with request for more volunteers may engender a few.</p> <p>Marilyn reports we have the library display for the month of March. We should stock it with articles that describe what we do as well as application forms</p>	<p>Unclear if scouts should support MRC or CERT.</p> <p>We need a compelling vision to recruit, and that may only come as we become more organized and can communicate clear roles and mission</p>	<p>data</p> <p>Table for now; revisit as we clarify roles of CERT v. MRC.</p> <p>Contact Carole Lamond for article in Town Crier.</p>	Marilyn	
5. Operations	<p>EDS drill 11/17/07</p> <p>Future EDS drills</p>	<p>23 signed up but some are CERT Certificates created Judith Cheveraux, from the DPH, will serve as faculty with John and Ippolit to assist. Debrief session planned afterward. Expense reimbursement for refreshments via Bob</p> <p>Burlington had full EDS drill and it cost \$40,000. We cannot expect police dept to participate without funding. If we want to do a full drill we would need to budget soon.</p>	<p>Need to discuss fundraising</p>	<p>Bring signs and vests</p> <p>Jon/Bob after EDS I</p>	Bob	

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4. Communication	Volunteer call up	<p>Pascal is continually updating database. XComm members will be contacted by reverse 911; new mbrs when official will be added to list.</p> <p>John used a template from Brookline to create a survey of current volunteers to determine their likely responses: time of day, day of week, stations, language.</p>	XComm mbrs should have a call up list available at all times	<p>Send e mail list for each xcom mbr. To print, quarterly</p> <p>Send mock up for reaction</p>	<p>Pascal</p> <p>John</p>	
5. Liaison	CERT	<p>Shelter operations is an opportunity to further our bonds with CERT. John getting CERT training.</p> <p>LEPC 10/23 exercise run by Fire Chief, Marilyn attended as did Bob.</p> <p>Dottie Bernard is Emerson coordinator. She is planning surge capacity We don't know who the MetroWest contact is.</p>	<p>Lack of clarity on whether CERT will be non-medical support for MRC, and MRC medical support for CERT, or if the organizations will compete for volunteers.</p> <p>No specifics about role of MRC</p> <p>We should know what role Sudbury MRC may have in these plans`</p>	<p>John to attend; others to try John to discuss with CERT</p> <p>Invite her to make a presentation at one of our meetings</p> <p>Find out who @ Metrowest</p>	<p>Bob</p> <p>John</p>	
6. Mental Health		<p>John is working with Natick on developing a MH response, which he will share with us when complete.</p> <p>John is forming a group to provide crisis intervention with Sudbury MH volunteers</p>				

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7. SOP Manual		<p>Ippolit described his idea which would include recruiting, training, qualifying processes, liability and other obstacles, call up processes: could serve as an orientation manual for new MRC volunteers.</p> <p>Jon described his ideas of a manual specifically for running the EDS: who would take which role(s) at the EDS, who would be leaders, hierarchy, how EDS would be set up, role of Police in security, etc.</p> <p>Current SOP templates used by other towns are not really helpful in describing what we would do in Sudbury.</p>	We need both types of SOP manuals.	Ippolit will take this on, chapter by chapter, with review by other XCom mbrs.	Ippolit	
8. Funding		<p>Bob reports that Region 4A is investigating forming a non-profit corporation.</p> <p>We are unlikely to get town money, though we could get some volunteer time.</p> <p>We could apply for federal grants, but difficult and the money often comes late.</p> <p>Bob is investigating using an existing Public Health trust to use as a vehicle for fundraising</p>	<p>We will need some funds going forward for training at least, and probably for some materials</p> <p>If the trust is approved we will need someone with fundraising experience on the XCom to chair a fundraising committee</p>	<p>Report back to the XComm outcome of these investigations</p> <p>Pascal has expressed some interest.</p>	Bob	

Respectfully Submitted, 11/18/07

Jonathan Harding, MD