

Minutes
Sudbury Medical Reserve Corps Executive Committee

Attendees: Pascal Cleve, Bob Leupold, Marilyn Ellsworth, Gail Close, Lorraine Reihle, Ippolit Matjucha

Absent: John Stevens

Guest: Dale Farmer, Sudbury MRC candidate; Arnold Barnes, Weston MRC; Linda Sullivan, BOH nurse

<u>TOPIC</u>	<u>ISSUE</u>	<u>DISCUSSION</u>	<u>CONCLUSION</u>	<u>ACTION/ FOLLOW UP</u>	<u>WHO</u>
Review of Minutes		Minutes reviewed by topic	Approved	Deliver signed copy to Bob	Jon
Bob's Report		Due to concurrent BOH meeting Bob presented on his action items:			
	BADGES	Process: We send photos, names, and database info to Liisa who will create badges for us.		Fax list of photo names to Bob Give paper database output to Bob Contact Liisa re: how she will incorporate database info	Jon Pascal Bob
	Brochures	Bob delivered batch to Marilyn and will restore remainder. We have nearly 2000			
	Fund-raising: Accepting donations	Checks made out to "Town of Sudbury", memo "Annie Thorpe Trust", mail to Board of Health which will deliver to the Selectmen. Donations will be tax deductible.			
	Equipment	Bob distributed the list of equipment that was originally contemplated and budgeted, along with Weston's list for us to compare. Discussed how to manage "perishable" supplies by rotating with another agency that uses them more frequently. This would require a meeting with Fire and Police chiefs to coordinate. It's questionable when to buy...if we buy now much will go to waste, but if we wait for emergency it will be too late.	Equipment will be stored at DPW, transported to Curtis when needed by logistics chief.	Investigate swapping out supplies with VNA Investigate swapping with other agencies: CERT, Beth El	Linda
Security	As part of SOW, we discussed last time the required role for security (in case of violent reaction to stressful situation), traffic control			Discuss with Police chief	Bob
Reverse 911	Testing should proceed, first with Ex Comm, then if		We need to		

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		that works with all volunteers. This will remind volunteers that they are part of the group in addition to serving as confirmation of mobilization process	confirm role of Sudbury police dept.		
	Communi- cation equipment	We have two two way radios courtesy of Region 4A but we need 8 for EDS plan.			
	EDS II	Would be dual value to have training at Curtis		Request trainer from 4a for later in year.	Bob
Discussion with Linda Sullivan, BOH	Flu Clinic	Weston used Flu clinics as learning venue for two years. Should we also? Linda does not yet have experience with the logistics. We won't know the dates for the clinic until vaccine availability is more certain; most likely later October Usually on a weekday, but Saturday would be better for MRC attendance. Several ExComm mbrs could participate if on a weekday. Usually has been at Fairbank center and seniors are used to it, but for MRC drill would be better at Curtis.	Let's plan to participate	Begin planning to include MRC staffing of stations. Research weekday v. Saturday pros and cons, Senior Center v. Curtis pros and cons.	Linda
	BOH nurse role	Track down reportable cases; isolate communicable diseases; BP clinics; vulnerable population database; foodborne outbreaks; Would staff shelter for medical issues but would need help. Would participate in EDS but needs training	Vaccination gun would be more effective, but we all would need training	Research vaccine gun options Include Linda on MRC communications Add Linda to MRC and ExComm database	Dale Jon Pascal
ExComm business	Communi- cation	Are new members on ExComm distribution list on website?	Unknown	Add to website	Pascal
	Membership	Dale Farmer described his experience as a Navy Corpsman, including supply duties Jan Tuxbury has resigned	Recommend to BOH to add Dale to MRC ExComm	Submit name for approval	Bob
Recruitment	Recent activities	Town Crier Action Unlimited Cable show replayed Town meeting display and announcement CERT announcement Library Table	Marilyn has done a great job in promoting our group		

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	Outcomes Upcoming activities	5 new enrollments so far Bill Ducket is contact re: Memorial day parade; however we discussed that this parade may not be a good medium due to scant attendance	Defer on this activity		
Engagement	Tools Survey Engagement calls	Weston's newsletter is nice. It serves to remind MRC volunteers that they are part of the group, inform about training opportunities, etc. John developed survey to help us assess capabilities of our volunteers as well as to engage our volunteers. We need to help new applicants through qualification, training process, and to welcome them and incorporate them into MRC	Publish our own e newsletter Include articles: Recruitment Training Welcome new members Logistics Fundraising Approved Handoff from recruitment to Engagement	Collect articles and compile Send out survey	Pascal Marilyn Gail Jon Marilyn John Gail
SOP	Logistics chief Emergency Liaison	Will need to get personnel and materials Consider records storage and transport Regional liaison during an emergency – Ip contacted Liisa but not clear on answer. Need clarification of what process the Region has contemplated	Dale has volunteered for this critical role	Work with Ip to develop Logistics piece of SOP; review existing EDS plan. Ask school superintendent for Curtis contact so Dale can contact Report at next meeting	Dale Bob
Fundraising		Liisa is setting up a non-profit corp. for Region for fundraising.	Our local mechanism is better for us		

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Liaison	CERT	CERT/MRC merged in Weston and Concord. Should we mimic?	Depends on working with LEPC, and coordination between Fire Dept. and BOH	More discussion; John in best situation to lead this	John

Respectfully submitted

Jonathan Harding, MD