

Sudbury Medical Reserve Corps
Meeting Minutes

Meeting title: Executive Committee
Meeting date: 1/31/08
Meeting Chair: Jonathan Harding, MD

Recorder: J Harding

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

| Agenda Topic | Issue | Discussion | Conclusion | Action | Who? | Due date |
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| I. Review of Minutes | Prior Minutes reviewed | Item #2, role of Training monitor is to track training programs that we want ExComm and Volunteers to take, but not tracking who took which courses at this time | Approved with this edit | | | |
| II. ExComm | Membership | How do new members become official and get added to website e mail distribution? Bob must recommend to BOH which then recommends to Selectmen. BOH has not met for two months. | | Present new names to BOH Submit to Mark Thompson to add to website | Bob | 2/10/08 |
| III. Badges | Process | Pascal reports region will bring badging machine to town at some point. However, software is not yet fixed. John reports that CERT also doesn't have badges. | Badges have both operational and symbolic value | Report on badging schedule | Bob | 3/1/08 |
| | | We could create badges ourselves but then they would be unofficial and not recognized should we be asked to respond in another town. | Only as a last resort | | | |
| | Policy | What level of engagement qualifies a volunteer for a badge? | CORI, ICS/NIMS, EDS I, copy of applicable medical credential | Ensure database of volunteers includes these data elements | Pascal | |
| | | Should we have level of engagement on badge, | Yes, but will depend on | Can we put them | Bob | |

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| | | <p>e.g., basic, advanced; medical, support?</p> <p>Discussion re: needing expiration on badges.</p> <p>Discussion re: privileges on badges, e.g., travel during declared curfew. Who could grant these privileges?</p> <p>Many of these issues can be clarified at the best practices meeting</p> | <p>region 4a policies</p> <p>Three years seems reasonable</p> <p>If we can get privileges would help with recruitment and engagement</p> <p>Attend Best Practices meeting on 2/6</p> | <p>on badges?</p> <p>Check with Region on expiration policy</p> <p>Check with Liisa re: privileges.</p> <p>Ippolit</p> | <p>Bob Ippolit</p> | |
| IV. Recruitment | <p>Sub-committee</p> <p>Recruiting tactics</p> <p>Library Display</p> | <p>Jon wanted to have an ongoing subcommittee working on getting volunteers. Marilyn has been most successful at this and would be a good candidate, but she is not here. Gail and Lorraine offered to serve on the committee.</p> <p>Options to get prospects discussed.</p> <p>Marilyn requested help with display case in library. We discussed several ideas.</p> | <p>Participate in Memorial day parade to get visibility</p> <p>Advertise in local papers close to planned events</p> <p>Pictures of disasters elsewhere</p> <p>Local activities</p> <p>MRC brochure</p> <p>Vest</p> | <p>Contact Marilyn for help between XCom mtgs.</p> | <p>Gail, Lorraine</p> | |
| V. CERT shelter drill | | <p>John reports on CERT's own assessment of drill: CERT needs <u>standing orders</u> for first aid station</p> <p>CERT needs a <u>shelter manager</u> who has Red Cross training</p> <p><u>Bolus management</u>: registration was bottleneck. Self filling forms to bypass some of registration; Ops manager to do on-site load leveling</p> <p><u>Pet management</u>: what if people don't bring crates for animals but that's what's required?</p> | <p>MRC can be shelter medical support team</p> <p>We may have same problems and need same solutions for EDS</p> <p>We need to plan a mock EDS</p> | | | |

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| VII. Fundraising | Logistics | <p>Bob spoke with Town Council. We need marketing materials but not on Town materials.</p> <p>CERT has a fundraiser and has received donations. Do we need one as well? Is there anything we can learn from having a designated person for this role?</p> <p>We have a mechanism now to accept donations through the Annie Thorpe trust.</p> | <p>Separate fundraising from recruiting efforts, but time fundraising to times of increased awareness due to an activity.</p> <p>Collect info on Annie Thorpe for article in Town Crier.</p> | | | |
| VIII. SOP | Roles | <p>We discussed roles as outlined in EDS plan: Health Director will be Incident Commander. Police will assign security chief Information officer: asst town clerk Liaison officer not designated Planning: Excomm Finance admin: not designated Logistics: not designated Operations chief: could be Jon or any ExComm member</p> | <p>Logistic chief is key and must be familiar with resources at the site.</p> | <p>Contact principal of Curtis school for recommendations for logistics chief</p> <p>Continue to review and discuss SOP sections</p> | <p>John</p> <p>Ippolit</p> | |
| IX. Liaison | <p>DOH</p> <p>BH training</p> <p>Other organizations</p> | <p>Linda Sullivan is new DOH nurse for the town.</p> <p>John is part of Region 4A behavioral health training program. Training on BH issues for non-BH volunteers scheduled.</p> <p>Disaster Response network is a coordinating effort, that could be confusing with Region 4A and other efforts.</p> <p>Regional Planning Committee for fire chiefs, called, "Crossroads"</p> | | <p>Invite to next meeting</p> | <p>Bob</p> | |
| X. Meeting | Next meeting | | Tuesday, 3/4/08, 7:30, DPW | | | |

Respectfully Submitted, February 12, 2008

