

Sudbury Medical Reserve Corps  
Meeting Minutes  
6/26/08

**Meeting title:** Executive Committee  
**Meeting date:** 6/26/08  
**Meeting Chair:** Jonathan Harding, MD

**Recorder:** J Harding

**Attendees:** Pascal Cleve, Bob Leupold, Marilyn Ellsworth, Gail Close, Lorraine Reihle, Ippolit Matjucha, Dale Farmer  
**Copy:** Liisa Jackson  
**Absent:** John Stevens

<b>Agenda Topic</b>	<b>Issue</b>	<b>Discussion</b>	<b>Conclusion</b>	<b>Action</b>	<b>Who?</b>	<b>Due date</b>
I. Review of Minutes	Prior Minutes reviewed	Minutes reviewed, approved and signed		File	Bob	
II. EDS Plan	Written Plan	Copies of May '08 revised EDS plan with DPH critique distributed. We need to review job descriptions, identify gaps, assign jobs based on tier of membership with redundancy for each job.	Review plan for gaps	Send list of questions and gaps to Bob	All	
		FD and DOH will need to coordinate volunteers of CERT and MRC. Bob agrees such coordination will be required for medical staffing of shelter and support staffing of EDS	We should discuss with Fire Chief and with Richard Simon	Discuss expectations with Fire Chief Invite Richard Simon to future meeting	Bob Bob	
			Each XCom mbr should select 1 <sup>st</sup> 2 EDS job preferences	Send Jon your preferred roles	Bob	
	Drill	We discussed putting on an extra, evening flu clinic in the fall as practice for the MRC. Non-senior adults may come to such a session. We could try to have it at Curtis.	Can licensed, COR checked MRC volunteers vaccinate Sudbury residents?	Check rules		

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III. Volunteer Training	MRC 102	<p>After much discussion we agreed we need another meeting as outreach to new members, refresher for existing members. Short training program similar to Jon's MRC 101 last year, but with some new content to keep existing volunteers interested. Content should include:</p> <ul style="list-style-type: none"> <li>• Introduction to role of MRC</li> <li>• Training requirements and opportunities</li> <li>• On site badging</li> <li>• Get enrollment for EDS 1.5 (below)</li> </ul>	<p>Need to plan:</p> <p>Date: late Sept. Place: library, alternatives discussed Content Speakers: Use XComm mbrs. Publicity: work with Marilyn, use as recruiting tool</p>	Create and execute plan	Ip and Lorraine	
	EDS II	<p>Bob, Victoria, Ip, John, and Lorraine have all been trained on EDS II. However, as described, it is more of a desktop, discussion exercise of dealing with difficult situations. Concern expressed that first we need to know how we will deal with easy, routine situations. We need a walkthrough of Curtis to get familiar with the space, and we need patients testing the system of and each station.</p>	<p>We agreed to put on EDS 1.5 in late fall, more advanced than EDS I with assigned stations and mock patients, but not using EDS II scenarios.</p> <p>Date: November Place: Curtis</p>	Create and execute plan for this drill	Ip, ask John if he wants to participate	
IV. Old Business	Resources	Lorraine mentioned computer modeling website for a disaster.	<a href="http://www.podgame.com">www.podgame.com</a>	Try it out		
	Badges	Bob never received Jon's faxed list of names to go with the pictures from last November.	Try again			
	Engaging new members	Gail now getting new names and emailing welcome and list of classes to them. Volume is not high lately.	If this gets overwhelming we can try assigning mentors by discipline.			
	Recruitment	Not pushing recruitment over the summer. We should make our next push in advance of the MRC 102 meeting				

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	Newsletter	First edition distributed to volunteers. We should send out a one pager in early September as notice of MRC 102 and EDS 1.5 programs		to send brief article to Pascal	Each committee and project chair	8/15/08
	Reverse 911	Oops, forgot to test. We should send out a test, with each XCom mbr confirming activation via e mail, in advance of next meeting	Try again	Get link to Mark	Bob	July 10
V. meetings	Next	Date: 7/27/08 Time: 7:30 Place: DPW Agenda: Newsletter articles MRC 102 Planning EDS 1.5 Planning		Use reverse 911 to confirm	Bob	7/20
	Subsequent	Date: 9/3/08 Time: 7:30 Place: Curtis (tentatively, need to reserve a room)		Check on availability of space at Curtis	Bob	7/29

Respectfully Submitted, July 14, 2008

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Jonathan Harding, MD