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Sudbury Medical Reserve Corps  
Meeting Minutes

**Meeting title:** Executive Committee **Touchstone Health Partnership**  
 Medical Management Committee **Meeting date:** February 23, 2009  
**Meeting Chair:** Stephan Deutsch, MD [Jonathan Harding, MD](#) **Recorder:** J HardingJudy  
 Goldberg  
**Attendees:** Pascal Cleve, Marilyn Ellsworth, , Ippolit Matjucha  
 Absent John Stevens, Bob Leupold, Gail Close, Dale Farmer, Lorraine Reihle  
 Copy: Liisa Jackson

Agenda Topic	Issue	Discussion	Conclusion	Action	Who?	Due date
I. Review of Minutes	Prior Minutes	Reviewed in detail				
2. Ex Comm	Marilyn	Now official until 2011 Town report still not printed				

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3. Training	<p>CPR</p> <p>EDS drill</p>	<p>Two sessions scheduled and already full: 3/4 and 3/9. We kept it local; CERT and MRC. 2 out of towners. \$6 fee for card all else free. Lilly Gordon is an MRC member and also a trainer. Training at Library.</p> <p>Sunday, 4/5, 1-3 pm, Curtis. Need to save the date then advertise and promote. CERT 4A Local town MRC ExComms</p> <p>Sudbury MRC mbrs Newsletter to MRC mbrs</p> <p>Town Crier Calendar Reverse 911 notification to also test the 911 system with entire volunteer database</p> <p>Itinerary, materials</p>	<p>Repeat twice a year</p> <p>Serves two purposes but may be hesitancy to test due to expense</p> <p>Done from last time</p>	<p>Contact Carole Contact Lisa Save the date e mail Call volunteers Collect info for articles</p> <p>Ask Bob and Victoria if we can run this test</p> <p>Pull together</p>	<p>Marilyn Ip Pascal</p> <p>Marilyn Pascal</p> <p>Marilyn Ip</p> <p>Ip</p>	
Recruiting	<p>Library display</p> <p>Sudbury Day</p> <p>Direct calling</p> <p>Town Crier</p> <p>Effectiveness</p>	<p>July</p> <p>Apr. 4 – should we have a table? \$30. Timing right to promote EDS drill</p> <p>Marilyn going through the list slowly of medical residents. She has to look up each phone number herself. Is there no admin help from the town we can get?</p> <p>2 page article by John should help increase awareness.</p> <p>Several resignations as people move out of area or learn that they have out of town commitments through work.</p>	<p>Should add a sentence about upcoming MRC drill</p>	<p>Request \$ from Bob</p> <p>Ask Bob</p>	<p>John?</p>	

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Communication	Phone tree	We should have one to activate and remind. How does one work? What level of redundancy? What are rules if don't reach those on the list? Should we include both cell and land lines?	We need to do this right.	Research mechanics	Marilyn	
Old business	Shelter debriefing  SOP	Implications are of concern. If we have an emergency here, who do we call? Who schedules volunteers? If we arrive and need help, who do we call?  Ip reviewed, while revisions made for technical specifications, it still lacks activation procedures, and testing of the activation fo9r the EDS. Also how do supplies get to where they are needed. Who do we call if Bob or others are not available? Town Manager? Fire chief? Do we have their numbers?  Equipment readiness: Linda has some equipment, some is at DPW. We don't even know what we have Region IV A protocols are a good resource for when on site	  Team mobilization checklist for go bag to include phone number printout  Check and inventory  Should be in go bags	Obtain debrief lessons    Ask Victoria to print up	Bob  Pascal  Dale? Marilyn	

Respectfully Submitted, February 23, 2009

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Jonathan Harding, MD