

CONNECTICUT DISASTER MEDICAL ASSISTANCE TEAM (CT-1 DMAT) MEETING

18 July 2002

19:20 – 20:15

The CT-1 DMAT meeting was held on Thursday, 18 July 2002, at the Connecticut Hospital Association (CHA) in Wallingford, CT. The meeting was called to order at 19:20, and last months minutes were reviewed and approved.

Joe Malinguaggio reported that the Memorandum of Understanding (MOU) was sent to the new acting commander at NDMS in Maryland. A question was poses regarding the MOU: will the team elect its own unit commander? The answer was yes, if the draft becomes official; however, the team would take its course of action from Mark Libby and Dr. Garcia.

Paul Brooks stated that he had an “educational” presentation at the end of the meeting for the team regarding deployment situations.

Paul Brooks reported on the Work Group meeting that took place just prior to the team meeting, from 18:00 to 19:00. He reported that the group is still developing the Standard Operating Guidelines (SOGs) for the team. He requested other DMATs to share their SOGs with us; however, for example, the Georgia DMAT replied that our team progressed further than they did regarding the SOG. The TX-4 Team had 13 well-written policies. The work group has the draft form of the SOG. It is expected that a complete draft will be presented to the team at the September meeting. The work group is thinking of sharing our SOG with other DMATs once a final draft has been completed.

Dave Duff has set up a list serv via the Connecticut Hospital Association (CHA); it is up and running. For the members who have not been added to the list serv: please forward email addresses to Dave (duff@chime.org) or Joe Malinguaggio (joseph.malinguaggio@po.state.ct.us). Dave Duff and Joe Malinguaggio reminded the team that the list serv is a professional tool and please keep that in mind when composing and sending messages. Paul Brooks reminded the team that a reply to the list serv gets distributed to every member on the list. If a member wishes to reply only to the message originator, copy his/her email address and send a separate email to that individual.

Supplies Report: The section leader has applied for surplus supplies from the government. The team could acquire much-needed supplies via this route, but the process is difficult. The first priority is to acquire the following supplies: sleeping bags and mats. Other supplies include communication equipment, uniforms, tents, knap sacks, and quality of life (QOL) equipment/accessories. The supplies section seeks input from all members on what the team needs for equipment and supplies.

Lynsey Hull reported on the status of the Nextel phones. He reported that the previous balance for phone charges was \$3,089.00. The current month’s bill, including clerical errors on Nextel’s part, came to \$15,434.35. All together, the team’s charges total \$19,300.00. Lynsey stated that

Nextel is taking care of the bill. Some of the members were responsible with the phones, while others were not. All together, the team has 250,000 direct connect minutes (approximately 2,500 minutes per phone). Each user has 500 minutes of peak time cellular usage per month, with 2,000 off-peak minutes. Off-peak time is noted as 21:00 to 06:59 (9:00 PM to 6:59 AM). Lynsey also requested that members use the Nextel phones solely for DMAT business. The average monthly bill should be approximately \$7,693.00 (\$60.00 per individual phone). Presently, no decision has been made to keep the phones. The team does not have the funds to retain them. Although the trial usage period ends on July 31, 2002, Nextel will not disconnect service, as Nextel experienced increased business with DMAT affiliation. Lynsey urged members to not abuse the phones, as the team has not been officially recognized and has no funds. In the future, members who go over their allotted minutes might be directly charged for the additional minutes. The team's billing cycle runs from July 9-August 8 (re-set minute tracker on the 8th).

There was a request to have the financial figures with Nextel on a memo, as well as a question regarding the possibility of tracking usage online.

Len Guercia thanked Lynsey for acquiring Nextel phones for the team.

Len Guercia emphasized to the team that all members need to be conscientious and responsible with the phones.

Lynsey Hull stated that someone is working on setting up an address book with the names and Nextel direct connect numbers of each team member. In the near future, the list will be available to download.

Kelsey Heyl noted that alerting members using "Talkgroup" will alert the phones of every person in that group. Using the "Talkgroup" will incur an extra \$5.00 charge per phone. However, Lynsey noted that the team has not established the "Talkgroup" function for the team.

Joe Malinguaggio introduced Kelsey Heyl as the member who has been assisting with the creation of the address book for the Nextel phones and with other communications equipment (mainly computers). Joe stated that eventually, a list serv from DPH will be established as well.

Lynsey reported that there have been some mix-ups with the phones. He asked that members without phones should contact him.

Dave Duffy reported on training opportunities sponsored by CHA and asked members to keep a look-out for future training sessions in the brochures.

Len Guercia reported that the MOU should be returned in approximately one month. He asked members if they wanted a weekend training session once the MOU is signed. Although the team does not have the equipment, members might be able to follow some of the SOGs. Len suggested some training options, including a tabletop, incident command training, and help from fire services.

Paul Brooks and Dave Duffy suggested a basic ICS course for the team, or at least for the ICS Instructors within the team. HICS is recognized by DMATs as fulfilling ICS requirements. There might be some regional exercises coming up. Presently, no dates have been set but input is welcome.

Different members noted various training opportunities in the near future.

Len Guercia suggested that members begin attending these training drills, although the CT-1 DMAT is not officially a team yet. Once the MOU has been signed, the team, as a group, could attend these drills. However, it would be advantageous to have team presence at these drills.

A member asked about the team's identification tags.

Kelsey Heyl reported that DPH has an in-house ID system. The team could have their ID cards made using this system. These could be photo IDs, similar to the driver's licenses. The ID will use a member's driver's license number as the unique identifier. During one meeting, a digital photo of each member could be taken and stored until the actual creation of the ID. In the interim and until the team is federally recognized, Len Guercia suggested simple ID tags. Kelsey Heyl reported that he's working on creating the tags.

Chaplain Report: Rev. Montonye requested that the team have a social event. He suggested Lake Beseck in Middlefield. The Reverend noted that two weeks notice must be provided in order to have a lifeguard on the beach. He asked for suggestions on the date and time. Joe Malinguaggio suggested Saturday, August 24, 2002, as a possible date for the social. Joe stated once a definite date has been sent, a message will be sent over the list serv.

Len Guercia asked if there was any old and new business to discuss.

A member asked about the status of vaccinations for the team. The question asked was if there is a formal policy of what vaccinations are required. Len replied that, yes—there is a minimum vaccination requirement established by NDMS. Len noted that the Hepatitis A & B series is coming soon.

A member asked about the safety of individual medical records if the team were to be deployed. The member wanted to know where the records would be kept, in the instance that an individual's medical history would be needed in case of treatment necessity.

Len Guercia provided one example of keeping medical information for individual team members. The member would fill out a simple 2-sided, 1 page health history form. Upon completion, the form will be signed and sealed in an envelope and stored in a lock box. Whoever accesses the information must sign and date outside the envelope, as well as write a brief explanation of why he/she is accessing the individual's medical history. It was mentioned that Dr. Zanker discussed this very issue in previous meetings, and that he would handle these records.

Kelsey Heyl suggested developing a secure, web-based type of storage of members' medical information. However, there were concerns about possible HIPAA violations. Members agreed that a simple, "bank vault" or "lock box" system would work best. Examples of medical tags were distributed to members.

The formal meeting was closed at 20:15. The meeting ended at 21:00 with Paul Brook's presentation.

CT-1 DMAT meetings are held every third Thursday of each month at CHA in Wallingford, CT. The next scheduled meeting will be held on 15 July 2002 at 19:00.

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