

**New Hampshire Medical Reserve Corps Coordinators' Meeting
May 19, 2011--Amended**

Participants: Gene Heighton (Greater Nashua MRC), Mary Cook (Greater Exeter MRC), Brita Nettleton (Greater Manchester MRC), Heather Makechnie (Greater Plymouth and Greater Franklin/Bristol MRC), Jim Hicks and Eileen Fendandes (Monadnock Region MRC), Kim Coffey-Philbrick (Greater Portsmouth MRC), Diane Viger and Mary Frambach (Capital Region MRC), Steve Allen (Upper Valley MRC), Becky Bowers (Northern NH MRC), Curtis Metzger (NH DHHS ESU), Alyson Cobb (CHI, recorder)

Call In: Michelle Whitenack (Lakes Region), Becky Bowers (Northern NH MRC)

TOPIC	DISCUSSION	ACTION
Announcements	<ul style="list-style-type: none"> - ESAR-VHP software- selected RI as the vendor but still a close process in order to get everything done by June 30; coordinators will have administrative rights and will hopefully use this as the MRC registration system; Curtis would like to have 1 system for registration and then ask volunteers if they want to be on a list or in a group and funneled to ESAR-VHP list or MRC unit; ESAR-VHP registrants would technically be attached to an MRC unit for administrative purposes; will also have a callout capability and may be able to track training - Volunteer activation- Derry has a good 1 page sheet - Criminal Record Checks- let Curtis know if you want to change your signatories - Future meetings- no meetings in June or July so next meeting will be in August, will re-Doodle meeting dates and times during the summer 	<p>Curtis will send out Derry's activation procedures</p> <p>Doodle new meeting date/time</p>
Unit Updates- All	<ul style="list-style-type: none"> - Northern NH <ul style="list-style-type: none"> o PFA training coming up o June- EP and recruitment information at Farmers' Markets, POD training o Volunteer deployed to Alabama through ARC and 1 more who is looking in to it - Greater Franklin/Bristol and Greater Plymouth <ul style="list-style-type: none"> o Continuing recruitment- sent out information and applications to businesses o 8 new volunteers o Homeschooling group has asked for STEP training o One volunteer is going through process to deploy - Greater Portsmouth <ul style="list-style-type: none"> o Kim Coffey-Philbrick has given her notice but will stay on the MRC Advisory Board as a volunteer o Recruitment push- stuffing mailboxes at hospitals, mailing to PCPs o Disaster Triage training with Exeter and Strafford last night - Strafford County <ul style="list-style-type: none"> o Samantha is in Alabama with Hands On Disaster Relief o Did a Facebook recruitment campaign earlier in the spring to take the CERT training- over 500 clicks on the ad (met budget for every day) and latest CERT class was full o Working with McGregor EMS Institute to offer EMT-Basic license to 1 volunteer o Recruited retired fire chief, physician, 2 hospital employees, and Tory Jennison from AHEC for advisory council 	<p>For disaster triage training, contact Nick Mercuri and John Prickett-NEHICS@metrocast.net</p>

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	<ul style="list-style-type: none"> - Greater Exeter <ul style="list-style-type: none"> o Mary Cook is the new PHN coordinator o Team picnic on June 9th, Autism Awareness on June 11th - Upper Valley <ul style="list-style-type: none"> o Lebanon Fire Department has submitted an application to be the unit's parent organization, a town in VT has also offered so have a backup o Julie has been working on First Step Program and is working on getting volunteers discounts on gym memberships o Announcing new NH coordinator soon o Quarterly meeting later this month with STEP training - Capital Area <ul style="list-style-type: none"> o Mary Reed is now the Carroll County PHN Coordinator o Mary Frambach and Diane Viger will be serving as the new MRC coordinators o SNS training May 26th - Greater Nashua <ul style="list-style-type: none"> o Meeting about ARC deployment- decided not to get involved because things haven't been defined enough o Recruitment coming up: Safety Fair, Pat Monadnock Road Race, Rib Fest, Pumpkin Fest, Apple Fest o Training coming up: ARC Hurricane Exercise, PFA o COAD is moving forward o Meeting with HOSA - Greater Manchester <ul style="list-style-type: none"> o June- Orientation, Annual Meeting o Finalizing active membership requirements, decided on requiring 1 general meeting and 1 MRC-sponsored activity per year in order to remain an active member o Looking at implementing an incentive point system - Greater Monadnock <ul style="list-style-type: none"> o Advisory Council called people who had signed up but never come to an Orientation to ask if they still want to be involved- scheduled some for orientations in May and June and took some off of the list o Drug Takeback event- 19 members worked 14 sites in region, collected about 500 lbs of drugs o Changing fiscal agent from Ipswich to Cheshire County o Call down drill with the PHN's Healthcare Workforce Group- 59% of MRC volunteers responded to e-mail, 85% of those who responded said they would be able to work a POD the next day o WebEOC training o Scheduled ICS 100 and 700 computer lab training with Jim Richardson, 16 people signed 	<p>For STEP Train-the-Trainer, contact Keith Lind at Volunteer NH at nhvoad@volunteernh.org or 603-271-7205.</p>

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	<p>up but couldn't find a facility large enough- will be rescheduling</p> <ul style="list-style-type: none"> - Pelham <ul style="list-style-type: none"> o Working with Fire Department on Relay for Life o President's Challenge to all town employees o Planning on working with local Apple store to try to get iPads o Rich will be the CERT/MRC Commander for Pelham o Planning on implementing Call to Duty program in town as CERT and MRC, putting together cards with firefighters, police officers, MRC/CERT volunteers, and other community volunteers 	
Durham Integrated Emergency Volunteer Training Conference	<ul style="list-style-type: none"> - Group discussed the recent training conference to brainstorm suggestions, additions, and improvements for next year's conferences. Main points included: <ul style="list-style-type: none"> o All of the sponsoring organizations did not seem to be as integrated in planning and participation seemed uneven—area for improvement next year. o Potential session topics: <ul style="list-style-type: none"> ▪ Pediatric ▪ Radiation ▪ PFA for kids ▪ Geriatrics ▪ Suicide prevention ▪ Interactive sessions- drill or teambuilding activities, rotate between stations ▪ Volunteer Management by Robin Albert - There was a very high late cancellation (after the numbers were due to the site so still paid for them) and no show rate. The group discussed several possible ways to help this including: charging \$5-10 for the conference; paying a small amount as a deposit and getting it back if you cancel before the deadline or show up; putting more responsibility on the coordinators for their volunteers showing up or giving reasonable notice; and making it more clear in the program that if you cancel after registration ends that we will have to pay for you. 	<p>See attached compiled evaluations.</p> <p>See attached spreadsheet for what each volunteer attended.</p> <p>Conference committee will consider these options further.</p>
NH MRC Leadership Summit	<ul style="list-style-type: none"> - Invitations have gone out to all names submitted. - If someone RSVP's no Alyson is following up with the Coordinator to nominate another person in their place. - Agenda is almost finalized- will be sent out to attendees when finalized <ul style="list-style-type: none"> 8:30 – 9 Registration and Breakfast for “new” leaders 9 – 10 MRC 101- Curtis and OCVMRC Rep 10 – 10:30 Networking time / Registration & Breakfast for “seasoned” leaders 10:30 – 11 Welcome Remarks/National Update- Curtis and OCVMRC Rep 11 – 11:45 Board/Advisory Council Development- Mary Ann Leon 11:45 – 12:30 Roadmapping- Bill Demers 12:30 – 1:30 Lunch 1:30 – 2:15 Liability and Global Risk Management- Curtis Metzger 	<p>See attached list. If 1 of your volunteers hasn't RSVP'ed please follow up with them.</p>

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	2:15 – 3:45 Marketing Your Unit and Building Partnerships- Arielle Slam & Curtis Metzger 3:45 – 4:30 Volunteer Retention- ?	
Integrated Medial, Public Health, Preparedness, & Response Training Summit	<ul style="list-style-type: none"> - Group discussed the Training Summit in Texas. Overall, attendees thought the conference included a good mix of topics. The tabletop exercise was mentioned as being very good. There was also a comment about it being a little repetitive from the PHEP Summit in Atlanta. 	
Activation Procedures	<ul style="list-style-type: none"> - At the Durham Training Conference there were several MRC volunteers from around the state who were unsure of their units' activation procedures. 	Remember to review your activation procedures with your volunteers on a regular basis.