

Attendees:

1. Terry Ostrander
2. Shelley Grafmyre
3. Dave Hoefener
4. Carol Marnell
5. Belinda Guglielmo
6. Candy Minus
7. Jim Spang
8. Chris Hoff
9. Claire Dobbins
10. Jennifer Jaquez
11. Sean Madison
12. Don Bryant
13. Margi Stuessy



**Kane County Office of Emergency Management
Kane County Medical Reserve Corps
Meeting Minutes
January 20, 2009**

I. Introductions

Kane County Health Department

- Director of Health Protection Claire Dobbins
- Emergency Response Coordinator Chris Hoff
- Disease Intervention Specialist Jennifer Jaquez

Kane County OEM

- Director Don Bryant
- Deputy Director Sean Madison
- Training Officer Margi Stuessy

Claire Dobbins, Director of Health Protection, briefly explained how the Kane County Health Department wrote & received a grant from the Office of the Surgeon General in 2002 to establish a Medical Reserve Corp. The initial purpose of the Kane County Medical Reserve Corp was to have a cadre of medical professionals that were capable of providing a surge response to both Public Health and Natural Disaster & Emergencies.

Throughout the years the Kane County MRC has established this identity within the Kane County community but with careful assessments of limited resources, a recommendation was made to transition the MRC to fall within the current Kane County Emergency Volunteer structure.

The Health Department and the Office of Emergency Management fall under the same Executive Leadership of Paul Kuehnert, MS, RN who supports the establishment of a UNIFIED Kane County Emergency Volunteer Corp.

II. Current Situation

As of February 1, 2009, the MRC will be moved from the Health Department to the Office of Emergency Management (777 E. Fabyan Pkwy., Geneva, IL 60134). Once this transition takes effect the MRC will be solely managed by the OEM.

III. Assumption

It is recognized that with major change not all of the participants will embrace the change. Every effort will be taken to minimize any adverse effects. In the end this transition must occur because an integrated Kane County Volunteer Corps will best serve the citizens of Kane County.

IV. Concept of Operation

Ultimately, the MRC will report to Don Bryant, OEM Director and Sean Madison, OEM Deputy Director will be the MRC coordinator. Jennifer Jaquez, Disease Intervention Specialist, will serve as a liaison to establish a link between the MRC and KCHD. The liaison will provide or assist with public health specific training but will not have managerial authority over the MRC.

The MRC will be integrated into the current organizational framework. MRC 101 will be required for current OEM supervisors and officers. Current MRC members may step into a supervisory role within the MRC.

MRC members will have to meet the established requirements for membership in the OEM and will have six months to complete training (August 1, 2009). Below are the requirements:

- ✓ Application, Oath, and beneficiary form
- ✓ Provide a copy of military discharge, medical certification / licenses, amateur radio license, additional training certificates, etc.
- ✓ Requirements for Membership Cont.
- ✓ Live within Kane County or within five miles of the county
- ✓ At least 18 years of age
- ✓ High school graduate or have a GED
- ✓ Illinois drivers license and Vehicle insurance
- ✓ Criminal history background check
- ✓ Medical license check

- ✓ Training:
 - Introduction to Kane County OEM
 - Search and Rescue Awareness
 - FEMA Independent Study Classes:
 - IS-22 Are you ready
 - IS-100.a Introduction to the ICS
 - IS-200.a ICS for single resources
 - IS-700.a National Incident Management System
 - IS-800.B National Response Framework
- ✓ MRC 101
- ✓ First Aid
- ✓ CPR

MRC Uniforms will be a navy blue polo shirt with an OEM logo embroidered on the left chest and the national MRC logo embroidered on the right chest and non-faded tan (docker type) pants with black shoes without design. Activities for the MRC will be responding to the following:

- ✓ Public health emergencies in a single clinic or SNS
- ✓ Disaster response
- ✓ Rehabilitation at SAR incidents
- ✓ Public education
- ✓ Drills and exercises
- ✓ Other activities as developed by the OEM

Once the MRC transition is complete, the OEM will implement a recruitment plan to increase the membership of the MRC. The OEM will recruit both medical and non-medical volunteers. The MRC policies will be incorporated into the OEM Policy Manual and you will be provided a copy. A master copy will be maintained in the OEM communication room.

V. Meetings

MRC specific meeting/training will be held on the second Wednesday of every month at the Emergency Operation Center (EOC), 777 E. Fabyan Pkwy., Geneva, IL 60134 at 18:30 (6:30pm).

Next meeting date is set for Wednesday, **February 11, 2009** after the Severe Weather Communications Overview training. The training will start at 18:30 (6:30pm) and last for about an hour or so.

MRC members and/or new members are encouraged to attend this training. Afterwards, the MRC time will be spent on filling out the OEM paperwork: application, oath, beneficiary form, and copy of DL and vehicle Ins. We will also answer any

questions that members may have after thinking about the changes since the first meeting.

Other dates to remember:

→ Severe Weather Spotters Class

Wednesday, February 18, 2009

Waubonsee Community College, Bodie Hall, Room 147