

CONNECTICUT DISASTER MEDICAL ASSISTANCE TEAM
(CT-1 DMAT)
Meeting
16 January 2002

CT-1 DMAT meeting was held on 16 January 2002, at Connecticut Hospital Association (CHA) in Wallingford, CT. Meeting was called to order and last month minutes were reviewed and approved.

Marge Letitia opened the meeting discussing Unit Commander and Leadership Committee status and talked about introductory to Warren Wollschlager and the importance of communication with him in reference to the status of DMAT at this time. Marge Letitia pointed out the importance of dialogue with DPH at this time as to where our status is and discussed about having the Executive Board members being liaison to various State Committees. Warren would be active in getting representatives from the DMAT team to attend these committee meetings.

Len Guercia will be the liaison for the OEM Committee.

Paul Brooks will be the liaison for the USAR Committee.

Gary Havican will be the liaison for the Mental Health Professionals Committee.

Dr. Mike Zenker will be the liaison for OPM.

DPH is the Sponsor Agency of DMAT at this time. Marge Letitia stated that a meeting is to be scheduled with Commissioner Garcia within the next month to give him an update on DMAT and what the Department is doing for us.

Reviewed of Executive membership levels were looked at and specific categories to help incorporate the process were discussed. Most ranks to are to be voted in every 2 years with a DPH representative to be part of the member at large seat on the Executive Committee level.

1. Unit Commander – 1st election to be a 3 year term then 2 year term.
2. Deputy Commander A – 1st election 2003 then 2 year term
3. Deputy Commander B – always 2 year terms.
4. Chief Medical Officer – always 2 year terms
5. Chief Executive Officer – 1st election 2003 then 2 year terms
6. Chief Financial Officer – always 2 year terms
7. Member at Large – always a 1 year term.

Goal is to be cross-trained in the various positions.

Motion was made for the template to allow the process to continue with how it stands and how it was highlighted during the meeting. Motion was passed with one correction that CEO (Chief Executive Officer) be changed to Chief Administrative Officer. There was one (1) abstention.

Marge Letitia pointed out that you need by-laws before you start an election process. By-laws should be done to be voted at the March meeting. Once by-laws are voted on and accepted we can request for call for candidates. Goal is to have an elective executive committee by May 01 2003.

Marge Letitia stated that we would be following Roberts Rules at this time. Elective by-laws need to be in place. There is no time limits before holding elections after by-laws have been accepted

Elections Committee:

The Elections Committee met on January 13, 2003. The committee is looking for volunteers to be part of this committee. Elections Committee were given their charges which included:

- Constructing by-laws.
- Voting Process.

Education Committee:

Education Committee met before the scheduled meeting to discuss on-line training. They are also looking for ideas as to Team presentations. If you have any suggestions, please contact the Chair.

Len Guercia gave financial report and will be following up and keeping the team up-to-date on the 501c3 process. The Department of Public Health is still working on a 501c-3 status to organize the team. He pointed out that when the original MOU was sent to Rockville, DPH Commissioner was listed as the executive person on the application.

It was mentioned that it might be a positive side to operate under DPH Public Health Foundation at this time. Len pointed out that any organization where money is involved we want to be set up so that we have a process.

The Executive Committee is scheduled to meet on February 7th, 2003 to go over process of Appointed Positions. The Executive Committee needs to draft by-laws that effect their specific positions.

Marge Letitia stated that the status of applications are being investigated at this time. It has been a slow process due to some of the Federal merger; hopefully we will have update soon. Marge will follow-up with Federal Office on status of Federal Applications.

Marge Letitia stated that her goal is that the team will be deployable by the Year of 2004. There are two conventions during that year at which time Marge would like to see deployable members to assist in the upcoming conventions:

- Boston – Democratic Convention
- New York- Republican Convention.

Social Event:

Glen Torrey updated the Team about the Winter Social Event, which is scheduled for Friday, February 21st, 2003. If anyone would like to participate call or e-mail Glen. Glen will try to update everyone via list-server.

It was suggested that we add up-coming event within the state to our Agenda for the scheduled monthly meetings. The suggestion was made so that DMAT Team can possibly be involved.

Meeting adjourned at 8:45 p.m.

CT-1 DMAT meetings will be held every third Thursday of each month at CHA. The next Scheduled meeting will be held on **20 February 2003, at 7:00 p.m.** at CHA in Wallingford, CT.

