



# DMATTERS

Toledo Area Disaster Medical Assistance Team Newsletter

Vol. 9, No. 5 Dec 99

TADMAT Web Page: <http://mediccom.org/public/tadmat/tadmat.html>

TADMAT: Established 1985

### NDMS Level-1 Team

Mission: to triage, stabilize and prepare disposition for the victims of any incident that exceeds the medical capability of an affected area, be it local, statewide, national or international

#### Unit Commander:

- Churton Budd, RN, EMT-P

#### Deputy Co-Commanders:

- Jim Fenn, RN, NREMT
- Kelly Burkholder-Allen, RN
- Paula Edwards, RN
- Mary Vance, RN

TADMAT Information Hotline:

**(419) 383-5163**

Mailing Address:

**1760 Glen Ellyn Dr.  
Toledo, OH 43614**

### DMAT Team Elections:

The TADMAT is holding elections in January 2000 for the following offices: Treasurer, Secretary and the TADMAT Volunteer of the Year. The job roles and responsibilities of the TADMAT treasurer and secretary are described in the by-laws, which are included in this newsletter. The TADMAT Volunteer of the Year is an annual award that is presented by NDMS officials at the NDMS conference that indicate a team members dedication to volunteerism and service to the DMAT. Each team is given the opportunity to elect a volunteer. To date we have received nominations for James Fenn, Personnel Officer and Deputy Commander of the TADMAT, Tony Shiple, Chief Cook and currently Uniform Supply Officer of the TADMAT and Tina Kerr who was nominated because she took over for Tony during the Summer 99 exercise for food / etc.

We also have elections for the TADMAT Secretary for which we have a nomination of Joyce Payne and the TADMAT Treasurer which we have nominations of Deb Pfann (our current Treasurer) and Roberta Hobbs. Tony Shiple was nominated for Treasurer and declined. Voting for these positions (Volunteer of the Year, Treasurer, and Secretary) of the TADMAT will take place via a ballot at the January 2000 meeting of the TADMAT. If you wish to cast a vote... be present!

### TADMAT By Laws –

The current proposal for the TADMAT by-laws will be presented at the January 2000 meeting. There will be a reading of the bylaws and a vote to pass them as presented. Attached is the current by-laws proposal. All team members are encouraged to read these and present any corrections or additions at the Jan 2000 meeting. You may also leave your comments on the TADMAT voicemail at 383-5163

## CALENDAR

### 2000 Meeting Dates:

1/20, 2/16, 3/23, 4/19/, 5/18,  
6/21,7/20, 8/16, 9/21, 10/18,  
11/16

*All meetings at 7PM in MCO  
Health Education Bld..*

NDMS Conference 2000 will  
be in LAS VEGAS !

**NEXT TADMAT  
TEAM MEETING:  
Jan 20th, MCO  
Health Ed. Bldg.**



### TOLEDO AREA DISASTER MEDICAL ASSISTANCE TEAM BYLAWS

December 1999

#### ARTICLE I NAME

The name of the organization shall be the OH-1 Disaster Medical Assistance Team, hereinafter referred to as OH-1 DMAT.

#### ARTICLE II DEFINITIONS

- A. OH-1 refers to the Toledo Area Disaster Medical Assistance Team. This term is the designation which is used by the National Disaster Medical System to identify the team.
- B. DMAT refers to a Disaster Medical Assistance Team.
- C. NDMS refers to the National Disaster Medical System.
- D. USPHS refers to the United States Public Health Service.
- E. OEP refers to the Office of Emergency Preparedness.
- F. TLG refers to the "Team Leadership Group".

#### ARTICLE III STATEMENT OF PURPOSE

The purpose of OH-1 DMAT shall be to function as a Disaster Medical Assistance Team within the National Disaster Medical System, being utilized at national, local, regional or state levels. OH-1 DMAT will work as well with agencies that form Memorandum of Understanding's (MOU'S) with us. Purposes and roles of the organization are defined in the Articles of Incorporation and in the National Disaster Medical System policy manuals.

#### ARTICLE IV EXECUTIVE COMMITTEE

- A. The team will have a Team Leadership Group (TLG) whose purpose will be to make decisions regarding the operation of the team, and shall function in accordance with the Position Descriptions listed in the Policy and Procedures Manual.
- B. Membership of the TLG shall be as follows:
  - (1) Unit Commander
  - (4) Deputy Commanders

#### ARTICLE V. ELECTIONS

Members of the Executive Committee shall serve for terms of three (3) years each, with the initial term expirations being staggered such that no more than two (2) members will be elected per election. For purposes of identification for the election rotation schedule, the positions of the Deputy Commanders shall be designated as A, B, C, and D.

- A. Timelines for the elections shall be:
  - 1. Deputy Commanders C and D were elected in February of 1999.
  - 2. January of 2001: Deputy Commanders A and C shall be elected.
  - 3. January of 2002: Deputy Commanders B and D shall be elected.
  - 4. January of 2003: Unit Commander shall be elected.
  - 5. Secretary shall be elected annually beginning: January 2000.
  - 6. Treasurer shall be elected beginning January 2000, and then elected every 3 years as is the unit commander.

#### B. Voting Eligibility

A voting member shall be an NDMS carded member who is in good standing.(current with dues)

#### C. Elected position becomes vacant

In the event of a vacancy of an elected position, the TLG will appoint a member in good standing to fill that position until the next regularly scheduled election.

#### Election Committee

Selection of the Election committee shall take place at the regular August team meeting. Solicitation for nominations will be made via publication in the August newsletter. Nominations for the Executive Committee will be accepted by the Election committee from the time of solicitation, until the end of the regular October team meeting. Each nominee will present a Bio to the election committee. Nominees must also meet the position requirements of NDMS and current Team Manual. The slate of nominees shall be published in the newsletter, and simultaneously on the team web site, distributed by email, and announced at the regular October team meeting. The election of the EXECUTIVE Committee members will take place at the regular November team meeting.

#### D. Ballots

Ballots will be sent to all team members in good standing with the October newsletter. Complete ballots will be accepted by the Chairperson of the Election committee in person or by mail, or up to the time of the commencement of the regular November team meeting. Announcements of the elected persons will be made during the regular November team meeting.

#### ARTICLE VI Administrative Staff

The Administrative Staff shall report to the Executive Committee, and shall consist of a Secretary and a Treasurer elected by the membership in good standing. The Secretary, or the appointed designee in their absence, shall attend all Executive Committee meetings, and membership meetings. Administrative staff will be responsible to attend all membership meetings, but if they are unable to attend a meeting, they shall appoint a team member designate to fulfill their duties.

#### A. The duties of the *Secretary* shall include:

- 1. Record and file minutes of all membership and Executive meetings,
- 2. Responsible of the circulation of the monthly newsletter within the first week of each month.

#### B. The duties of the *Treasurer* shall include:

- 1. Collect dues from the membership.
- 2. Make timely deposits of dues and revenue into the MCO Foundation account.
- 3. Maintain records of dues, checking account and all income and expenditures.
- 4. Give monthly financial reports to the membership. The Treasurer is authorized to write checks, withdraw funds, or distribute moneys belonging to the organization in amounts less than or equal to two hundred (\$200)dollars.

Receipts/expenditures must be approved by no less than three (2) Executive Committee members.

#### ARTICLE VII Audit Committee

An audit shall be completed annually to review the accounting procedures and records of the Treasury. This audit committee shall be made up of no less than two volunteers.

#### ARTICLE VIII DMAT TEAM Alcohol and Drug Policy

All team members, in regard to Alcohol and Drug policy, are expected to adhere to the Policy and Procedure manuals, regardless of their status in the team. OH-1 will adhere to a disciplinary system as well, which can include dismissal from the team. ZERO TOLERANCE is the expectation for any illicit drug use or alcohol consumption. OH-1 will follow the NDMS Code of Conduct.

**TADMAT Annual Dues:**

Enclosed in this mailing is a statement for the \$10 TADMAT annual dues that must be paid by January 31<sup>st</sup>. After Jan 31<sup>st</sup> they will be considered past due and will be increased to \$20. After February they will be \$30 and after March 31<sup>st</sup> they will be considered expired and you will be removed from the deployment roster. To re-activate your status on the team after March 31<sup>st</sup> it will be \$35.

**Upcoming events to mark on your calendar:**

There are a number of events in the year 2000 that team members are encouraged to attend. On January 21<sup>st</sup> and 22<sup>nd</sup>, the Medical College of Ohio Symposium on International Health Care Missions will be held. The symposium is designed to help prepare health care workers for participating in an international relief mission. It is \$50 for the two day event and includes CEU's. Churton Budd will be a panel speaker at this symposium. April 8<sup>th</sup> is the date of the SVMC/MCO Trauma conference. We will be displaying our abilities in a field demonstration and a poster presentation. We also will be providing a tent for other participants. May 20<sup>th</sup> – 21<sup>st</sup> is a possible deployment to Rickenbacher AFB to demonstrate our teams abilities at a Civil Air Patrol conference.

**TADMAT Committees present their end of the year report:**

At the November meeting, the TADMAT committees presented their end of the year reports. The Communications Committee chaired by our communications officer, Robert Solon has been very busy this year. They have established working relationships with other agencies, they have tested and become familiar with all of our team equipment. Local operating frequencies have been identified. Equipment protection procedures and deployment needs have been established. The committee plans to promote the DMAT to other communications groups in the area, continue to work with our equipment and continue their recruitment efforts for new commo team members.

The Education Committee plans on devising a system to track team members education within the DMAT system. They plan on providing all team members with a basic-training notebook with essential, need-to-know info for the team member. They plan on workshops which make use of all of our hard assets so that team members are familiar with the use of the glucoscan, defibrillator, ventilator, etc.

The Logistics and supply committee has been very busy this year. Not only have they had to mobilize a number of times for deployments, but they have continued to organize and maintain our team equipment. Denny Bradley, Supply officer has put in countless hours of work with his committee to assure that the team is capable of deploying. We recently received a few items that complete our basic load of equipment.

The Team Leadership Group has also been busy and plans to become more organized with the addition of a secretary. Minutes of the team meetings will be maintained. The TLG will hold their annual Retreat on December 19<sup>th</sup> and will be planning the next years goals, activities and priorities.

**Y2K Readiness and Response:**

The TADMAT and all other DMATs in the country will be placed "On Alert" by NDMS in case of a major event. Unprecedented and in contradiction to prior responses, the DMATs will be dedicated to a federal response and will be unavailable to local communities and response unless that community requests them through NDMS. According to Dr. Robert Knouss, Director of the Office of Emergency Preparedness and NDMS, the nature of this incident being of national importance and striking at the national level has prompted this switch in paradigm at NDMS. The TADMAT will maintain vigilance between December 28<sup>th</sup> – January 4<sup>th</sup>. We will maintain frequent updates on the TADMAT Voicemail (419) 383-5163 and urge all team members to call this number frequently or at the first sign of trouble. The team has compiled a list of about 30 members who are able to deploy if there was a national level deployment. If you are available and haven't already done so, leave a message on the voicemail. Although there probably won't be any issues with the rollover to the next millenium, the utilities will probably still be working, the TV and Radio will still function, and your computers probably will not begin smoking, it is prudent to be prepared. If nothing else, this preparedness is no different than what you should do to prepare for any other winter disaster such as an ice storm or blizzard. Make sure you have some bottled water, flashlights and batteries, wood and fireplace, some cash, guns and ammo (just kidding!) so that you would not be impacted by a 1-3 day loss of services. My personal belief is there will be more of an issue with domestic and international terrorism than a failure of equipment or hardware. We urge all team members to stay vigilant during the next few weeks! If you have any y2k readiness concerns, please leave a message on the voicemail and we will get back to you.

**Y2K Alert Notification**

The TADMAT is "ON ALERT" by NDMS from Dec 28<sup>th</sup> – Jan 4<sup>th</sup>.

Please keep your deployment gear ready.

Call the voicemail (419) 383-5163 for daily updates!