

**NADMAT
Conference Call
October 29, 2003
Minutes**

Attendance:

Judy Edwards
Helen Miller
Gary Sirmon
Mark Russo
Harry Koerner
John Gaffney
Liew Stringer

Gary made a few opening remarks:

Now at a point where some of these issues will get taken care of while keeping head above water. Convey patience to the other team leaders.

California: Not been asked for assistance, State has stated they are capable of handling situation through State agreements with CA teams. One team activated and the other CA teams able to backfill if necessary State Resource not Federal. As far as being able to keep the teams advised there is no way to address negatives when NDMS is not involved. Will communicate with team leaders when system is involved.

Old Business:

- A. **Sorting for Multiple Positions in new database:** John, team leaders access into data base (credentialing) and database is being tested. Several commanders and non-command staff have signed up for the testing. Right now there are multiple databases and the system that we are talking about one single database, beta testing is on two different things. Existing operations working group matrix database has to be able to recognize one professional capability for each individual. Cleaning up database from past and building new database to allow that. Methodology for team doing the database updates. Primary credentialing now needs to be done, one database, no stovepipes. Teams need access into system. Everything into one database including e-mails. Being worked on! Dr. Stringer beating up Gary about not being able to sort on database. Yes, Gary heard what we are saying and they will get it fixed!!!

Notification DMAT distribution list asking for volunteers for testing, reality is we are all victims of FEMA IT transition. Takes 20-30 seconds to get into system up there, not going to open that up to the teams until access can be made without any

problems. Right now this would not work because of the turnaround time on connectivity for teams to have access.

- B. **Heating and Cooling for tents** (bio/chem. Filters): Hepa filter. Heating and insulation in place and now working on a cooling system to take to the field for isolated incidents. Too expensive and too heavy in cube to send out to every team. Will probably keep in regional logistics and brought out when needed.
- C. **Letter to employers-addressed Team Leaders Conference Call**: Will be forthcoming. Is there a time to expect this letter? Few months ago letter came out from up there stating what the law was and how it affected the teams. Need letter under new office for employers. Legal to approve letter that will be sent out to team to cite chapter and verse for the employers. Leslie Beck working on letter. Gary will make promise to draft letter within 2 weeks. Dr. Stringer, another item in the law has job protection for official NDMS training. Helen stated there is still a problem as to which training is approved. John-Two sides to that: In process of being developed a draft policy to cover what is authorized, mandatory, training etc. Once official training defined, need signature authority out of NDMS, already have spoken to general council to bring signature authority into their office. Several teams still have not filled annual training calendar. Once the training schedule has been accepted there will be a letter to come out to teams that their training has been approved. Important for the teams to remember that they still have the responsibility of filing the proper "Training Request in order to get liability coverage.
- D. **FEMA-PR person to support DMAT teams**: Helen asked for follow up on concerns voiced to Gary regarding NDMS teams being left out of the GAO report to Congress on public health response to anthrax in 2001. She also voiced concerns that federal agencies also still seem unfamiliar with NDMS. Gary stated that they are cultivating PR in FEMA, have a point person working with John, expand with her guidance to engage each of the regional offices then to get those PR folks connected with the teams. The program is in progress....just need to expand. Gary stated that he wanted at least 10 folks to promote PR.
- E. **Basic Load-omissions and replacement issues**: Contact in logistics Bob Bishop...DMAT development committee identifying short falls. Bob works for Mary Ann. Helen stated that she was told that with the incomplete basic loads there is no way to fix the shortfalls soon and confirmed teams could not purchase non-received items during alert status or through work plans. Mark-ongoing efforts to identify shortfalls....teams still not getting full load. Replacement of oldest, upgrade of caches, funds approved the procurement folks not going to do that year end fund, should be picking up those orders within the last 10 days or so to correct. Version 20. Team can get contact information from: (www.fema.gov) just go under staff directory. Re-loading for each new version.....New working group structure will have logistics presence from wide range of team members will be addressing basic load issues....can't give times but process is now in place. Will move forward as quickly as possible.
- F. **PPE for basic loads**: Liberty Shield supplemental will be used to purchase with remaining funds from this fiscal year. Portion or order placed with Perry Point

- remaining portion processed through FEMA acquisitions. Fit testing for masks, then it went away....using PAPRs in future. Will talk to Bob about specifications.
- G. **Status on team vehicles:** Supplemental funds will be used, have had activity trying to get started before end of fiscal year, however, specs have inconsistencies. Working on those...nothing ordered yet. Go out with solicitation for next years funding (Nov) collect information about space outside or inside from the teams, do need an amendment to add space for these vehicles if they find that storage of these vehicles will be a problem. Logistics issues being worked on to include fuel cards, etc. Felt that Logistics needed to be on future calls to answer questions like this. To date the plan is to provide two (2) 24-foot box truck and 24-foot reefer trucks. Won't know until final specs are accepted by manufacturer as to exactly what the trucks will be. Mark stated that all of this would be sorted out front before they arrive so that the teams what is need for storage. Once worked out will give us plenty of time to get storage in place.
- H. **Chief Nursing Officer:** No FTE at this time
- I. **Bar Coded Inventory system: skipped due to lack of time**
- J. **Insurance for teams:** Helen states that the NADMAT notes from 2000/01 refer to General Counsel stating team members would only be covered federally for hands on patient care training or deployments. At July conference call, we requested NDMS get general counsel opinion again after Barbara Spurlock stated that as long as team members signed in to warehouse and doing NDMS tasks, they would be covered which seems to conflict with previous General Council interpretation. Barbara Spurlock was supposed to have gotten back from last conference call about team members being covered when they are working at the warehouses. Helen stated that in order to be covered the teams had to be actually involved in patient care. Mark stated that basically any NDMS member is covered and doesn't have to be doing patient care. You can buy liability insurance if required by the landlord for work in the warehouses. Taking all issues, including rental vehicles that haven't been addressed to general council. Nothing has yet gone to general council.
- K. **NADMAT**-*was a list of all teams belonging to NADMAT sent to Dr. Yeskey?*
- a. **These are the teams who I have signed forms as belonging to NADMAT include:**
 AK1, AL1, AL3, AR1, CA1, CA2, CA3, CA4, CA6, CO2/NMRT-Central, FL1, FL2, FL3, FL4, FL5, FL6, GA1, GA3, GA4, IL2, IN4, KY1, MA1, MA2, MI1, MO1, NJ1, NM1, NV1, NY2, NY4, OH1, OH5, OH6, OK1, OR2, PHS1, PST1, RI1, SC1, TX1, TX3, WA1, VMAT1, VMAT2 and VMAT3.
 - b. **This means there are not signatory forms for:** AL2, AZ1(do they have an MOU?), CA1, CA11, CA9, HI1, IA1, ID1, MN1, MS1, NC1, PA1, PR1, TN1, TX4 and VMAT 4 and the other NMRTs. I will try to contact each and see what they prefer. I also think there are other new ones like CT1 and I don't have contact info on them. Please add if you see others I might have forgotten. Tried to use a list from NDMS, but they didn't have a few on there either that I added on.

Helen is working on contacting the rest of the teams. We will also need contact information for all of the new teams.

Helen requested a list of all the DMAT teams as she was not sure what teams were members. Also with all of the new teams added needed a better accounting. I am enclosing the list that was given to me through September 2003.

Appendix A:
Location of DMATS

DMAT Teams	Location
Alabama AL-1	Birmingham
Alabama AL-3	Mobile
Alaska AK-1	Anchorage
Arkansas AR-1	Little Rock
Arizona AZ-1	Tucson
California CA-1	Santa Ana
California CA-2	San Bernardino
California CA-3	Corona
California CA-4	San Diego
California CA-6	San Francisco Bay Area
California CA-9	Los Angeles
California CA-10	Fresno
California CA-11	Sacramento
Colorado CO-2	Denver
Florida FL-1	Pensacola
Florida FL-2	Port Charlotte
Florida FL-3	St. Petersburg
Florida FL-4	Jacksonville
Florida FL-5	Miami
Florida FL-6	Orlando
Georgia GA-3	Riverdale
Georgia GA-4	Augusta
Hawaii HI-1	Wailuku, Maui
Idaho ID-1	Boise
Iowa IA-1	Dubuque
Illinois IL-1	Rockford
Illinois IL-2	Tiniey Park
Kentucky KY-1	Ft. Thomas
Massachusetts MA-1	Boston
Massachusetts MA-2	Worcester
Maryland MD-1	Baltimore
Michigan MI-1	Westland
Minnesota MN-1	Minneapolis
Missouri MO-1	St. Louis

Mississippi MS-1	Brandon
New Jersey NJ-1	Lyons
New Mexico NM-1	Albuquerque
Nevada NV-1	Las Vegas
New York NY-2	Valhalla
New York NY-4	Rockland County
North Carolina NC-1	Winston Salem
DMAT Teams	Location
Ohio OH-1	Toledo
Ohio OH-5	Dayton
Ohio OH-6	Youngstown
Oklahoma OK-1	Tulsa
Oregon OR-2	Eugene
Pennsylvania PA-1	Pittsburgh
Pennsylvania PA-2	Derry
Pennsylvania PA-3	Erie
Public Health Service PHS-1	Rockville, Maryland
Puerto Rico PR-1	San Juan
Rhode Island RI-1	Providence
South Carolina SC-1	Charleston
Tennessee TN-1	Chattanooga
Texas TX-1	El Paso
Texas TX-3	Houston
Texas TX-4	Dallas
Washington WA-1	Seattle

New Business:

- A. **Team Commanders meeting:** Will be doing when they can schedule, transition the reason it has not happened. Planning a face-to-face meeting. Multiple conversations with Erick Tolbert but probably won't happen before the first of the year.
- B. **Training on Oracle for database:** will have instructions on the website and John does not feel that any special training will be need. Will not need programmer's ability to be able to access and utilize database. Access on web address is windows based and the application in oracle will be transparent. Log in and get appropriate screen and will be able to update.
- C. **US Dept of Labor and our Region X EC** to address issues with implementation of Public Law 107-188 and related interpretation of USERRA statue for NDMS. Need something to give to the teams at the conference to give employers that are violating this law. Helen to keep working on this with Andy feed through Leslie and will have form ready for conference.
- D. **Readiness Assessment:** Many things asked for that teams did not know they were supposed to be doing. Can we get letters to the teams to let them know what they are supposed to be doing? Stated that most of these things asked on this assessment are things that we should know about and the rest should be

educational and getting data back from the teams. Many things not in place but should be in place.

Judy stated that she used the assessment as a guide to develop new policies for those areas that were not already covered in the team manual. Willing to share with anyone.

- E. **Multiple Assignments:** Over short period of time for Team Leaders/AO-deposit slips, self-assessment, auditors, etc. Gary stated “welcome to FEMA”. Didn’t have nearly the amount of issues as they did. Issue explained to best of their ability on conference call, don’t understand why they are still getting beat up. Question asked if FEMA understands how we operate with our limitations on the team? Helen wanted to be sure that issues are defined and FEMA aware of the effects that it has on our efforts to respond. We were told that the teams should anticipate the workload and budget accordingly in order to meet goals. Helen stated that we couldn’t allocate enough from team funds to one person and still have enough for the rest of the items needed for the teams. This has been the largest change in government so we have to accept the fact and do what we can and give them a chance. Gary stated that FEMA Management level [personnel know what DMATs are and support the teams. Getting the ear of the secretary as well as the individual responders.
- F. **Selection committee for Work Groups:** about finalized, Gary has spreadsheet with names penciled in, outliers in DMORT, VMAT and they have been contacted to submit more names. Also the training group requires special qualifications and needed to go back out to get more names. Gary felt that they have equal distribution east, central and west. They have really spent a lot of time to have adequate representation from all of the teams and geographic areas. Should have this finalized very soon.
- G. **Training for “Command Call”:** This process has been hung up in FEMA IT transition, hardware was actually taken away and moved to another location within FEMA network. Drafting rollout process but right now not on line for them because the system is not at the NDMS offices. Working on getting the system back.
- H. **Contact list:** To include position, phone number and e-mail address Gary.....when they get the opportunity to sort out who is who, teams will get this list. Now doing a centralized distribution through EOC to the teams and they will maintain distribution list. Working on improving accuracy.
- I. **Basic Load Revisions: skipped due to time limitations**
- J. **Pharmaceutical Storage:** (stored at 40 degrees) three main groups should be stored between 62-77; 62-86; and 36 degrees. Liquids precipitate (complex molecules) fractionates and when brought back up to temperature will not work. FDA, USP both speak directly to storage and handling. Technically illegal to dispense if we know if something has been storage for a documentatable period of time at excessive temperatures on either end of the scale. Limited excursions are exception, passing through a temperature range. 75 % load should be in the 62-86 degree range, 12% 62-77 degrees, and 2% in the 36-degree range reminder

in the 62-77 degrees. Using fuel to get temperatures down to 40 degrees –
skipped due to time limitations.

- K. **Background Checks: skipped due to time limitations**
- L. **Future Conference Calls:** Gary will try to find a date that will be the least likely to get preempted from downtown. Gary will search calendar and will pick the most likely day to assure that he will be here for the call. Gary to get back in a day or two for most likely dates.
- M. **GAO: skipped due to lack of time**

Parting remarks:

Mark: Concern that two conference calls are addressing the same issues that are discussed on the bi-monthly team leader’s conference calls and the NADMAT calls. These calls have been expanded over time in order to include all of the teams. Since not all of the teams are represented on NADMAT, Mark does not understand what is not getting communicated on the commanders conference calls that we are discussing on these calls. What is the difference between the two? Should we try to get all of them together for one call?

Helen: NADMAT allows teams to get together and bring up problems or concerns that we can bring to OER for resolution. John stated that the working group pre-dates NADMAT by a long measure. Helen then stated that the teams that belong to NADMAT decided they wanted a forum where issues that came up could be brought to the attention of OER. Might need to have conversation about re-structure these calls. Only so many hours in the day so maybe another mechanism to communicate instead of these conference calls for NADMAT. Time is the problem, Gary may have times that he needs to cancel, and perhaps a better way to do this would be via written recommendations and allow him a week to get back to us with the answers. Will explore this and Gary will get back to us for a more efficient way of communication between the two groups.

Conference Call ended at 1650.

Respectfully submitted

Judith T. Edwards
Commander
GA-3 DMAT