

**Big Bend DART Meeting- December 3, 2007**  
**Forest Service Center**

Eleven members were in attendance: Stuart Abbey, Haven Cook, Nicole Lilly, Leslie Long, Laura Morse, Sherrie Patrick, Tanya Patton, Bill Schmitt, Darla Wolak, Richard Ziegler, and Mary Ellen Zydell.

Pet Oxygen Mask Project

The following shows the final distribution of all of the pet oxygen mask kits that were requested from the local fire departments:

<u>FIRE DEPARTMENT</u>	<u>NUMBER OF PET O<sub>2</sub> MASK KITS PROVIDED</u>
Tallahassee Fire Department	27
Miccosukee Volunteer Fire Department	4
Chaires Volunteer Fire Department	5
Gadsden County Fire Department	10
Franklin County Fire Department	3
Taylor County Fire Department	2
City of Madison Fire Department	2
Blountstown Fire Department	1
TOTAL DISTRIBUTED	54

Because we received more mask kits than needed in the last shipment from H.E.L.P. Animals, Inc., Haven will return nine of the kits.

Christmas Wrapping at Barnes & Nobles

On December 1st, Big Bend DART wrapped gifts at Barnes & Nobles Bookstore. We received a total of \$75 in donations. Many customers did not appear to be buying gifts so early in the holiday season. We hope to receive a larger number of donations when we volunteer to do wrapping at Borders Bookstore later in December.

Christmas Wrapping at Borders

Big Bend DART will be wrapping presents from 9 am to 11 pm at Borders Bookstore on December 21st and 22nd. Two people are needed to cover each shift during the two days. Bill will send out an email requesting volunteers.

Memorandum of Understanding with Tallahassee Memorial Hospital

Tallahassee Memorial Hospital (TMH) wants to offer employees a pet friendly shelter during disasters. The staff would like to establish an agreement with Big Bend DART to provide such a shelter. Haven drafted a memorandum of understanding (MOU) that was similar to the one established between Big Bend DART and the American Red Cross. This draft was sent to members for review via electronic mail (email) prior to the meeting. Haven proposed that we establish agreements with various organizations in the area to improve disaster response.

Bill mentioned that, in such a situation where all hospital staff could be called to work, we might not have the resources to set up a shelter. Haven said the agreement would be

worded such that we are not absolutely obligated to open a shelter if we do not have the capability to do so.

Stuart suggested that we do a trial setup of the shelter at the hospital. Haven said what we should do first is to assess three possible areas for a pet shelter and determine which area would be best as the hospital's emergency pet shelter. The tentative date for this meeting at TMH is Tuesday night, January 29th.

#### Rescue Team Protocol

Most of the meeting was spent commenting on the draft rescue team protocol, which was provided in hard copy to members at the past meeting as well as sent via email. Karla Brandt emailed comments prior to this meeting. She provided good comments and most will be incorporated into the final document.

Following are other comments that were discussed. Stuart mentioned that we should be careful about who is deployed with regards to health risks, i.e. we need to specifically know the health history of members. He suggested using a standard form developed by the American Red Cross to obtain health information. Bill mentioned that we will need to ensure that we stay in compliance with the Health Insurance Portability and Accountability Act (HIPPA). Haven said she will obtain information from American Red Cross with regards to how they maintain confidentiality.

With regards to training standards for rescue team members, Mary Ellen proposed that we use the requirements listed by the Muttsack Animal Rescue organization (<http://www.muttshack.org/>). Haven said she will simply state in the protocol that members should have basic DART training and other courses required by the Federal Emergency Management Agency.

The listing of Personal Protective Equipment within the text of the document will be removed and an attachment will be added and referenced. This list is already provided in the basic DART training manual.

During the discussion about the Team Activation section, Mary Ellen suggested that we use a telephone tree for activation. This process will be summarized in the protocol.

Another subject that will be addressed is that team members who are problematic will be sent home. This includes members who are not cooperative with others as well as those who do not carry out procedures safely.

Haven recorded these comments as well as others. She will revise the rescue team protocol accordingly and re-distribute it to members. We hope to finalize the document in January.

#### Laptop

Haven demonstrated the new laptop, a Dell Latitude, which Big Bend DART recently purchased.

### Miscellaneous

Sherrie mentioned that she had been informed that the fire alarms at the Tallahassee-Leon County Animal Service Center are not functioning properly. Supposedly the Center does not have adequate funds to fix the system. Additionally, the dryers are old and problematic. Sherrie said she would check into these conditions further and send out a follow up email.

Bill informed us that American Red Cross will be offering an amateur radio course in January. He will email additional information. Also, you can find information about the course at the American Red Cross website (<http://redcross.tallytown.com>).

### Next Big Bend DART Meeting

The next meeting will be held on February 4th at 7 pm. We will meet at the Leon County Public Library in the large meeting room. Please see the Big Bend DART website for information (<http://www.bigbenddart.org>). Members will also receive an email containing a flyer about the meeting.