

BIO/RAC
Meeting Minutes
December 10, 2009

Attendance: Shae Watson, Scoggie Stoermer, Scott Reid, Jesse Buchanan, Cindy Phelan, Brad Bolton, Ricky Draper, Mike Sweat, Kelly McCauley, Russell Thrasher, Keith Kelley, Nancy West, Robin Gage, Bertha Evans, Connie Stauter, Carol Slider, Patrick Barkley, Russell VanBibber, Mark Mallory, Ruby Lilly, Michael Western, Lee House, Victor Wells

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Meeting called to order by Carol Slider at 10:16	FYI
Approval of 11/12/09 Minutes	Motion to approve 11/12/09 minutes with the appropriate time correction was made by Victor Wells. Seconded by Robin Gage and supported by all members present.	FYI
Committees: Communications	COMMUNICATIONS COMMITTEE COMMUNICATIONS COMMITTEE Meeting 12/10/09	

	<p>Attendees:</p> <ul style="list-style-type: none">Shae WatsonMark MalloryVictor WellsRussell ThrasherMichael SweatLee HouseRobin Gage <p>Discussion Items:</p> <ul style="list-style-type: none">➤ Triage Tag Tuesday:<ul style="list-style-type: none">○ On-line training each month from 10:00 am – 10:45 am○ Change Name to Disaster Training Tuesday, as we will be incorporating more training i.e. WebEOC, EMSsystem, than just Triage Tags.<ul style="list-style-type: none">▪ Motion made to change the name from Triage Tag Tuesday to Disaster Training Tuesday was made by Russell VanBibber. Seconded by Victor Wells and supported by all committee members present.○ Disaster Training Tuesdays timeframe:<ul style="list-style-type: none">▪ The 1st Tuesday of each month, beginning at 12:00 Midnight through 12:00 Midnight Wednesday	<p>FYI</p>
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	<ul style="list-style-type: none"> ○ Who needs to log in and report on the following boards: <ul style="list-style-type: none"> ▪ EVERYONE needs to log into the Triage Tag Tuesday Board ▪ EMS – MCI Transport Board ▪ Hospitals – ER Patient Tracker ○ Resource Boards: Victor will be building and tweaking the following boards <ul style="list-style-type: none"> ▪ EMS Resource Board ▪ Hospitals – Resource Equipment Tracking Board <ul style="list-style-type: none"> ● Outgoing equipment will be tracked here ● Regional Asset Listing of equip/supplies will be listed on this board <p>WebEOC Monthly Drills:</p> <ul style="list-style-type: none"> ➤ January Drill will include: <ul style="list-style-type: none"> ○ EVERYONE needs to log into the Triage Tag Tuesday Board ○ EMS – MCI Transport Board ○ Hospitals – ER Patient Tracker ○ EVERYONE log in to the Position Log and entry a blog entry 	<p>FYI</p>
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	<ul style="list-style-type: none"> ➤ February Drill will include: <ul style="list-style-type: none"> ○ EVERYONE needs to log into the Triage Tag Tuesday Board ○ EMS – MCI Transport Board ○ Hospitals – ER Patient Tracker ○ EVERYONE log in to the Position Log and entry a blog entry ○ EVERYONE push your Position Log entry to the Regional Significant Events Board ➤ March Drill will include: <ul style="list-style-type: none"> ○ EVERYONE needs to log into the Triage Tag Tuesday Board ○ EMS – MCI Transport Board ○ Hospitals – ER Patient Tracker ○ EVERYONE log in to the Position Log and entry a blog entry ○ EVERYONE push your Position Log entry to the Regional Significant Events Board ○ EVERYONE will submit a request of the 213RR <p>NETWeb Project:</p> <ul style="list-style-type: none"> ➤ Expectations of NETRAC per Grant Requirements <ul style="list-style-type: none"> ○ Hospital and EMS Agencies must be trained – these reps. will serve in the NETMOC ○ Log-ins for all Hospitals and EMS agencies ○ NETRAC WebEOC Administrators have Admin rights. (limited) ○ Set-up NETRAC Trainings for 	<p>FYI</p>
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<p>Mobile Medical Asset Committee Drills/Exercise Committee Symposium Committee</p>	<p>Hospitals and EMS Agencies</p> <ul style="list-style-type: none"> ○ NETRAC WebEOC Administrators compile a Training Manual – Quick Reference Users Guide <p>➤ Expectations of the NETWeb Project:</p> <ul style="list-style-type: none"> ○ Redundancy (Double Take) needs to be completed by January 1st. ○ Personnel Issues ○ Training <ul style="list-style-type: none"> ▪ Establish timelines ▪ 1st Tuesday’s – 10:00 am <p>Critical RF:</p> <ul style="list-style-type: none"> ➤ Critical RF needs to be incorporated into Disaster Training Tuesday <p>Satellite Phone Status:</p> <ul style="list-style-type: none"> ➤ Deadline to have Satellite phones installed for those who have received them will need to be completed by the time of your entities Site Survey. ➤ The following entities have completed the project: <ul style="list-style-type: none"> ○ LifeNet ○ Champion ○ Hopkins Co Mem <p>Meeting adjourned at 9:50 am.</p> <p>Minutes from the 11/12/09 distributed. Minutes from the 11/12/09 distributed. Minutes from the 11/12/09 distributed.</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
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Satellite Phones	<p>Satellite Phone Status:</p> <ul style="list-style-type: none"> ➤ Deadline to have Satellite phones installed for those who have received them will need to be completed by the time of your entities Site Survey. ➤ The following entities have completed the project: <ul style="list-style-type: none"> ○ LifeNet ○ Champion ○ Hopkins Co Mem 	FYI
Health and Medical Response Plan	Still need several hospitals plan. If the plans aren't submitted by December 15 th , these facilities will be considered ineligible.	FYI
WebEOC Workshop - Tyler, TX	A head count for those who would like to attend the Workshop is needed by the January 14 th meeting.	FYI
WebEOC Update	Victor has created a Document Submission Board, which will be an electronic filing system and business documents tracker, any document that needs to be submitted can be upload to the document center.	FYI
NETMOC Positions	Current NETMOC positions roster distributed, each member ask to update status of the committee they would like to serve on.	FYI
IMACC Training - Update	Russell Thrasher and Shae Watson attended the Regional IMACC Training in College Station, November 17 – 20. MACC's will be run according to the NIMS Model and the communications systems will be WebEOC.	FYI

H1N1 Update	Due to the decrease in ILI for H1N1, DSHS will only require reporting bi-weekly, beginning on December 15 th .	FYI
Site/Monitoring Visits	Dates for Annual Hospital Site/Monitoring Visit was distributed. Discussion of items that will need to be seen was talked about.	FYI
MMA Inventory	MMA Inventory has been scheduled for January 28 th from 10:00 am until. Inventory will be held at Fire Station #2.	FYI
Meeting Adjourned	Meeting adjourned at 11:00 am.	

Minutes recorded by Shae Watson - Executive Director