

BIO/RAC
Meeting Minutes
October 8, 2009

Attendance: Shae Watson, Mark Mallory, Keith Kelley, Norman Prewitt, Robin Gage, Kent Klinkerman, Russell Thrasher, Victor Wells, Cindy Phelan, Joyce Vanginault, Bertha Evans, Earnestean Williams, Lee House, Scoggie Stoermer, Rick Thurman, Ricky Draper, Russell VanBibber, Scott Reid, Jeff Nichols, Ray Hervey, Boris Chavez, Carol Slider, Blaine Jones, Kelly McCauley

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Meeting called to order by Carol Slider at 10:10 am.	FYI
Approval of 9/10/09 Minutes	Motion to approve 9/10/09 minutes made by Mark Mallory. Seconded by Scoggie Stoermer and supported by all members present.	FYI
Thank you Card	Thank you card from the Executive Director was read.	FYI
Committees: Communications	COMMUNICATIONS COMMITTEE Attendees: Mark Mallory Kent Klinkerman Russell VanBibber	

<p>Mobile Medical Asset Committee</p>	<p>Recommendation from the Communications Committee: After having 14 days to demo the phones provided by Verizon, the committee has decided to continue service with AT&T, and Cass County reps (GSMC; Atlanta Mem; Scott Reid & Norman Prewitt) will have the options to use a Verizon Plan, since AT&T does not work in those areas.</p>	<p>FYI</p>
	<p>Motion made by Kent Klinkerman to accept the recommendation from the Communications Committee for our communications phone system. The motion was seconded by Russell VanBibber and supported by all members present.</p>	<p>FYI</p>
	<p>Our IT Tech, Russell Thrasher will review the best phones for each provider and make his suggestion. If a rep has a phone preference, please get that information to Russell.</p> <p style="text-align: center;">MOBILE MEDICAL ASSETS COMMITTEE Meeting 9/10/09</p> <p>Attendees: Shae Watson</p>	<p>FYI</p>

	<p>Robin Gage Lee House Bertha Evans Kelly McCauley Jeff Nichols Mark Mallory</p> <p>Discussion Items:</p> <ul style="list-style-type: none"> ➤ Policies & Procedures: <ul style="list-style-type: none"> ▪ The committee is requesting that each hospital submit a sample copy of the following Policies and Procedures: <ul style="list-style-type: none"> ○ Med-Surge ○ Post-Op ○ Scope of Care ○ Risk Management Plans ○ Clinical Manuals ➤ Forms: <ul style="list-style-type: none"> ▪ The committee is requesting that each hospital submit a sample copy of the following: <ul style="list-style-type: none"> ○ Nursing Documentation ○ Physician Order Sheets ○ ER Flowsheets ➤ The committee created the Chain of Command for requesting the MMA: <ul style="list-style-type: none"> ▪ Where to request the MMA: 	<p>FYI</p> <p>FYI</p> <p>FYI</p>
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<p>Drills/Exercise Committee</p>	<p>with the appropriate persons and tell the committee how many people their entity would be able to send.</p> <ul style="list-style-type: none"> ○ Deployment for the MMA: <ul style="list-style-type: none"> ▪ It was suggested that we submit a regional letter to all our county officials letting them know that we have the MMA resource available but will need a vehicle to deploy it to their jurisdiction if requested. <p style="text-align: center;">DRILLS/EXERCISE COMMITTEE Meeting 9/10/09</p> <p>Attendees: Shae Watson Brenda Stone Russell Thrasher Norman Prewitt Bertha Evans Victor Wells</p>	<p>FYI</p>
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	<p style="text-align: center;">Jesse Buchanan</p> <p>Discussion Items:</p> <p>Upcoming Events: Regional Drills/Exercises</p> <ul style="list-style-type: none"> ➤ Disaster Drill – Red River Army Depot – September 24th ➤ TRMC – Tornado Drill – October 29th <p>3-Year Exercise Plan:</p> <ul style="list-style-type: none"> ➤ Due November 30th <ul style="list-style-type: none"> ○ Spoke with Gary – DSHS Drills/Exercise Program Coordinator to get guidance on what DSHS is expecting from Contractors for the 3-year plan. ▪ Need to use the HSEEP Process when planning Drills/Exercises <ul style="list-style-type: none"> ● HSEEP Sample Calendar ● HSSEP Multi-Year Training and Exercise Plan ● Fema Website: <ul style="list-style-type: none"> ✓ Draft Template ✓ Training & Exercise Planning Workshop User’s Handbook ✓ Press Room Guide 	<p>FYI</p> <p>FYI</p> <p>FYI</p>
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	<p>➤ RAC will need to decide for each year what we want to do as far as Drills/Exercises are concerned: Tabletop; Functional; Full-Scale</p> <ul style="list-style-type: none"> ○ We will participate in Annual State Hurricane Drills/Exercises ○ FY 10-11 – Tabletop ○ FY 11-12 – Functional Drill (command & control) <ul style="list-style-type: none"> ▪ Regional drill to capture the NETRAC Regional top 4 HVA's <ol style="list-style-type: none"> 1. Severe Weather: Tornados 2. Severe Weather: Flash Floods 3. Power Outages 4. Accident (transportation) on I-30 <p>Regional drill will initially test the following:</p> <ul style="list-style-type: none"> • MOU's between regional Hospitals/EMS and Response Partners • Communications Systems: <ul style="list-style-type: none"> ✓ WebEOC ✓ EMSsystems ✓ Interoperable ✓ Communications i.e. Radios <p>NETMOC COMMITTEE</p>	<p>FYI</p> <p>FYI</p>
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<p>NETMOC</p>	<p style="text-align: center;">Meeting 8/13/09</p> <p>Attendees: Shae Watson Bertha Evans Lee House Norman Prewitt Russell VanBibber</p> <p>Call to order at: 3:30</p> <p>Approval of 6/11/09 Minutes: Motion to accept minutes are written was made by Bertha Evans, seconded by Lee House and supported by all members present.</p> <p>Discussion Items:</p> <ul style="list-style-type: none"> ➤ Committee ask to review and bring back information in order to complete the following Essential Criteria: <ul style="list-style-type: none"> ▪ Address Staffing <ul style="list-style-type: none"> ❖ Shifts will be 12 hours ❖ Minimum of 1 person per entity per 12 hour shift ❖ Must have ICS 100, 200, 700, and 800 ▪ Activation Criteria <ul style="list-style-type: none"> ❖ Any local disaster that exceeds the resources of the local 	<p>FYI</p> <p>FYI</p> <p>FYI</p>
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<p>Needs Assessments</p> <p>Evacuee Wristbands</p>	<p>Emergency Operations Center</p> <ul style="list-style-type: none"> ❖ Upon request of the State SOC and State DDC ❖ Upon request of the Mobile Medical Asset needs <ul style="list-style-type: none"> ▪ Activation Authority – the following have activation authority <ul style="list-style-type: none"> ❖ MACC ❖ RAC Chair ❖ Executive Director ❖ Executive Board Members ▪ Location of Activation: <ul style="list-style-type: none"> ❖ Set-up at and with the MACC at the ATCOG – 4808 Elizabeth Street - Texarkana, TX 75501 ❖ NETMOC can also become a Mobile MOC to be deployed within the region <p>We have already addressed the NIMS Compliant Structure piece</p> <p>Reminder that each entity needs to submit FY 09-10 Needs Assessments for both OASPR and Trauma and Acute Care Grants, in the event that we get additional grant funds in to fund the assessments.</p> <p>NETRAC has received 500 Patient Wristband and 250 Pet Wristbands, to be issued and used in the event of a Hurricane. Reminder that RAC's F,G, H will host a</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
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<p>WebEOC Update</p>	<p>WebEOC Workshop – March 2, 3, 4 for all RAC Hospital/EMS users, COG representatives/users, any and all other Regional Response Partners who will use WebEOC.</p>	<p>FYI</p>
<p>Trauma & Acute Care Symposium</p>	<p>Everyone needs to remember to log into WebEOC every 60 days.</p> <p>The 1st Annual Trauma and Acute Care Symposium was a great success, with a lot of positive feedback.</p>	<p>FYI</p>
<p>H1N1 Update</p>	<p>149 participants signed in.</p> <p>AAR will be completed at the November 9th meeting.</p> <p>Discussed the following items:</p> <ol style="list-style-type: none"> 1. Shortage of vaccines 2. Hand-outs distributed from the Weekly Conference Calls 3. ER increases in Patient Volume 4. Importance of Weekly Reporting: H1N1 Stress Bed Count Availability 	<p>FYI</p>
<p>EMSystems Conference</p>	<p>Shae Watson, Russell VanBibber, and Russell Thrasher attended the conference.</p> <p>Several new features introduced as well as</p>	<p>FYI</p>

<p>Upcoming Events</p>	<p>best practices. One in particular: ER Saturation Board (% of how saturated your ER is and the type of patients being seen)</p> <p>EM Credential: Discussed/Explained the importance and expectations of the Regional ESAR-VHP Coordinators and Alternates.</p> <p>MMA Inventory: will be re-scheduled due to the rain.</p> <p>CEO Breakfast: scheduled for November 12, 2009. Deadline for attendees – October 31st.</p> <p>NIMS Report: Deadline for submitting your names – October 30th.</p>	<p>FYI</p>
<p>Meeting Adjourned</p>	<p>Meeting adjourned at 11:00 am.</p>	<p>FYI</p>

Minutes recorded by Shae Watson - Executive Director