

BIO/RAC
Meeting Minutes
September 10, 2009

Attendance: Shae Watson, Mark Mallory, Jeff Nichols, Russell VanBibber, Scott Reid, Rick Thurman, Ricky Draper, Russell Thrasher, Jesse Buchannan, Keith Kelley, Brenda Stone, Kent Klinkerman, Scoggie Stoermen, Bertha Evans, Lee House, Norman Prewitt, Victor Wells, Robin Gage, Carol Slider,

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Meeting called to order by Mark Mallory at 10:17 am.	FYI
Approval to Amend Agenda to include July minutes	Motion to amend the agenda to include approving the July minutes made by Kent Klinkerman. Seconded by Scott Reid and supported by all members present.	FYI
Approval of 7/9/09 Minutes	Motion to approve 7/9/09 minutes made by Scoggie Stoermer. Seconded by Bertha Evans and supported by all members present.	FYI
Approval of the Annual WorkShop Minutes - 8-13-09	Motion to approve 8/13/09 Annual Workshop Minutes made by Scott Reid. Seconded by Scoggie Stoermer and supported by all members present.	FYI

<p>Committees: Communications</p>	<p style="text-align: center;">COMMUNICATIONS COMMITTEE</p> <p>Attendees: Mark Mallory Kent Klinkerman Russell VanBibber</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>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>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>FYI</p> <p>FYI</p> <p>FYI</p>
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<p>Mobile Medical Asset Committee</p>	<p style="text-align: center;">MOBILE MEDICAL ASSETS COMMITTEE Meeting 9/10/09</p> <p>Attendees: Shae Watson 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 	<p>FYI</p> <p>FYI</p>
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	<ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ Call the NETRAC Communications Center: 1-877-572-5537 ○ Information will be routed to Mark Mallory, who will then contact the Executive Director and RAC Chair ▪ Who approves the request: <ul style="list-style-type: none"> ○ 1st person: Vice-Chair: Mark Mallory ○ 2nd person: Executive Director: Shae Watson ○ 3rd person: RAC Chair: ▪ Responsibilities of the facility/entity requesting MMA: <ul style="list-style-type: none"> ○ The requesting entity will: <ul style="list-style-type: none"> ▪ Provide their own staff; if there is a staffing shortage 	FYI
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	<p>the entity can pull from ESAR-VHP</p> <ul style="list-style-type: none"> ▪ Provided food and shelter for staffing <p>➤ The committee decided that based upon NETRAC Regional Resources the MMA would see and house the following Patient Population:</p> <ul style="list-style-type: none"> ▪ Category III – minor patient care (capacity to provide advanced first aid, to include bandaging and splinting; delivering OTC medications ▪ Non-urgent to semi-urgent patients including: <ul style="list-style-type: none"> ○ Med-surg patients ○ 3-day Post-Op Patients ○ Asthma Patients ○ COPD Patients ○ Pain Control Patients <p>Patient to Nurse Ratio:</p> <ul style="list-style-type: none"> ▪ The patient to nurse ration will be 7:1 (1 nurse to 7 patients) 	<p>FYI</p>
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	<ul style="list-style-type: none">➤ Establishing MMA Set-up and Deployment Team:<ul style="list-style-type: none">○ MMA needs at least 20 people on this team○ Each entity asked to go back and discuss this need with the appropriate persons and tell the committee know how many people their entity would be able to send.○ 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.	FYI
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<p>Drills/Exercise Committee</p>	<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 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. 	<p>FYI</p> <p>FYI</p>
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	<ul style="list-style-type: none"> ▪ 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 ➤ RAC will need to decide for each year what we want to do as far as Drills/Exercises are concerned: <ul style="list-style-type: none"> Tabletop; Functional; Full-Scale <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) ▪ 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 Regional drill will initially test the following: <ul style="list-style-type: none"> • MOU's between regional 	<p>FYI</p>
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<p>NETMOC</p>	<p>Hospitals/EMS and Response Partners</p> <ul style="list-style-type: none"> • Communications Systems: <ul style="list-style-type: none"> ✓ WebEOC ✓ EMSystems ✓ Interoperable Communications i.e. Radios <p style="text-align: center;">NETMOC COMMITTEE 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: 	<p>FYI</p> <p>FYI</p>
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Symposium	<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 	FYI
	<ul style="list-style-type: none"> ▪ Activation Criteria <ul style="list-style-type: none"> ❖ Any local disaster that exceeds the resources of the local Emergency Operations Center ❖ Upon request of the State SOC and State DDC ❖ Upon request of the Mobile Medical Asset needs 	FYI
	<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 	FYI
	<ul style="list-style-type: none"> ▪ 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 	FYI
	<p>We have already addressed the NIMS Compliant Structure piece</p>	FYI

<p>Trauma & Acute Care Symposium</p>	<p style="text-align: center;">TRAUMA SYMPOSIUM COMMITTEE Meeting 8/13/09</p> <p>Attendees: Victor Wells Shae Watson Norman Prewitt Bertha Evans Lee House Russell VanBibber</p> <p>Call to order at 4:00 pm</p> <p>Approval of 6/11/09 Minutes: Motion to accept minutes are written was made by Russell VanBibber, seconded by Bertha Evans and supported by all members present.</p> <p>Discussion Items:</p> <p>Ambulances:</p> <ul style="list-style-type: none"> ➤ Victor Wells has invited all Air Services to participate in the Symposium by bringing their aircrafts. ➤ Victor will invite all ground services to participate as well. 	<p>FYI</p>
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	<p>Speakers:</p> <ul style="list-style-type: none"> ➤ Norman Prewitt will try to contact Dr. Malik to see if they will still be able to participate. <p>Participants:</p> <ul style="list-style-type: none"> ➤ We have decided to open up the symposium registration free of charge, due to the fact that we have only received 4 paid registrations. For those who have paid, we will refund their money. ➤ All registrations must be received by September 1st to be included for the meal and to receive CE credit. ➤ Will check with Melynda Hutchins to see if she can still provide CE's/CEU's ➤ Russell VanBibber will still provide CE's for EMS. <p>Banners:</p> <ul style="list-style-type: none"> ➤ We will have a banner made that includes all our Hospitals/EMS sponsors ➤ Banner will be made for all our Vendor Sponsors ➤ Banner will be made: 1st Annual 	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
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	<p>Trauma and Acute Care Symposium</p> <p>Speakers Bio's:</p> <ul style="list-style-type: none"> ➤ Shae will type up speakers bio's and have a packet made <p>Packets:</p> <ul style="list-style-type: none"> ➤ Shae will send out an e-mail asking Hospitals/EMS Agencies to donate items to put in packets i.e. pens, pencils, pads, key chains, etc. <p>Symposium Checklist: Victor has created a Checklist in WebEOC under Mission Task for the committee to view and accomplish for the symposium.</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p>
Dubuis Trailer Discussion	<p>Executive Director will draft a letter to Dubuis by the end of the month, with a pick up date for the Dubuis Trailer.</p>	<p>FYI</p>
MMA Inventory	<p>MMA Committee and other NETRAC volunteers will Inventory the MMA Supply Trailer on October 9th.</p>	<p>FYI</p>
BY-Laws Review	<p>The By-Laws Committee presented 3 changes to the existing By-Laws. The revisions will be sent out today, for each entity to review. The By-Laws revisions will be voted on at the Annual Meeting – October 8th.</p>	<p>FYI</p>

<p>Regional Alternate Care Sites</p>	<p>Committee defined our Regional Capabilities and Capacities: Capabilities: Care for non-acute care patients Capacities: Each entity has reported the number of beds that each appointed ACS can hold.</p>	<p>FYI</p>
<p>WebEOC Update:</p>	<p>The NETWEB Administrative Team met and discussed a plan for Regional Trainings.</p> <p>NetWeb Servers are up and running</p> <p>Patient tracking boards should be available the week of September 14th for both the region and the state.</p> <p>Mapper – Map-TAC: IT Tech needs everyone to send area maps, street maps, etc.</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
<p>Triage Tag Tuesday</p>	<p>A request has been made that everyone EMS and Hospital please participate: Hospitals please inform your ER Staff of what Triage Tag Tuesday is.</p> <p>WebEOC Board has been developed for Triage Tag Tuesday: Hospital Data – is the position name to log in.</p>	<p>FYI</p> <p>FYI</p>

Ambulance Staging Manager Course	Victor Wells and Russell Thrasher attended the course for our region.	FYI
H1N1 Update	RAC needs: Identify and pre-define staging areas in our region.	FYI
	There are daily/weekly H1N1 Conference Calls.	FYI
	Hospitals MUST report weekly. All numbers need to be in by 12Noon in order for the Executive Director to report to the State by 5 pm.	FYI
	Regional Conference: Shae Watson, Carol Slider, and Lee House attended the Regional H1N1 Conference in Tyler 9/9/09.	FYI
	Each Hospital/EMS asked to log-in on www.texasflu.org for updates and information.	FYI
	The Target groups/population for the 1 st round of vaccines was identified: <ul style="list-style-type: none"> ➤ Pregnant Women ➤ Household contacts of babies under 6 months of age ➤ Health care and emergency medical service workers ➤ Children and young people age 6 months through 24 years 	FYI

Meeting Adjourned	➤ People between 25 and 64 years who have chronic medical conditions. Meeting adjourned at 12 Noon	FYI
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Minutes recorded by Shae Watson - Executive Director